



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend the annual meeting to be held at Shalford Village Hall on Wednesday, 17th June 2026 commencing at 7:30pm for the purpose of transacting the following business:

The meeting will be open to the public unless the Council directs otherwise.

AGENDA

1. **Apologies for Absence.**
2. **To receive member's declarations of interest and dispensations in items on the agenda.**
(Dispensations should be requested from the Clerk before the meeting).
3. **Minutes:** Acceptance of minutes: *'Meeting of the Parish Council held on 20th May 2026'*
4. **Public participation session with respect to items on the agenda and other matters that are of mutual interest or local concern:** *(A maximum of 15 minutes shall be allowed for public question time, and it is requested each member of the public speak for a maximum of 3 minutes).*
5. **District and/or County Councillor:** To receive District and County reports
6. **Shalford Village Hall Committee Report:** To receive report (Cllr Gould)
7. **LYB Bus Grant/DigiGo Update:** To receive update (Cllr Gould/Cllr Staines/Clerk)
8. **NHP Project:** To receive update (Cllr Havelock)
9. **Clerks Report:** To receive update on action points from the last meeting (Clerk)
10. **Annual Parish Meeting:** To assess and review the event held on 27th May 2026.
11. **PROW Service Level Agreement 2026/27:** To agree £1,461.11 ECC Service Level Agreement and agree to allocate the Ranger any extra hours required to complete this yearly task.
12. **Finance:**
 - i. To receive the financial report, approve payments and to ratify additional payments made since last meeting (Appendix I)
 - ii. To review and agree the Budget Monitoring Document
 - iii. To amend expenditure lines on 2026/27 budget document
 - iv. To agree to a £2000 grant application towards printing costs of the Village Magazine.

- v. To agree to pay Shelley Boyde T/A B B BUSINESS ASSOCIATES LTD £270.00 re Invoice No. 00022 for completing our Internal Audit for Year Ending March 31st 2026 (Precept Between £25,001 to £50,000)
- vi. To agree to pay the Clerks SLCC Membership cost of £158.00 for 2026/27
- vii. To agree to pay Alison Eardley invoiced NHP Consultancy fees
- viii. To agree to apply for a Unity Bank plc 'Corporate Purchasing Card' issued in conjunction with Lloyds Bank: £50 set up fee with a £3 monthly admin fee.

13. Planning:

- (1) To review and agree a response to all planning applications including those that have arisen since the agenda was prepared:

26/00704/FUL - Annexe At The Orchard Shalford Green Shalford Essex CM7 5AY

Change of use of The Gatehouse (residential annexe) to wine tasting and meeting room with small shop (ancillary to vineyard) and creation of reinforced grass area for parking.

Expiry Date: 25th Jun 2026

Finchingfield and Wethersfield Neighbourhood Plan Regulation 16 Consultation

A Finchingfield and Wethersfield Neighbourhood Plan has been submitted to Braintree District Council by the Parish Councils. We are now seeking views on the Plan (under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012).

The Plan includes planning policies and allocations to be used in the deciding of planning applications in Finchingfield and Wethersfield Parish.

Expiry Date: 1st July 2026 @ 5pm

- (2) To retrospectively agree the submitted response to the following planning application:

26/00781/LBC - Land Northwest Of Towerlands, Panfield Road, Braintree

Outline planning application for the development of up to 150 dwellings (Use Class C3), with all matters reserved except for access, together with associated green infrastructure, public open space, landscaping, sustainable drainage systems (SuDS), and supporting infrastructure

***Expired: 14th May 2026**

Determination Deadline 26th June 2026

- (3) Discuss Possible Planning Issue:

26/00185/COUR - Garretts Lane, Shalford Green – Illegal Development:

Shalford Parish Council have been made aware of an illegal mobile home development in Garretts Lane, Shalford Green which started over the May bank holiday. Between two houses, Parsonage Cottage and Fairmead. It is not easily seen from the road as it is hidden behind an earth mound but can be seen from the footpath.

NB: - Most recent Application Ref No. 22/03263/FUL 30/11/22 - Retention of gravel access track and replacement of 5-bar field gate. Retention of storage containers was REFUSED 23.05.23

14. Items for the next agenda:

15. Chair to Close Meeting:

Time Closed:

16. Next Parish Council Meeting: 15th July 2026.

J Boot

Jill Boot

Clerk & RFO to Shalford Parish Council

Dated: 12th June 2026

Appendix I

Shalford Parish Council Finance				
12th June 2026				
		Cash Book Balance From 14/05/2026	£ 75,735.64	
Payments Made				
Date	Payee	Description	Amount	
20/05/2026	J.Boot (Coop)	Printer paper	£9.39	
20/05/2026	J.Boot (Amazon)	Clear Poly Pockets	£7.12	
20/05/2026	CJ Butcher	Inv. 25.26 (Grass Cutting 26.03.26 to 30.04.26)	£100.00	
20/05/2026	Applied Image	Inv. INV6758 NHP Booklets/A3 Posters Printed	£62.00	
20/05/2026	Shalford Village Hall	Inv. #1 NHP Meeting Hall Hire 19.04.26	£110.00	
20/05/2026	Zurich Municipal Insurance	Inv. 554848100 Premium 01.06.26-30.05.27	£396.00	
20/05/2026	EALC	EALC 7 NALC Affiliation Fees 2026-27	£294.59	
20/05/2026	NB Flowers	Bouquet of Flowers - Residents 100th Birthday	£50.00	
20/05/2026	Shalford Village Fete	Grant for St Johns Ambulance Attendance	£171.60	
27/05/2026	J.Boot (Sainsburys)	Food etc for Annual Parish Meeting 27.05.26	£206.19	
28/05/2026	Unity Bank Plc	Service Charge	£7.00	*DD
28/05/2026	Salaries	Salaries, PAYE & Pension	£861.16	
07/06/2026	BrightPay (Stripe)	Monthly Payroll	£9.90	*DD
Payments Received				
Date	Payee	Description	Amount	
26/05/2026	BDC	Street Clean 2026/27	£ 505.54	
		Cash Book Balance on 14/05/2026	£ 73,956.23	
Bank Balances on 12/06/2026				
	Unity Current Account	£ 18,160.70		
	Unity Reserves	£ 55,795.53		
	Equals Card (Account Closed)	£ -	£ 73,956.23	
Less Payments/Receipts Pending		£ -	£ -	
Reconciled Total:			£ 73,956.23	
Payments for Approval				
Date	Payee	Description	Amount	
18/06/2026	J.Boot (Lidl)	Sweets for Village Fete Stall	£13.45	
18/06/2026	J.Boot (The George PH)	£25.00 Voucher for Village Fete Raffle	£25.00	
18/06/2026	J.Boot (Tesco)	Chocolates for Village Fete Stall	£11.90	
18/06/2026	J.Boot (Stationary Solutions)	Stationary	£12.48	
18/06/2026	Village Magazine Grant	1st Payment	£1,000.00	
18/06/2026	Shelley Boydell	Internal Audit	£270.00	
18/06/2026	Alison Eardley	NHP Consultancy Fees	£4,825.00	
18/06/2026	SLCC	Clerks Membership 2026/27	£158.00	
18/06/2026	Unity Bank/Lloyds Bank	Corporate Purchasing Card set up fee	£50.00	
27/06/2026	Unity Bank/Lloyds Bank	Corporate Purchasing Card Monthly Fee	£3.00	*DD
27/06/2026	Unity Bank Plc	Service Charge	£7.00	*DD
27/06/2026	Salaries	Salaries, PAYE & Pension	£991.86	
07/07/2026	BrightPay (Stripe)	Monthly Payroll	£9.90	*DD
Total:			£7,377.59	