Roxwell Parish Council

Emma Drakeford: Chairman
Mrs Stephanie M. Gill: Clerk & Responsible Financial Officer
Email: clerk@roxwellpc.org.uk Phone: 07598 174980

Members are hereby summonsed to the **Bi-Monthly Meeting of the Full Council** to be held on **Wednesday 11th November 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 Bryan Watson, Cllr Joseph Hedges, Cllr Katie Howlett, Cllr Jonathan Gray, Cllr Katharine Gooday,

Stephanie M Gill
Mrs Stephanie M. Gill
Clerk and Responsible Financial Officer
Date: 6th November 2026

The press and the public are cordially invited to attend.

AGENDA

122/26 Welcome by the Chairman

0123/26 Apologies for Absence.
To receive and agree apologies for absence

124/26 Declarations of Interest
To declare any Disclosable Pecuniary Interests, Other Registerable Interest 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.

125/26 Minutes
To receive and agree (for signing) the minutes of the bi-monthly meeting held on 9th September and the Extraordinary Council Meeting held on 31st October 2026

126/26 Public Participation
The Chairman will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed, maximum 3 minutes per person.

127/26 Chelmsford City Council Report
To receive an update/report from Cllr Mrs Nicolette Chambers

128/26 Essex County Council Report
To receive an update/report from Cllr Mike Steel

129/26. Planning Matters
.1 To note that the Parish Council's response for 26/01994/FUL was submitted on 4th November, with text comment via the CCC Planning Portal and a formal letter with appendices containing photographs emailed to the Asst Director of Planning
.2 To receive a planning update and determine any actions. (Appendix 1)

.**3** ESS/49/26/CHL: To note report from the Gravel Extraction Steering Group, following further information from Essex County Council Planning. (Appendix 2)
To note a request from a Parishioner concerning further comment by PC re application (Appendix 3)

0130/26 ECC Love your Bus Grant
.1 To receive data sent by Central Connect on the Passenger numbers to end October and note that this data has been formally reported to Essex County Council as part of the grant agreement (Appendix 4)
.**2** To receive any comment on marketing and advertising matters and determine actions.

0131/ 26 Criminal Damage at the Recreation Ground and Toddler Play Area.
To receive a report and note that the Police Local Neighbouring Team has offered to visit the parish and patrol and determine any other actions not detailed not already detailed.(Appendix 5)

0132/26 CCTV at the Recreation Ground/ Toddler Play Area
Chelmsford City Council's Public Protection Manager visited the areas on 20th October, accompanied by the Chair and the Clerk, to ascertain whether CCTV could be fitted. Their report to be tabled as not received at time of agenda posting

0133/26 Pavillion
.1 To note that the new cleaner taken on in September was unable to continue due to increase in existing workload. After consultation with the Chair, the position was offered to a recommended person at the same rate.
To ratify the agreement.
Clarification needs to be obtained about provision of toilet tissue, bin liners, and the responsibility for a 'yellow outside bin' at the pavilion.
.2 To receive a verbal report from Cllr Watson on the Water Risk Assessment Maintenance which has been instigated.
.3 To note that the approved plumbing works required under the Water Risk Assessment at the pavilion have been carried out. The dead-leg as not removed.
.4 To note that, after the visit by Chelmsford CC's Protection Manager, the main pavilion doors were forced, damaging the locking mechanism. The Clerk, under delegated powers, contacted Dr Window, who was able to repair the door same day and so the premises could be secured. (Reported to the Police) To note further damage on 5th November reported and under consideration at time of agenda posting. To determine any actions.

134/26 Recreation Ground & Toddler Play Area
.1 To receive and consider a report from the Grounds Representative, Chris Pavitt and make determinations, if required (Appendix 6)
.2 To note that a picnic bench at the Recreation Ground was torched and further spate of extensive graffiti was carried out at the Toddler Play Area. To record a vote of thanks to Cllr Gooday and the contractors who cleaned up the Toddler Play Area.
.3 To note that the hedge cutting contractor has been chased to confirm cutting date. Clerk to give verbal update on the contract (agreed in March) for Council to determine actions, if needed.
.4 To note written report on cutting of ditch alongside path from St Michael's Drive to the Recreation Ground and determine actions (Appendix 7)
.5 To note that the Grounds Representative has advised that the hedge cutter is not starting so requires maintenance and to determine actions.

135/26 Play Areas Working Group Report
To receive a verbal report on any work or inspections carried out by Working Group and consider any actions to be undertaken.

136/26 Toddler Play Area and new owners of adjacent land, Guiness Trust
To note that DCH Contractors have advised that the access to the Toddler Play Area will be closed on the weeks running up to Christmas to construct the housing access road. Dates not advised at time of agenda posting – Clerk chasing.

137/26 Rental of Recreation Ground and Pavilion to Football Team
There have been no issues raised to date and payment of invoicing has been prompt.

138/26 National Grid Pylons
To note that the Inspector's report is due latest 11th November 2026, that the Secretary pf State had three months to make a decision and, upon that decision, a judicial review may be called for within a six week time-frame

139/26 Routing of Bus Route 59
N further updates received

140/26 Highways Working Group Report
To receive a verbal report and determine any recommendations.
Boynton Cros 40mph VAS/SID. By phone, Essex Highways informed a councillor that this is owned by Roxwell PC. No purchase/funding contribution traced in RPC records from 1996. ECC Cllr Steel to investigate further on behalf of the council as similar story in other parishes.

141/26 ECC Salt Bag Partnership & Street Furniture
Salt bins and Street Furniture not yet ordered as waiting on confirmation from school as to sizes allowed.

142/26 Defibrillators.
To receive a report from the Clerk, detailing method of guardianship of the parish defibrillators and determine actions regarding from Community Heartbeat invoice for £120, being £100 plus £20 VAT, for a telephone line connectivity. (Appendix 8)

143/26 Dog Waste Bins
The groundsman was emptying three RPC Dog Waste Bins; he also emptied two waste bins. This practice ceased 28th October 2026
Contact was made early October with Chelmsford City Council as such must be emptied by an approved waste carrier. Despite chasing, no response received at time of posting. Independent Waste Carrier also contacted. Financial Provision must be made in budget for this. To table any quotes received.

144/26 Outdoor Gym Area at the Recreation Ground
To consider and discuss the provision of outdoor gym equipment and associated landscaping works (with a view to enhancing biodiversity) at the Recreation Ground and determine actions.

145/26 RCCE Village of the Year & Prize Money.
To consider where to allocate prize money and make determinations
To consider subscribing to the RCCE .

146/26. Financial Matters

.1 To receive and note receipts and payments made under Clerk's delegated authority 10th September to 31st October 2026

Receipts into the Savings Account

- For: Interest Amount: £131.69 on 7.9.2026

Receipts into the Current Account

- From: Boreham & Roxwell CC For: Pavilion & Ground Hire Amount: £340.00 on 7.9.2026
- From: HMRC For: VAT Reclaim Amount: £962.81 on 14.9.2026
- From: Chelmsford CC For: Precept Amount: £ £11,250.00 on 25.9.2026

From the current account

- Payee: S Pavitt For: Grounds Maintenance Amount: £81.00
- Payee: RG Gardens For: Removal of rubbish from Recreational Field Amount £50.00
- Payee : C Shorter For: Pavillion Cleaning Amount: £40.00
- Payee: Eon Next For: Electricity Total Amount: £29.03 being £ 27.65 plus £1.38 VAT
- Payee: Community Heartbeat For: Annual Support 2x Defibs Total Amount: £324 being £270 plus £54 VAT
- Payee: DJ Barron Plumbing & Heating For: Plumbing works at the pavilion Total Amount: £420.00 being £350 plus £70 VAT
- Payee: SM Gill For: October Salary, wfh allowance PAYE Refund Total: £912.07
- Payee: S Pavitt For: Grounds Maintenance Total: £108.00

From the Savings Account:

- Payee: Central Connect Transport Ltd For: Love Your Bus Amount: £4,095.00

.2 To receive and note the bank statements, bank reconciliation and statement of accounts as at 30th October 2026 (Appendices 9a and 9b)

.**3** To approve payments

From current account:

- Payee: C. Pavitt For: Fuel for Machines Total Amount: £ 14.01 being £11.37 plus £2.34 VAT
- Payee: EON Next For: Electricity Total Amount: £21.88 NO VAT
- Payee: DM Malley For: Payroll services Total Amount £ 79.20 being £66.00 plus £13.20 VAT
- Payee: SM Gill For: November Salary, wfh and tax refund Amount: £404.07

From the current account:

- Payee: Central Connect Transport Ltd For: Love Your Bus Amount: £4,095.00

.4. To receive and note the Q2 accounts (Appendix 10)

.5 To determine the budget for 2027-2028 (Appendix 11a & b)

.6 To determine the precept requirement for 2027-2028 (Appendix 11b)

147/26 Devolution and Local Government Reorganisation / Chelmsford Association of Local Councils

To receive and note any verbal report given by any Councillor.

148/26 Policies

To consider the adoption of a Grant Policy and make determinations (Appendix 12)

149/26 Community Speedwatch – setting up one in Roxwell

To note that despite an advertisement in the Roxwell Recorder, the Clerk has not received any enquiries on this

150/26 Allotments Area
To receive a verbal update on the request that Guiness Trust enable a water supply at the CCC allotments and determine actions

151/26 Training
To note any training undertaken.
To note that Cllr Drakeford and the Clerk attended the EALC HR Conference on 28th September.
To note the Clerk attended a BNG Discovery Day at Wildfell, Wethersfield (foc) 24th September, ICO Data Practitioner's Conference 2026 (foc) 13th October, RCCE Community Led Environmental Action Webinar (foc) 19th October, ONH Planning Webinar (22nd October) foc.
Cllrs Howlett and Gray have Councillor Toolkit Training on 19th & 26th November.
To consider any training requests.

152/26. 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.
Chelmsford Highways Rangers: As requested last month, a reminder that Councillors should advise Clerk of any works to be submitted for consideration.
Future Agenda Items:
To consider Sue Lees Consultancy
Biodverisity Plan - Clerk to work with Cllr Howlett
Grounds & Land Maintenance – Cllr Howlett

153/26 Employment
Proposal: In accordance with the Public Bodies Admission to Meetings Act (1960) and with Roxwell's Standing Orders, that the public and press be excluded from the discussion on this item as it concerns Staffing Matters.

To consider the Clerk's request for extra hours payment relating to recent, necessary extra work including October EOM and planning response.

154/26. Closure of meeting and announcement of date of next meeting.