

# Roxwell Parish Council

Emma Drakeford: Chairman  
Mrs Stephanie M. Gill: Clerk & Responsible Financial Officer  
Email: [ClerkatRoxwellParishCouncil@outlook.com](mailto:ClerkatRoxwellParishCouncil@outlook.com)

Members are hereby summonsed to an **Extraordinary Meeting** of the **Full Council** to be held on **Tuesday 17<sup>th</sup> February 2026 at 7.30pm** at **The Reading Room, The Street, Roxwell, Chelmsford, CM1 4PA**, to transact the business stated on the agenda.

Councillors: Cllr Emma Drakeford (Chairman), Cllr Anton Shelupanov (Vice Chairman) Cllr Brian Perry, Cllr Bryan Watson, Cllr Joseph Hedges, Cllr Katie Howlett

*Emma Drakeford*

Cllr Emma Drakeford  
Chairman

Date 11<sup>th</sup> February 2026

The press and the public are cordially invited to attend.

## AGENDA

### **106/25. Welcome by the Chairman**

### **107/25. Apologies for Absence**

To receive and agree apologies for absence.

### **108/25. Declarations of Interest**

To declare any Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests relating to items on the agenda, having regard to the Code of Conduct for Members and having taken appropriate advice before the meeting.

### **109/25. Minutes of previous meeting**

To receive and agree the minutes of the Full Council meeting held on 19<sup>th</sup> November 2025 for signing

To receive and agree the minutes of Full Council Meeting held on 12<sup>th</sup> January 2026 for signing

### **110/25. Public Participation. 15 Minutes**

The Chairman will invite questions and observations from members of the public present. *A maximum time of 15 minutes will be allowed, unless directed otherwise by the Chairman of the meeting. A member of the public may not speak for more than 3 minutes and a question raised shall not require a response at the meeting nor start a debate on the question.*

### **111/25 Clerks Report**

To receive a report from the Clerk/RFO

### **112/25 Policy Updates**

.1 To agree revised Standing Orders based on the Model NALC template (2025) (Appendix 3)

.2 To agree revised Financial Regulations based on the NALC Model Template (2025) (Appendix 4)

- .3 To agree an IT Policy based on the template given by NALC or SAPPP in order to comply and enable a positive response to Assertion 10 of the 2025/26 AGAR. (Appendices 6 & 5)
- .4 To agree the Model Publication Scheme as required and is necessary under the Freedom of Information (FOI) Act (2002) for Parish Councils (Appendix 7)

### **113/25 IT**

To note that a Clerk's email address has been opened as [clerk@roxwellpc.org.uk](mailto:clerk@roxwellpc.org.uk) to comply with Audit recommendations (Smaller Authorities Proper Practices Panel, changes to the Practitioners' Guide 2025: Assertion 10). (The old account cannot be migrated across as hoped)

### **114/25. Financial Matters**

- .1 To receive and agree payments to be made in February 2026 per the attached report. (Appendix 1)
- .2 To agree to pay the Subscription to the i.c.o for the coming year as is required for Parish Councils as personal data is held by them: £52.00 This is a requirement under the FOI Act
- .3 To receive and note: last bank statements received, the Bank Reconciliation for 31.12.2026, the Q3 Accounts. (Appendices 2 & 2.1)
- .4 To receive an update on the bank signing mandate.
- .5 To note that the 'Precept Upon Charging Authority' request form was submitted to Chelmsford City Council and an acknowledgement received.
- .6 To note that the council address and contact details have been changed with the insurers. To note that the parish mower and hedge cutter equipment is insured as being stored at the PC's container at the recreation ground and not at a private address.
- .7 To consider the finances of Roxwell PC and place funds in Earmarked Reserves, rather than hold all as 'General Reserves'. (Appendix 8)

### **115/25. Planning Matters**

To receive the attached planning update and determine any actions. (Appendix 9)

### **116/25. Provisional Tree Preservation Order TPO/2025/035. - Land North East Of Shellow Cross Farm Skreens Park Road (Gravel Extraction at Chalk End**

To note that the Parish Council's representation agreed last meeting under previous reference **25/00017/TPOREQ** has been sent under this specific reference to Chelmsford City Council

### **117/25. Norwich to Tilbury Pylons Project Inspectorate Hearing EN020027**

- .1 To note that Cllr Watson was registered to attend the hearing on 12<sup>th</sup> February,
- .2 To consider contributing to the cost of commissioning Alison Farmer, Landscape Architect, to undertake additional work in representing and presenting on behalf of Roxwell with other local Parish Councils at the hearing. Potential Cost indicated £101.86 (Appendix 10)

### **118/25 'Love Your Bus Grant' & No. 46 Bus Route additional services evenings and Sundays**

To note that Cllr Shelupanov provided all information for the submission of a Love Your Bus Grant, which was submitted by the Clerk on 1<sup>st</sup> February 2026. The associated bus provider is Central Connect

### **119/25 Recreation Ground & Toddler Play Area**

- .1 To receive submitted quotes for the yearly cutting of the Recreation Ground and determine actions (Appendix 11)
- .2 To receive submitted quotes for the cutting of the hedge at the Recreation Ground following a request by the play area representative, Chris Pavitt re. cricket played (Appendix 12)

**.3** To receive & consider a quote from S Pavitt for formalising a maintenance agreement of the Recreation Ground and Play Area to continue in the immediate term, and make determinations. (Appendix13)

**.4** To determine any H&S actions following the Playground Safety Inspection Training in December and councillor input.

**.5** Volunteer Working Party to carry out undergrowth cutting back 21<sup>st</sup> and 28<sup>th</sup> February 2026: To note receipt of completed Risk Assessment, to receive any further updates and make any required determinations.

### **120/25 Cricket Club Rental**

Boreham & Roxwell CC has agreed to the charge of £85 per game for the 2026 season. They will continue to prepare the wicket.

They have expressed an interest in renting the ground on a Tuesday evening from 6pm for 6 matches and have asked whether the PC would consider a reduced rent for these games.

To consider their request and determine actions.

### **120/25 Training**

**.1** Site Specific Training covering Inspections of Playgrounds – To note the certificates of attendance have been received

**.2** The Clerk has registered for the Nimble online GDPR Training and received course joining instructions.

### **121/25. Matters for Information**

An opportunity for Councillors to report matters of interest, including any training sessions, briefings or meetings, and to suggest items for future agendas.

Future Agenda Items:

To agree Revised Risk Assessment Document

To agree Revised Asset Register

To agree appointment of an Internal Auditor

### **122/25. Closure of meeting and announcement of date of next meeting**

Next Meeting - Wednesday 11<sup>th</sup> March 2026 at The Reading Room, Roxwell