



# FINCHINGFIELD PARISH COUNCIL

## MINUTES of the Finchingfield Parish Council Meeting held on Tuesday 26<sup>th</sup> October 2021 @ Finchingfield Village Hall @ 7.30pm

In attendance:

Cllr. C. Collins (Chair)	Cllr. J.Martin-Smith (Vice Chairman)
Cllr. R. Duffin	Cllr. B. Stanger
Cllr. A. Stanger	Cllr. D. Coverdale
Cllr. S. Denman	Cllr. H. Dednam-Sharp
20 Members of the Public	Karen Kuderovitch – Locum Clerk
Cllr. G. Buckland, Essex County Council	Cllr. P. Tattersley, Braintree District Council

√= A resolution made

£ = Expenditure decision

		Action
21/98.	<p><b>Declaration of Interests</b>            All members were reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at the point on the agenda or as soon as they become aware of the interest within 28 days of the meeting. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting they have not previously notified her about.            The Chairman offered members the opportunity to declare any interests and note them.  <b>Councillors/Members of the Public declared their intention to record the meeting.</b>  <b><i>The Clerk &amp; Cllr. Duffin declared this at Agenda item X and the official recording would commence from that point.</i></b></p>	None declared
21/99.	<p><b>Apologies</b>√=            Cllr. D. Coverdale – unwell. A vote was taken to accept the apologies and the reasons submitted.</p>	
21/100.	<p><b>Minutes/Public Forum</b>√            The Minutes of the Parish Council Meeting of 28<sup>th</sup> September July 2021 were approved &amp; signed by the Chairman.             On the motion of the Chairman the meeting was adjourned for 40 minutes (Chairman approved the extension) for members of the public/press to address the Council.  <b><i>Members of the Public raised the following concerns about</i></b></p>	Clerk to amend page numbering

	<p><b>the suggested siting of a Prison at Weathersfield MOD site summarised as follows:</b></p> <ul style="list-style-type: none"> <li>• The need to work collaboratively for Finchingfield Parish Council to work with 7 neighbouring Parish Councils to raise objections to the Prison</li> <li>• Residents also need to be involved in the objections – a working party could be formed which can include residents</li> <li>• Land highlighted being dismissed –as Brownfield site – very important site environmentally, disturbances to wildlife</li> <li>• The need to ensure residents without access to the internet are kept informed and have an opportunity to share their views. The Clerk advised an Open Public Meeting in the future should be held to allow these residents to comment.</li> <li>• The 8<sup>th</sup> Nov is for comments to the development, Cllr. Buckland advised the important date would be February 2022 when a planning application maybe submitted and full details known</li> <li>• A suggestion was made for a local petition and advise was shared – Cllr. Buckland advised any planning application would be determined on Planning Policies</li> <li>• Reference to Ministry of Justice – scoping meeting with Braintree District Council would ensure development of land could come forward at a later stage</li> <li>• How to get the media involved which was key to be united and a stronger voice – Chairman to go through the group of Parish Councils to confirm the media releases</li> </ul> <p><b>At this point in the meeting the Clerk declared that she was recording the meeting, together with Cllr. Duffin.</b></p> <p><b>Post meeting note – the Clerk’s phone was not functioning and only a recording of 12 mins 22 seconds and 11 minutes &amp; 14 seconds was recorded. Cllr. Duffin also confirmed that his recording had failed.</b></p>	
21/101.	<p><b>District &amp; County Councillors Reports</b></p> <p>Cllr. Buckland shared information on the proposed Prison site as above and Cllr.P. Tattersley suggested his report was less important and he would not elongate the meeting.</p>	
21/102.	<p><b>Adoption/Review of Policies/Terms of Reference</b> ✓</p> <ul style="list-style-type: none"> <li>• Standing Orders (review)</li> <li>• Financial Regulations (review)</li> <li>• Reserves Policy (review)</li> <li>• Financial Risk Assessment</li> <li>• Retention Policy (new)</li> <li>• Publications Scheme (new)</li> <li>• GDPR Data Protection Policy (new)</li> </ul>	

	<ul style="list-style-type: none"> <li>• GDPR Freedom of Information (new)</li> <li>• Minor Disputes Policy (new)</li> <li>• Social Media Policy (new)</li> <li>• GDPR – confirmation of length remaining for Parish Council to make decision using this power.</li> <li>• Delegation of Power (includes Planning) • HR Terms of Reference (last updated 2015)</li> </ul> <p><b>The Clerk advised as follows:</b>  <b>The Clerk’s role is to advise, but your role as Councillors is to take responsibility as a collective body to ensure the Council is acting lawfully. If you are not already aware, members can request a recorded vote if they feel it necessary.</b></p> <p>A discussion took place, some Councillors indicated they were satisfied with the policies and were happy to adopt them. Other Councillors indicated they would like more time to digest the information.  <b>It was resolved</b> by a majority vote that a separate Extraordinary Meeting be called in approx. 2 weeks to go through the policies.</p>	<p>Clerk to liaise with Chairman to call an EPCM</p>
21/103.	<p><b>Planning</b> ✓</p> <p>Cllr. Collins, Duffin &amp; Coverdale to report. Full Council to approve the comments to be submitted to Braintree District Council.</p> <p>21/02425/SCR Town &amp; Country Planning Act 1990 (as amended), Town &amp; Country Planning (Environmental Impact Assessment) Regulations 2017 - Screening Request (Regulation 6) - Proposed new Category B and Category C Prison and associated uses and access  LOCATION : Land At Wethersfield Airfield Toppesfield Road Wethersfield Essex  <b>It was resolved</b> by a majority vote for Finchingfield Parish Council to send in strong objections to the proposal of the prison to Braintree District Council.</p> <p><b>Reference: 21/02934/FUL</b>  Proposal: Change of use of grazing land to equestrian use &amp; construction of timber equestrian barn on a concrete base along with a manure clamp. Location: Shillington, Toppesfield Road, Finchingfield Appeals  <b>PC Comments: No objections</b></p> <p><b>21/02982/HH</b>  Proposal: Erection of a single-storey garage  Location: Cedar House, Wethersfield Road, Finchingfield  <b>PC Comments: Objections 1. Too high, 2. Too close to boundary 3. Garage – should be lower &amp; a condition added -</b></p>	<p>Cllr. Duffin to submit objections to MOJ by 8<sup>th</sup> Nov 2021</p> <p>Clerk to submit comments to BDC</p>

	<p><b>not a workshop</b></p> <p><b>APPEAL UNDER SECTION 78</b>  Site Address: Office At Finchingfield Nurseries Bardfield Road  Finchingfield Essex CM7 4LL Description of Development:  Demolition of office building and construction of 1 No. dwelling  Planning Application Ref: 21/00390/FUL Planning Inspectorate  Ref: APP/Z1510/W/21/3277789 Appeal Start Date: 6 October</p> <p>Neighbourhood Planning – Clerk report on a meeting arranged for 2nd November @ 7.30pm with Jan Stobart, RCCE, Cllrs. Duffin, Coverdale &amp; Denman to attend and report back to Council.</p>	
21/104.	<p><b>Finance £ ✓</b></p> <p>a) <b><i>It was resolved</i></b>, by a majority vote to appoint Cllr. B. Stanger as acting RFO as the Parish Council were left with no alternative (ref Financial Regulation Item 18.2). Cllr. Considine suggested this was not permitted. The Clerk advised that Cllr. B. Stanger could act as temporary RFO in order to ensure essential payments were made, but could not be paid for that role, until a new RFO was recruited.</p> <p>b) Councillors received and approved the financial statement as provided by the Acting RFO.</p> <p>c) Councillors considered 3 web site quotations for a new Finchingfield web site design. After discussion, <b><i>it was resolved</i></b> by a majority vote that The Website Hoster would be appointed to develop a new web site at a cost of £570. The Clerk referenced to invoices since March 2020 whereby the web site appeared to be being updated by a company. The Clerk advised going forward, this should be the role of the Clerk.</p> <p>d) Acting RFO reported he was working on the figures and the Clerk offered her assistance if required.</p> <p>e) After discussion, <b><i>it was resolved</i></b> by a majority vote to allocate £2,000 to the budget for the Platinum Jubilee (Events Working Party). Cllr. A. Stanger would therefore book the Brass Band at a cost of £750.00 approx.</p> <p>f) Purchase of Gifts. <b><i>It was resolved</i></b>, by a majority vote to spend £50 &amp; £100 on staff leaving gifts.</p>	<p>Clerk to advise the Web Site Hoster</p> <p>Clerk to make enquiries</p>
21/105.	<p><b>Appointed Representatives to report</b></p> <ul style="list-style-type: none"> <li>• Parking – Cllr. Denman/Cllr Martin-Smith – no updates received from Local Highways Panel.</li> <li>• Footpaths – Cllr. Collins/Cllr. Debden- Sharp – Clerk reported she was seeking proof of the ownership of the land which Footpath 31 crossed.</li> <li>• Speeding/Noise – Cllrs. Coverdale/Debden-Sharp - Speedwatch was discussed. It was agreed to write to</li> </ul>	<p>Clerk to action</p>

	<p>Cllr Butland about when the next speed and noise meeting with Police and Crime Commissioner will take place.</p> <ul style="list-style-type: none"> <li>• Pond &amp; sluice gates - Cllrs. Collins, Coverdale &amp; Stanger</li> <li>• ✓ After discussion, <b>it was resolved</b> by a majority vote to proceed in principle with the quotation from Land &amp; Water to a maximum of £28,035 but pending further information of the detailed works, which may alter the quotation.</li> <li>• Dog bin Cornish Hall End – November agenda.</li> <li>• Local Highways Panel – discussed the application to LHP and agreed to contact Cllr Butland direct to ask about why this wasn't discussed in November meeting.</li> <li>• November agenda – quotation for erection of finger post.</li> </ul>	
21/106.	<p>Local Highways Panel – updates ✓£</p> <ul style="list-style-type: none"> <li>• White “village sign gates” at entrance(s) to the village – after discussion <b>it was resolved</b> by a majority vote for the Clerk to obtain further quotes &amp; additional information for the Parish Council to consider purchasing their own gates. An LHP to be submitted in due course with an offer of 50% of the cost to be met by FPC.</li> <li>• Re-application of worn Keep Clear road markings at entrance to Coachmans Mead, this action is in replacement of the original recommendation for the installation of cobblestones which was deemed likely to fail due to expense and challenges for wheelchair/mobility scooter users. Clerk to submit to Essex County Council.</li> <li>• application to be submitted for an entrance sign at Brent Hall Road – Clerk to submit to Essex County Council.</li> </ul>	<p>Clerk to obtain quotes for Nov Mtg</p> <p>Clerk to action</p>
21/107.	<p><b>Cornish Hall End Playing Field Committee</b> Cllrs. Considine, Cllr. Debnam-Sharp &amp; Cllr. J.Martin-Smith to report:</p> <ul style="list-style-type: none"> <li>• Play area questionnaires – no further update.</li> </ul>	
21/108.	<p><b>Open Space</b> Cllr. B. Stanger reported there had been issues again with sewerage on the village green and that he was complaining again to Anglian Water. The Causeway – Clerk to write to Eastlight Housing Association suggesting the land be returned to the Parish Council.</p>	<p>Clerk to email</p>
21/109.	<p><b>Parish Maintenance</b> Cllr. Duffin had supplied the Clerk with the information on the benches in the Parish. Cllr. Denman reported a graffiti incident at the front of the scouts hut. Clerk to investigate possible funding for improvement works to the scout hut.</p>	<p>Clerk to investigate</p>
21/110.	<p><b>Events Working Party</b> Cllr. A. Stanger reported on suggested activities for the Queens Platinum Jubilee and was thanked for her efforts. The Clerk offered her assistance free of charge.</p>	

21/111.	<p><b>General Village Items</b> ✓</p> <ul style="list-style-type: none"> <li>• Bridge/Land Swap – next agenda</li> <li>• Cleaning of war memorial – Cllr. Duffin reported it was in hand</li> <li>• Finchingfield Map – <b><i>It was resolved</i></b> to grant £100 to assist in the production. Agenda for November.</li> <li>• Christmas tree – Clerk to send a copy of the Risk Assessment to Parish Council and it was confirmed, due to insurance advice that the Christmas Tree would be erected under the direction of the Parish Council with the Guild/residents invited to assist.</li> <li>• Hill development update - 69 residents came to presentation &amp; planning application to be submitted shortly.</li> </ul>	Clerk to advise
21/112.	<p><b>Contact from residents</b> None.</p>	
<p><b>THE FOLLOWING ITEM WAS CONFIDENTIAL, COUNCILLORS VOTED TO CLOSE THE MEETING TO THE PUBLIC</b></p>		
21/113.	<p><b>Locum Clerk/HR Committee</b> ✓</p> <p><b><i>It was resolved</i></b> by a majority vote to dissolve the HR Committee and a new Committee was appointed as follows:</p> <p>Cllr. R. Duffin, Chair, Cllr. C. Collins, Cllr. A. Stanger, Cllr. D. Coverdale (absent – to be ratified at the next meeting). Cllr. Considine objected to this and left the meeting at this point.</p>	
21/114.	<p><b>Date of Next Meeting</b> Tuesday 30<sup>th</sup> November 2021.</p>	

Meeting closed at 9.30pm.

K. Kuderovitch, Locum Clerk