



# FINCHINGFIELD PARISH COUNCIL

## MINUTES of the Finchingfield Parish Council Meeting held on Tuesday 28<sup>th</sup> September 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	Karen Kuderovitch – Locum Clerk
10 Members of the Public	

✓ = A resolution made      £ = Expenditure decision

		Action
21/80.	<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></p>	<p>None declared</p> <p>Clerk/Cllr. J. Martin-Smith</p>
21/81.	<p><b>Apologies</b> ✓            Cllr. S. Considine – personal commitment, Cllr. H. Debnam-Sharp – working            Cllr. Graham Buckland, Cllr. P. Tattersley  <b>It was resolved</b> to accept the apologies and the reasons given.</p>	
21/82.	<p><b>Minutes/Public Forum</b>            The Minutes of the Parish Council Meeting of 27<sup>th</sup> July 2021 were approved &amp; signed by the Chairman. (addition of Cllr. J.Martin-Smith to item 21.65)            The Minutes of the Extraordinary Parish Council Meeting held on 5<sup>th</sup> September 2021 were approved &amp; signed by the Chairman            On the motion of the Chairman the meeting was adjourned for 15 minutes for members of the public/press to address the Council.</p>	<p>Clerk to amend page numbering</p>

	<b><i>A member of the public relayed information pertaining to the plans for a Christmas Tree &amp; various events.</i></b>	
21/83.	<b>District &amp; County Councillors Reports</b> None present	
21/84.	<b>Adoption of Policies</b> E-Mail Policy – <b><i>it was resolved unanimously</i></b> to adopt the policy. Clerk advised that essential policies need to be adopted at the next meeting.	Clerk to add to web Clerk to e-mail
21/85.	<b>Planning</b> ✓ Cllr. Collins, Duffin & Coverdale to report. <b>Reference 21/02588/HH &amp; 21/02589/LBC</b> Proposal: Erection of single-storey rear extension with associated operational development Location: Town House, Church Hill, Finchingfield <b>PC Comments: No objections</b>  <b>Reference: 21/02702/HH</b> Proposal: Erection of two storey side extension. Replace pantile roof to existing extension with slate & increase the roof height. Location: Dove House, Upper Howe Street, Finchingfield <b>PC Comments: No objections</b>  <b>Reference: 21/02638/HH</b> Proposal: Installation of solar panels to garage roof. Location Brook Hall, The Pightie, Finchingfield <b>PC Comments: No objections</b>  The Clerk reported a Planning Appeal for Park Place Bardfield Road Finchingfield Essex CM7 4LL Description of Development: Outline planning permission with all matters reserved - Replacement proposed 7 no. units on land at Bardfield Road. Planning Application Ref: 20/00677/OUT	Clerk to submit all 3 comments to BDC          Clerk to repeat previous objections to BDC
21/86.	<b>Finance</b> £ ✓ Councillors received and approved the financial statements as provided by the Finance Committee. <b>Grant Application Cornish End Church</b> The Clerk advised that the 1894 Act prohibiting Councils to give to Churches was still the law, but acknowledged that many Parish Councils continue to give grants to Churches so the decision was for Council. Cllr. B. Stanger shared information and after discussion, <b><i>it was resolved unanimously</i></b> to grant £1,300 for churchyard maintenance & £200 for clock maintenance. The Clerk advised of a potential grant application from the PTA. After discussion, <b><i>it was resolved unanimously</i></b> to review the Grant Policy, in particular the timings for applications.	Clerk to action          Oct Agenda

21/87.	<p><b>Appointed Representatives to report Parking</b> Cllr. Denham reported:</p> <ul style="list-style-type: none"> <li>• Signs had been placed most Sundays. £50 was raised at the 3 legged race by directing parking to Freshwells Car Park and this is permitted for future events, for fundraising for the Creamer Fund.</li> <li>• Parking Survey – responses/updates received in November 2020 to be added to the web site in due course.</li> <li>• North Essex Parking Partnership – Cllr. Denman reported updates had been received pertaining to when presence was reported at the Village Green although unknown how long/tickets numbers. Info to be added to web site in due course.</li> <li>• Village Green – a discussion took place which included a suggestion to charge to park/electric charging points and this links to inclusion in a Neighbourhood Plan.</li> </ul> <p><b>Footpaths</b></p> <ul style="list-style-type: none"> <li>• Footpath 31 – a discussion took place over the ownership &amp; responsibility of the land &amp; the attempt to raise a working party was unsuccessful. The Clerk offered to make a Land Registry enquiry &amp; report back.</li> </ul> <p><b>Speeding/Noise</b> – it was reported to have improved. Clerk suggested offering posters for wheelie bins as a weekly reminder to slow down.</p> <p><b>Pond/Sluice Gates</b> A discussion took place which included the issue of repair of the sluice gates (approx. £25-28K)/timing of the bridge works/land swap not completed/flood risks/possible temporary fix &amp; the need to protect the Pond. Chairman to ask for a site meeting for advice from Council Maintenance Contractor.</p>	<p>Cllr. Martin-Smith offered his assistance</p> <p>Clerk to add to web</p> <p>Clerk to add to web</p> <p>Clerk to Action Land Registry Enquiry - Oct Agenda Cllr. A. Stanger to follow up with Highways Clerk to seek costs – Oct Agenda</p> <p>Clerk to seek details of the contracts finder web site/seek funding opportunities.</p> <p>Oct Agenda.</p>
21/88.	<p><b>Local Highways Panel – updates</b></p> <ul style="list-style-type: none"> <li>• White village sign gates at entrance(s) to village – a discussion took place into the possible costs for village gateways funded by the Parish Council. Clerk to investigate companies who provide these. Cllr. Denman made reference to the July 2021 Minutes which stated 'agreed'.</li> <li>• A trial of chicanes at main entrances(s) to the village – Local Highways Panel application submitted.</li> <li>• Erection of permanent parking indication signs at main entrances to the village. Local Highways Panel application submitted.</li> <li>• Request for study to alter various speed limits entering the village and within the village centre. Local Highways Panel application submitted.</li> </ul>	<p>Clerk to make investigations Oct Agenda</p>

	<ul style="list-style-type: none"> <li>Re-application of worn 'Keep Clear' road markings at entrance to Coachman's Mead, this action is in replacement of the original recommendation for the installation of cobblestones which was seemed likely to fail to due expensive challenges for wheelchair/mobility scooter users.</li> </ul> <p>Local Highways Panel application submitted.  <b>It was resolved unanimously</b> for a new application to be submitted for an entrance sign at Brent Hall Road and to chase a previous application.</p>	
21/89.	<p><b>Cornish Hall End Playing Field Committee</b>  Cllr. J. Martin-Smith asked the Clerk to record he is a member.</p> <ul style="list-style-type: none"> <li>Play Area Questionnaires – Cllr. J. Martin-Smith reported there was no report on feedback from the CHE playing fields committee and therefore should be carried forward to the October meeting.</li> <li>Alternative vehicle access –Cllr. J. Martin-Smith reported and a discussion took place over the issue and who is responsible for any works. <b>It was resolved unanimously</b> for 3 quotes to be provided for a gate and &amp; ramp (approx. £5K). Questions were raised over the responsibility to finance such works.</li> </ul>	Cllr. J. Martin-Smith to seek quotes
21/90.	<p><b>Open Space</b>  A discussion took place over sewerage issues overflowing onto the village green. Cllr. B. Stanger reported on correspondence from Anglian Water who had agreed to investigate the issue.  The Causeway – After discussion - <b>it was resolved unanimously</b> to write to Eastlight Housing Association suggesting the land be returned to the Parish Council.</p>	Clerk to email
21/91.	<p><b>Parish Maintenance</b>  Benches were reported to be in good order. Thanks were given to Cllr. Duffin for his inspections &amp; work.  <b>Grass Cutting</b> – works had been ongoing.</p>	Cllr. Duffin to send schedule to the Clerk
21/92.	<p><b>Events Working Party</b>  Cllr. A. Stanger reported £3,500 was raised from the 3 legged race for the Finche Registered Charity. Congratulations were given.  Queens Platinum Jubilee Thursday 2<sup>nd</sup> – Sunday 5<sup>th</sup> June 2022 – Sunday 5<sup>th</sup> June suggested party using playing field area. A notice to be placed in The Villager asking for members to form a working party.  A beacon was discussed but decided not to pursue, but perhaps lighting would be appropriate.</p>	<p>Oct Agenda  Clerk to prepare Terms of Reference</p> <p>Cllr.A. Stanger to make enquiries</p>
21/93.	<p><b>Neighbourhood Plan</b> ✓</p>	

	<p>Cllr. R Duffing reported &amp; a discussion took place about the development of a plan for Finchingfield. The Clerk advised the project would need community engagement and 2 Councillors appointed to assist with the plan. Clerk to invite Jan Stobart, Community Engagement Officer to attend a Meeting. Cllr. D. Coverdale, Cllr. S. Denman &amp; Cllr. Duffin offered to attend this meeting. The Clerk asked about previous Village Design Statements. Information to be placed in The Villager in due course.</p>	<p>Clerk to e-mail BDC</p>
<p>21/94.</p>	<p><b>General Village</b></p> <ul style="list-style-type: none"> <li>• <b>Cleaning of War Memorial</b> – Cllr. Duffin had received 3 quotes and Bakers of Danbury had been approved to proceed. An application had been made for funding from the War Memorials Trust, and would be moving to the next stage.</li> <li>• <b>Finchingfield Map</b> – Cllr. Denman referred to an email from 29<sup>th</sup> July 2021 sharing details of on the creation of a new map created by a local artist. Current map is tired &amp; old. Costings to be sought and reported to Council.</li> <li>• <b>Bus cage installation</b> – Berners Place completed.</li> <li>• <b>Christmas events/tree/Finchingfield guild letter to the Parish Council.</b> Cllr. Duffin suggested the Parish Council allow the Business Guild to lead on this project, and provide the tree/lights. The Business Guild were thanked for their offer of assistance. Clerk to make the required Health &amp; Safety/Risk Assessment/Insurance checks to cover volunteers to enable the project to proceed.</li> <li>• <b>Queens Platinum Jubilee</b> – a suggestion was made to obtain free trees and offer to residents. A suggestion was made to plant trees on trust land (eastern boundary Hill development).</li> <li>• <b>County Broadband</b> – Cllr. Denman &amp; Cllr. Duffin reported with a view the Parish Council should assist in promoting County Broadband. After discussion the Clerk advised that the Council should not promote County Broadband - it being the responsibility of the company to engage with residents.</li> <li>• <b>Hill development update</b> After discussion, a suggestion was made to approach Hill Development to revamp the BMX track next to the development with Section 106 funds. The Clerk was advised outline development had been submitted and an update was due. Clerk gave details of similar project in Bicknacre. <b><i>It was resolved unanimously</i></b> to proceed.</li> <li>• <b>Village Hall update</b> – nothing to report</li> <li>• <b>Road Closures</b> – The Clerk reported the following:</li> </ul> <p><b>Temporary Traffic Regulation Order of Tinkers Green Road,</b></p>	<p>Oct Agenda Cllr. Duffin to continue with application</p> <p>Cllr. Denman to report costings – Oct Agenda</p> <p>Clerk to action with Insurance</p> <p>Cllr. J. Martin-Smith</p> <p>Cllr. Denman was tasked to pursue.</p>

	<p><b>Finchingfield CP</b></p> <p>Intended closure of Tinkers Green Road, due to commence on 21st October 2021 for 5 days. The closure is required for the safety of the public and workforce while Anglian Water undertakes sensor installation.</p> <p>Intended closure of Tinkers Green Road, due to commence on 14th October 2021 for 5 days. The closure is required for the safety of the public and workforce while Anglian Water undertakes boundary box installation.</p> <p>Temporary Traffic Regulation Order of Cross Farm Road, Finchingfield</p> <p>Intended closure of Cross Farm Road, due to commence on 21st October 2021 for 5 days. The closure is required for the safety of the public and workforce while Anglian Water undertakes sensor installation.</p> <ul style="list-style-type: none"> <li>• <b>Cornish Hall End</b> – Traffic Calming – Cllr. J.Martin-Smith requested permission to investigate.</li> <li>• <b>Guildhall Vacancy</b> – a request has been made for a Parish Councillor to act as a Trustee. Cllr. B. Stanger offered to take the role. The Clerk advised Cllr. Stanger to read the terms &amp; conditions before accepting the role.</li> </ul>	<p>Clerk to make enquiries</p> <p>Clerk to send info to Cllr. J. Martin-Smith</p> <p>Clerk to seek further info. for Cllr. B. Stanger</p>
21/96.	<p><b>Contact from residents</b></p> <p>The Clerk asked who was responsible for articles in The Villager. Cllr Duffin offered a paraphrase of the Minutes for inclusion. The web site was discussed and the Clerk to advise at the next meeting. In the meantime, it was agreed that the Clerk was tasked with updating the current website with essential information.</p>	<p>Cllr. Denman/Cllr. Duffin to draft</p>
21/97.	<p><b>Date of next meeting</b></p> <p>Tuesday 26<sup>th</sup> October 2021.</p>	

Meeting closed at 9.30pm.

K. Kuderovitch, Locum Clerk

Appendix - Finance approved at the Finance Meeting on 28.9.21

<b>Payment to</b>	<b>Purpose/Inv. No</b>	<b>Amount</b>	<b>VAT</b>	<b>Authorised</b>
A. Bagnall	Cornish Hall End Inv 5288	£885.00		√
A. Bagnall	Sports Field	£415.00		√
A&J Lighting	Monthly Maint. Inv 34269	£37.22	£6.20	√
BALC	Annual Subs	£40.00		√
BDC	Small Lottery Fee	£20.00		√
British Gas	Electricity	£21.25	£1.01	√
K. Kuderovitch	Mouse	£9.97	£1.66	√
K. Kuderovitch	Fujitsu Lap top & Bag	£614.34	£102.39	√
I. Brown	Fontes Keys Electrical Cabinet	£9.99	£1.67	√
MD Landscapes	Grass Cutting Inv. 804	£698.40	£116.40	√
MD Landscapes	Grass Cutting Inv. 805	£98.40	£16.40	√
I. Brown	Tesco Memory Stick	£9.00		√
C. Collins	Tesco Mobile	£53.94	£8.99	√
K. Kuderovitch	Locum Salary	confidential		√
K. Kuderovitch	Ahead 4 IT Support	£45.00		√
I. Smith	Public Toilets Cleaning	£430.00		√
I. Smith	Street Cleaning	£380.00		√
RFO	Final Salary	confidential		√