

# COVID-19 PUBLIC HEALTH EMERGENCY – VIDEO CONFERENCING MINUTES

## Finchingfield Parish Council

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Minutes of the **COUNCIL MEETING** of Finchingfield Parish Council held via **VIDEO-CONFERENCE CALL** on **TUESDAY 27 APRIL 2021 AT 7:30 PM**

Present: Cllr Coverdale Cllr Collins Cllr Considine Cllr Debnam-Sharp  
 County Cllr Butland  
 District Cllr Tattersley  
 District Cllr Santomauro  
 07 Members of the public

**21/01 NOTE AND APPROVE APOLOGIES FOR ABSENCE**  
 Cllr Lawton

**21/02 DECLARATION OF INTEREST FOR THIS MEETING**  
 None declared

**21/03 APPROVE MINUTES OF MEETING HELD ONLINE 30 MARCH 2021**  
**RESOLUTION** to Approve the minutes as a correct and appropriate record: Proposed Cllr Coverdale, Seconded Cllr Debnam-Sharp

**21/04 PUBLIC PARTICIPATION SESSION**  
 This provides an opportunity for members of the public to raise questions about and comment on items on the agenda or of import. Time for this session is limited to 15 minutes (03 minutes per person per item)  
**None presented**

**21/05 DISTRICT & COUNTY COUNCILLORS REPORTS**  
 Dist Cllr Tattersley –

- Period of Purdah, cannot promote political issues
- Appraisals of senior staff progressing
- Health officers offering advice to business coming out of lockdown and some enforcement action for Covid breaches
- Economic development activity continuing as are grants being made available
- Town centre and Horizon120 developments progressing
- Council leader has reorganised the Executive team (cabinet) in addition to the the Representative and Committee structures whilst undertaking a major review of the council constitution

County Cllr Butland – A week left until 04 May to comment on the Essex Climate Action Commission consultation; the final recommendations of which are to be published later this year.

**21/06 CLERKS REPORT AND CORRESPONDENCE**  
**SALT BINS** - Awaiting feedback from the Local Highways Panel (LHP) next meeting where the matter will be considered.  
 The finger post installation is being progressed as a result of an online meeting with Highways.  
 The company who's vehicle inadvertently damaged the village green has agreed to reimburse the council for the cost of repair.

	<p>The parish council elections were uncontested due to too few candidates and therefore the four nominations will be duly elected at the election on 06 May and invited to sign their Acceptance Of Office at the May meeting and take up their seats alongside the existing members.</p> <p>Damaged pond railing has had a temporary repair but does need a permanent solution.</p> <p>The office has received complaints of noise, inconsiderate parking and some anti social behaviour as a result of the large number of visiting two and four wheel vehicles with fears that the bank holiday weekend seems destined to produce more of the same.</p> <p>The remainder of the matters are covered under specific items on the Agenda.</p>
<p><b>21/07</b></p>	<p><b>FINANCE – RECEIVE FINANCIAL STATEMENT &amp; BUDGET CLOSE POSITION – APPROVED BY FINANCE COMMITTEE APPOINT AUTHORISER</b>  <b>RESOLUTION</b> Finance statement approved for payment: Proposed Cllr Collins, Seconded Cllr Considine – unanimous agreement  Cllr Coverdale to Authorise  <b>APPENDIX A</b></p> <p><b>21/07(i) – RECEIVE INTERNAL AUDITORS REPORT</b>  <b>21/07(ii) – RECEIVE ANNUAL GOVERNANCE STATEMENT</b>  <b>21/07(iii) – RECEIVE ANNUAL FINANCIAL STATEMENT</b>  <b>21/07(iv) – CONSIDER ANNUAL STREET CLEANING CONTRACT RENEWAL FROM BDC AT £4,120.19 (+1.1%)</b>  <b>RESOLUTION</b> Agree Street Cleaning contract renewal: Proposed Cllr Debnam-Sharp, Seconded Cllr Coverdale – unanimous agreement</p>
<p><b>21/08</b></p>	<p><b>CONSIDER PLANNING APPLICATIONS AND APPEALS, CURRENT ITEMS LISTED BELOW</b></p> <p><b>Reference: 21/01048/TPOCON</b>  <b>Proposal: Notice of intent to carry out works to trees in a Conservation Area - Carry out works to trees as detailed in the application</b>  <b>Location: 6 The Old Vicarage, Vicarage Road, Finchingfield</b>  <b>Comment date – 28 April</b>  Granted</p> <p><b>Reference: 21/01077/TPOCON</b>  <b>Proposal: Notice of intent to carry out works to a tree in a Conservation Area - Reduce crown of 1 Cherry by 1.5 metres all over cutting back to previous reduction points</b>  <b>Location: 1 Duck End, Finchingfield, Essex</b>  <b>Comment date – 01 May</b>  Removed from website</p> <p><b>Reference: 21/01084/TPOCON &amp; PP-09706699</b>  <b>Proposal: Notice of intent to carry out works to trees in a Conservation Area - Cut all overhanging branches back to boundary</b>  <b>Location: Fox Barn, The Green, Finchingfield</b>  <b>Comment date – 12 May</b>  NO OBJECTION</p>
<p><b>21/09</b></p>	<p><b>RECEIVE FEEDBACK FROM APPOINTED REPRESENTATIVES</b>  <b>PARKING – Cllr Lawton</b>  Unavailable to comment</p>

	<p><b>21/09 – CONSIDER FEEDBACK FROM THE NEPP REF. PARKING OUTSIDE THE FOX INN AND RELATED SOCIAL MEDIA POSTINGS</b></p> <p>Cones at Coachmans Mead are to be collected by NEPP at some point in the future – noted cones would be useful to remain as deterrent. Parking consultation suggested cobblestones would prove a permanent solution at the location where cones are currently being placed.</p> <p>Confirmed that the NEPP Officers have been and will continue to be in attendance at weekends.</p> <p>A resident reminded the meeting of an offer for additional parking from the Spains Hall Estate</p> <p><b>FOOTPATHS – Cllr Collins</b></p> <p>Footpaths now repaired</p> <p><b>SPEEDING &amp; NOISE – Cllr Coverdale</b></p> <p>No further meetings of the working party, Police presence now in evidence most weekends in addition to the the NEPP enforcement officers.</p> <p>Noted Speedwatch group seemingly been in action on Wethersfield road, Cllr Considine to confirm contact details for the group.</p>
21/10	<p><b>RECEIVE UPDATE FROM THE CHE PLAYINGFIELD COMMITTEE – Cllrs Considine and Debnam-Sharp</b></p> <p><b>21/10(i) – CONSIDER OFFER TO PURCHASE CHE PLAY AREA LAND AND NAME IT AFTER A FAMILY MEMBER</b></p> <p>Cllr Debnam-Sharp – Land owning family approved extending the Lease period.</p> <p>Cllr Considine – Play Area survey soon to be distributed; Nest bucket seat in need of replacement, an alternative used item has been made available, Cllr Debnam-Sharp to arrange delivery prior to play area safety inspection later in May.</p> <p>Suggested council consider the potential for the sale of the land and resultant action required for the re-siting of the play area equipment.</p> <p>CLERK to confirm family members name.</p>
21/11	<p><b>RECEIVE UPDATE ON THE POND AND MILL GATES REFURBISHMENT PROJECT</b></p> <p>Cllr Coverdale – awaiting estimate from second company, which company also agreed to arrange EA licences. EA to confirm a site visit date to enable council showing them the existing upstream, Pond ad downstream challenges.</p>
21/12	<p><b>RECEIVE UPDATE ON FINGERPOST INSTALLATION AND CONSIDER PURCHASE OF TWO ADDITIONAL POSTS</b></p> <p>Licence application being progressed at Highways, additional posts on hold until this item is concluded.</p>
21/13	<p><b>UPDATE ON THE PROPOSED CLEANING AND REPAIR OF THE WAR MEMORIAL</b></p> <p>One quote in, awaiting others to confirm but current indications are council will require additional grant support funding to complete the works and probably in two or three tranches.</p>
21/14	<p><b>RECEIVE UPDATE ON THE PROPOSED BENCH MAINTENANCE SCHEDULE</b></p> <p>Schedule circulated to members, proposed parish maintenance contractor be invited to inspect and agree works/timing.</p>
21/15	<p><b>RECEIVE FEEDBACK FROM Cllrs ONLINE MEETING WITH HIGHWAYS TO ASSESS OPTIONS FOR THE SITE OF A BUS HALT ON B1053 WEST</b></p> <p>Awaiting confirmation of proposed site and bus timetabling.</p>
21/16	<p><b>ITEMS OF REPORT OR TO BE CONSIDERED FOR NEXT AGENDA</b></p> <p>Pony Field for Drive-In cinema</p> <p>Five or Seven-a-side football pitch</p>
21/17	<p><b>DATE OF NEXT MEETING – ANNUAL COUNCIL MEETING 19 MAY 2021 – CLOSE – 8:23pm</b></p>

Signed.....Date.....

APPENDIX A

BACS and Debit List April 2021									
Date	Payee	Description	Invoice No	BACS	Account	Amount	Net	VAT	Ccentre
19/04/2021	HMRC	PAYE	N/A	BBP	Community	£136.60	£136.60	£0.00	Parish
19/04/2021	FVH	Wayleave txfer	N/A	Txfr	Community	£240.00	£240.00	£0.00	FVHall
	A&J Lighting	Inspect lamp 9017	35025	BBP	Community	£84.00	£70.00	£14.00	F V Hall
	EALC	Affiliation fees	14013		Community	£408.92	£408.92	£0.00	Parish
	MDL	SFId Trust grass cutting	632		Community	£49.20	£41.00	£8.20	SField
	MDL	Grass cutting	633		Community	£632.40	£527.00	£105.40	Parish
	Lawn Doctor	Verti Drain SFId	2231		Community	£840.00	£700.00	£140.00	SField
	Mitie	Fire equipment inspection	447137FS		Community	£96.00	£80.00	£16.00	Trust
	RCCE	FVH Subs	N/A		Community	£66.00	£55.00	£11.00	FVHall
	Y Morton	Internal Audit expenses	130421		Community	£150.00	£150.00	£0.00	Parish
	Bunzl	Toilet Rolls	353019		Community	£53.59	£44.66	£8.93	Toilets
	The Oil Lady	Oil - FVHall	300177		Community	£207.85	£197.95	£9.90	FVHall
	I Smith	Street Cleaning	012		Community	£300.00	£300.00	£0.00	Parish
	I Smith	Toilets Caretaking	112		Community	£400.00	£400.00	£0.00	Toilets
	Post Office - IB	Minutes postage	N/A		Community	£3.66	£3.66	£0.00	Parish
	May & Brett - IB	Ring Binder	N/A		Community	£4.50	£4.50	£0.00	Parish
	Employee	Salary	PAYE		Community	£636.48	£636.48	£0.00	Parish
	Employee	Work from Home	N/A		Community	£26.00	£26.00	£0.00	Parish
	Employee	Internal Audit expenses	N/A		Community	£23.40	£23.40	£0.00	Parish
	Oracle	Oil claim	3135		Community	£4,245.50	£3,537.92	£707.58	
		<b>TOTAL</b>				<b>£8,604.10</b>	<b>£7,583.09</b>	<b>£1,021.01</b>	
Date	Payee	Description	Invoice No	DD	Account	Amount	Net	VAT	Ccentre
07/04/2021	British Gas	Toilets Electricity	99006	DD	Community	£20.17	£19.21	£0.96	Toilets
15/04/2021	Anglian Water	Toilets Water	1015667	DD	Community	£3.00	£3.00	£0.00	Toilets
19/04/2021	EoN	Street Lighting	H198C504F6	DD	Community	£82.65	£78.71	£3.94	Parish
20/04/2021	Anglian Water	Pavilion water	115787988	DD	Community	£13.00	£13.00	£0.00	SFId
20/04/2021	A&J Lighting	Lighting Maintenance	35068	DD	Community	£37.22	£31.02	£6.20	Parish
		<b>TOTAL Debits</b>				<b>£156.04</b>	<b>£144.94</b>	<b>£11.10</b>	
		<b>TOTAL Expenses</b>				<b>£8,760.14</b>	<b>£7,728.03</b>	<b>£1,032.11</b>	
<b>Account</b>		<b>Balance</b>							
Community 40186910		£27,286.14	Signed _____				Date _____		
Base Rate Reward 53301885		£27,517.10							
<b>Total</b>		<b>£54,803.24</b>							
			Minute Item _____						
<b>Income</b>					<b>FVH</b>	£25,319.65			
<b>Parish</b>					<b>FVH Save</b>	£25,094.09			
<b>PAYER</b>	<b>DESCRIPTION</b>	<b>METHOD</b>	<b>AMOUNT</b>		<b>SportsFId</b>	£20,563.60			
Barclays	Bank Interest	BGC Txfer	£0.10		<b>CHE</b>	£3,470.59			
HMRC	HMRC VAT	BGC Txfer	£15,301.89						
UKPN	Wayleave & Field access	BGC Txfer	£267.50						
		<b>TOTAL</b>	<b>£15,569.49</b>						