

Finchingfield Parish Council

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Minutes of the **COUNCIL MEETING** of Finchingfield Parish Council held at **FINCHINGFIELD VILLAGE HALL** on **TUESDAY 27 JULY 2021 AT 6:30 PM**

Present: Cllr Claire Collins (Chair) Cllr Johnny Martin Smith (Vice Chairman)
Cllr Robert Stanger Cllr Roger Duffin Cllr Sam Denman
Cllr Hamish Debnam-Sharp Cllr David Coverdale Cllr Sheila Considine
Cllr Alison Stanger - Post co-option
District Cllr Peter Tattersley
District Cllr Vanessa Santomauro
County Cllr Graham Butland
15 Members of the public

21/55	NOTE AND APPROVE APOLOGIES FOR ABSENCE None presented
21/56	DECLARATION OF INTEREST FOR ANY ITEMS ON THE AGENDA None declared
21/57	APPROVE MINUTES OF THE MEETING HELD ON 29 JUNE 2021 RESOLUTION to Approve the minutes as a correct and appropriate record with the following amendment on Item 21/48 where Cllr Sam Denman did not agree with the description that he was severely disappointed but that he was better represented as being simply disappointed: Proposed Cllr Debnam-Sharp, Seconded Cllr Coverdale – unanimous agreement
21/58	CO-OPTION – RECEIVE PRESENTATIONS FROM THOSE INTERESTED IN JOINING THE COUNCIL FOLLOWED BY THE COUNCILS VOTE WITH THE CANDIDATE RECEIVING THE MAJORITY OF VOTES SELECTED Mrs Alison Stanger duly receiving the majority of votes was invited to sign the Acceptance of Office and join the council for the remainder of the agenda.
21/59	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) <ul style="list-style-type: none">❖ Request for Trust related matters to be made public – to be discussed at forthcoming Trust meeting.❖ Communications between the PC and residents needs improving❖ Villager Facebook page not receiving full engagement from Cllrs, needs improving❖ Map at bus stop adjacent to the bridge would benefit from re-drafting, updating and re-positioning
21/60 <i>Cllr Considine left the meeting</i>	RECEIVE DISTRICT & COUNTY COUNCILLORS REPORTS District & County Cllrs agreed an informal meeting with councillors would prove useful, to be arranged. Cnty Cllr Butland confirmed Community Grant schemes now open with a budget of £10,000, with preference for Covid related projects where possible.

	<p>21/60(i) – Comment on Boundary Commission review, details previously circulated to members</p> <p>Confirmed consultation submission date of 02 August.</p>
<p>21/61</p>	<p>RECEIVE CLERKS REPORT AND CORRESPONDENCE</p> <p>The legal matters surrounding the VG deregistration and associated land swap to enable the proposed bridge works are proceeding, with the lawyers acting on behalf of the PC acquiring an undertaking from the lawyers acting on behalf of Highways that their fees will be met in full.</p> <p>The Registrar for the .gov.uk domain is retiring, I am discussing our options with them.</p> <p>The council is signed up to the Winter Salt Scheme, which delivery of 40 x 25Kgs bags should take place during October.</p> <p>County Broadband have asked me to advise that they are holding a presentation and information event in FVH on 17 August at 7:30pm, which will include a raffle to win a £50 hamper, the event is to discuss their plans to bring a full fibre network to the area.</p> <p>The office received an update request for the start date of the bridge works, contacting Highways they cannot yet offer any clear or firm indication as to that start date.</p>
<p>21/62</p>	<p>FINANCE – RECEIVE FINANCIAL STATEMENT – ASSOCIATED INVOICING PREVIOUSLY PROVIDED TO MEMBERS - CONFIRM AUTHORISER</p> <p>RESOLUTION Finance statement approved for payment: Proposed Cllr Coverdale, Seconded Cllr Stanger</p> <p>Cllr Collins previously agreed to Authorise Finance statement at APPENDIX A</p> <p>AUTHORISE CLERK TO RAISE PAYMENTS DURING AUGUST</p> <p>RESOLUTION Agree to authorise Clerk to raise payments during August: Proposed Cllr Coverdale, Seconded Cllr Collins</p>
<p>21/63</p>	<p>CONSIDER PLANNING APPLICATIONS AND APPEALS, CURRENT ITEMS LISTED BELOW</p> <p>Reference: 21/02033/HH</p> <p>Proposal: Erection of two-storey rear extension, demolition of existing garage and re-roofing of existing dwelling.</p> <p>Location: Fox Barn, The Green, Finchingfield</p> <p>Comment date – 29 July</p> <p>NO OBJECTION – Unanimous agreement</p> <p>21/63(i) Receive feedback/highlights from meeting with Hill Group reference development of 50 Houses on Land West of Bardfield Road.</p> <ul style="list-style-type: none"> ➤ Observed too many trees on the west side of development which needs to be more open and road-side density needs to be increased so the development is less visible from the road. ➤ All heating to be air source heat pumps .

- Public consultation Tuesday 7th September from 3pm - 8pm.
- Leaflets and adverts to go out mid August.
- Boards will be left in village hall for people to view after the public consultation.
- Intending to submit planning application late September 2021 with a view to start building 2022.
- Larger homes on the road side are going to be set back with glimpses through trees from the road.

21/64

**RECEIVE FEEDBACK FROM APPOINTED REPRESENTATIVES – VOTE REQUIRED WHERE NECESSARY
PARKING – Cllr Sam Denman & Cllr Johnny Martin Smith – With reference to the document
previously circulated to members – Parking working group July 2021 update**

21/64(i) – Receive feedback from the Spains Hall Estate out of village centre parking trial held during July.

Poor take up by motorists of the off-road parking facility.

21/64(ii) – Do members support the purchase of 4 temporary freestanding signs and associated posters to help direct visitors to the available parking (both for the pilots and for general use in directions to available parking) at a total cost Incl VAT of £816. The recommendation is for the initial trial to be extended over every weekend until the end of September.

Amend order for smaller A1 signs – Unanimous agreement

21/64(iii) - IF the agreement is to proceed with the purchase as posed in 21/64(ii) there is a question of safe overnight storage and transport to and from that storage. If necessary members to discuss and agree storage and transport.

Suggested storage behind FVH stage, help will be required to transport them to and from storage.

21/64 (iv) – Consider Approval for the placing of North Essex Parking Partnership (NEPP) summaries on the PC website.

Unanimous agreement

21/64(v) – Consider approval for “scheme” submissions to the Local Highways Panel (LHP), requiring County Cllr support. Schemes to include the following:-

- **White “village sign gates” at entrance(s) to the village.** – Council agreed
- **A trial of “Chicanes” at main entrance(s) to the village.** - Council agreed
- **Erection of permanent parking indication signs at main entrances to the village.** - Council agreed
- **Request for study to alter various speed limits entering the village and within the village centre.** - Council agreed
- **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.** - Council agreed

Scheme applications to be completed in preparation for submission to the Local Highways Panel pending support and approval from Cnty Cllr Graham Butland – CLERK to ACTION

21/64(vi) – Proposed alterations to The Causeway unlikely to proceed due to land status, suggestion to record outcome of that recommendation on the dedicated Parking section of the PC website.

Note to appear on dedicated Parking page on PC website

21/64(vii) – Proposed development for off street parking on free land adjacent to Street Farm Barns, now deemed unlikely to proceed, suggestion to record outcome on the Parking section of the PC website.

Note to appear on dedicated Parking page on PC website

21/64(viii) – Request the Sportsfield Trust and Eastlight Homes be approached to consider expanding parking opportunities on their land.

Unanimous agreement

21/64(ix) – Receive update on the yellow line application.

Application due to be included for end of July consideration by North Essex Parking Partnership committee meeting (NEPP).

21/64(x) – Consider formulation of a “Parking” standing committee of the council, as opposed to a “working group”, with agreed terms of reference to be presented at the September PC meeting.

Unanimous agreement

21/64(xi) – Receive report entitled “Longer Term Vision for Parking in Finchingfield” (full report to be attached to the Minutes) including Noise and Air Pollution, Residents engagement and post Bridge works/50 Houses development.

Proposed it plus other similar exercises helps facilitate evidence gathering to better inform decision making. – Longer Term Vision for Parking at **APPENDIX B**

FOOTPATHS – Cllr Collins & Cllr Hamish Debnam-Sharp – To receive report on the on-going closed/repaired or new complaints

Tree down, FP overgrown, Fencing repairs required – Cllr Alison Stanger to enquire further as to land ownership.

SPEEDING & NOISE – Cllr Coverdale & Cllr Sam Denman

Thanks offered to Dist Cllr Peter Tattersley for input supplied to date.

Independent, costed, Noise Monitoring proposal – **APPENDIX D**

POND & SLUICE GATES – Cllr David Coverdale, Cllr Claire Collins and Cllr Robert Stanger

- Revised offer letter and site visit report attached at **APPENDIX C**, due to the proposed costs of works the item would have to be advertised on the Contract Finder website if it were to be further considered.
- A recent site meeting with the Environment Agency (EA), where the impact of climate change on water in the region was discussed, suggested the current pond design, shape, size and its use of sluice gates may not prove sustainable and that alternatives might have to be considered.
- A silt removal programme should be considered to help maintain the pond depth and the environment for the life within the pond.
- Inviting such as the EA and or other “specialists” to discuss options with the community was agreed with a date to be set for a public meeting in early September – pending availability of EA Officers.

PLANNING – Cllr David Coverdale, Cllr Claire Collins and Cllr Roger Duffin

Covered under Planning item 21/63

EMERGENCY PLANNING – Cllr Johnny Martin Smith and Cllr Sam Denman – To receive feedback on initial review of current Emergency Plan

Work on-going

	<p>OPEN SPACES – Cllr Sheila Considine and Cllr Robert Stanger – To receive report on on-going, closed or new complaints/observations/suggestions</p> <ul style="list-style-type: none"> ➤ Observed that Eastlight Homes contractor has been slow in cutting their grassed areas causing unsightly overgrowth. ➤ Two additional litter bins now sited on the village green. ➤ Request for two additional dog waste bins to cover path across the churchyard – CLERK to ACTION with BDC. <p>PARISH MAINTENANCE – Cllr Sheila Considine and Cllr Roger Duffin - To receive report on on-going, closed or new complaints/current works/suggestions</p> <ul style="list-style-type: none"> ➤ Bench maintenance programme to be circulated to members, updated March 2021.
<p>21/65</p>	<p>RECEIVE UPDATE FROM THE CHE PLAYINGFIELD COMMITTEE – Cllrs Considine, Debnam-Sharp & Martin-Smith</p> <ul style="list-style-type: none"> ➤ Play Area questionnaires being delivered to the residents of CHE. ➤ Q&A responses post-box placed in Horse & Groom PH (H&G) or can be posted/emailed to the Clerk. ➤ H&G car park gate leading onto the playingfield is locked to avoid vehicles being driven onto the field. ➤ Suggestion to create an alternative vehicle access leading from the CHEVHall car park onto the playingfield – options / prices to be produced for consideration at the September PC meeting – Cllr Johnny Martin Smith to ACTION.
<p>21/66 <i>Standing Orders suspended</i></p>	<p>RECEIVE UPDATE ON THE PROPOSED CLEANING AND REPAIR OF THE WAR MEMORIAL, QUOTATION DETAILS PREVIOUSLY CIRCULATED TO MEMBERS, AGREE NEXT ACTION – Cllr Roger Duffin</p> <p>Q1 - £7,190 Q2 - £3,900 (incl VAT) Q3 - £3,528 (incl VAT)</p> <p>RESOLUTION to approve the works be granted to the contractor providing Q3 and funding support be sought from the War Memorial Trust: Proposed Cllr Roger Duffin, Seconded Cllr Robert Stanger, with further clarification to be sought from the contractor by Cllr Roger Duffin.</p>
<p>21/67</p>	<p>RECEIVE OVERVIEW OF THE REPORT ENTITLED “COMMUNICATIONS AND EVENTS” – VOTE REQUIRED WHERE NECESSARY - Cllr Sam Denman</p> <p>21/67 (i) - Consider request to appoint a Cllr as Communications lead to liaise closely with the Clerk who acts as the official point of communication and appoint a Cllr to act as Events lead. – Background reading document “Communications and Events” previously circulated to members and to be attached to the minutes. Unanimous agreement to creating both appointments.</p> <p>21/67(ii) – Invite nominations to assist in both roles as suggested in 21/67(i). Proposed Cllr Sam Denman be appointed Communications lead to liaise closely with the Clerk who is the official point of communication for the PC. – Unanimous agreement.</p> <p>Proposed Cllr Alison Stanger be appointed Events lead – Unanimous agreement.</p> <p>21/67(iii) – Consider the formulation of an “Events Working Party”. Cllr Alison Stanger to lead ON creation of an Events Working Party.</p> <p>21/67(iv) – Consider approving a Parish Plan refresh in 2022 or agree a 5 Year Plan at a future meeting. Recommended council review the Neighbourhood Plan completed thus far by Coggeshall PC.</p>

	<p>21/67(v) – Consider re-engaging with the Villager magazine. Chairman, Cllr Claire Collins to provide a brief monthly update to the magazine. Cllr Roger Duffin has produced a suggested draft, introductory overview, booklet for inclusion in the next edition of the magazine.</p> <p>21/67(vi) – Agree closer working relationship with the “Finchingfield Guild” and requesting the Cllr appointed as Communication Lead to attend alternate Guild meetings as the PC representative. Unanimous agreement.</p> <p>21/67 (vii) – Agree closer working relationship with the “Friends of Finchingfield” and agree Cllr appointed as Communication Lead to act as a type of liaison/go-between/PC representative or another Cllr to act as the PC representative. Unanimous agreement.</p> <p>21/67(viii) – Agree proposals for engendering a positive working relationship with the local charity – FinCHE with the Communications Lead and Cllr Robert Stanger as liaison/go-between/PC representative or whomever would like to act as the PC representative. Unanimous agreement.</p> <p>21/67(ix) – Agree PC website be improved to better inform the site visitor, provide details of the council’s position on topics of interest or import to the community and provide a useful point of reference for Cllrs to employ when communicating with residents and the community’s related groups/bodies and charities. Unanimous agreement.</p> <p>21/67 (x) – Agree Communication Lead, Clerk and whomever wishes to contribute to commence initial work on the proposed website developments. RESOLUTION Approve suggestion to improve the PC website: Proposed Cllr Sam Denman, Seconded Cllr Alison Stanger.</p>
21/68	<p>AGREE MEMBERSHIP OF THE BRAINTREE ASSOCIATION OF LOCAL COUNCILS AT £40 PER ANNUM RESOLUTION Approve membership of the Braintree Association of Local Councils at an annual fee of £40: Proposed Cllr Roger Duffin, Seconded Cllr Claire Collins – Unanimous agreement.</p>
21/69	<p>CONSIDER PROPOSED AMENDMENT TO STANDING ORDERS TO FORMALISE THE OFFICE RECORDING OF MEETINGS, IF AGREED APPROVE PURPOSE FOR THE RECORDING, GROUND RULES FOR MEETINGS BEING RECORDED AND DELETION ONCE MINUTES ARE APPROVED – AGREE NEXT ACTION RESOLUTION Approve the amendment of Standing Orders to formalise the office recording meetings, approve the purpose for the recording, the ground rules for meetings being recorded and deletion once minutes are approved: Proposed Cllr. Roger Duffin, Seconded Cllr. David Coverdale.</p>
21/70	<p>ITEMS OF REPORT OR TO BE CONSIDERED FOR NEXT AGENDA Update on Bus Cage installation – Berners Place Future use of the Pony field (Eight and a Penny field) Report on completed FVH car park Oil works from Oracle Environmental Feedback on CHE Play Area Q&A Feedback on community meeting to discuss the future of the pond (if that proceeds prior to the September meeting) Consider sum of money to be transferred to interest bearing account such as proposed by Cllr Roger Duffin – Redwood Bank Ltd (protected by FSCS)</p>
21/71	<p>DATE OF NEXT MEETING 28 SEPTEMBER 2021 – CLOSE – 08:55pm</p>

Signed.....*Claire Collins, Chairman*.....date.....**28.9.21**.....

APPENDIX A

26 July 2021 (2021 - 2022)

Finchingfield Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-07-2021 and 31-07-2021)

Cost Centre Admin										
Code Number	10 Salary									
Vchr.	Date	Minuta	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
84	28/07/2021		Current		Salary	Employee	Z	661.96	0.00	661.96
								661.96	0.00	661.96
Subtotal for Code: Salary								661.96	0.00	661.96
Code Number	12 Clerk Expenses									
Vchr.	Date	Minuta	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
85	28/07/2021		Current		Clerk WFH and travel	Employee	Z	34.10	0.00	34.10
								34.10	0.00	34.10
Subtotal for Code: Clerk Expenses								34.10	0.00	34.10
Code Number	16 Training									
Vchr.	Date	Minuta	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
75	28/07/2021		Current		Training - Code of Conduct	EALC	0	210.00	42.00	252.00
76	28/07/2021		Current		Training	EALC	0	360.00	72.00	432.00
77	28/07/2021		Current		Training	EALC	0	150.00	30.00	180.00
78	28/07/2021		Current		Training	EALC	0	560.00	112.00	672.00
79	28/07/2021		Current		Training	EALC	0	180.00	36.00	216.00
								1,460.00	292.00	1,752.00
Subtotal for Code: Training								1,460.00	292.00	1,752.00
Code Number	19 Subscriptions									
Vchr.	Date	Minuta	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
69	05/07/2021		Current		ICO Subscription	ICO	Z	40.00	0.00	40.00
70	05/07/2021		Current		Zoom subscription	Zoom	0	11.99	2.40	14.39
73	05/07/2021		Current		RCOE Subscription	RCOE	0	60.50	12.10	72.60
								112.49	14.50	126.99
Subtotal for Code: Subscriptions								112.49	14.50	126.99
Subtotal for Cost Centre: Admin								2,268.55	306.50	2,575.05
Cost Centre FVHall										
Code Number	48 FVHall Oil									
Vchr.	Date	Minuta	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
80	28/07/2021		Current		Oil Supply FVH	The Oil Lady Ltd	L	212.37	10.62	222.99
								212.37	10.62	222.99
Subtotal for Code: FVHall Oil								212.37	10.62	222.99
Subtotal for Cost Centre: FVHall								212.37	10.62	222.99
Cost Centre Parish Maintenance										
Code Number	23 Street Scene									
Vchr.	Date	Minuta	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
83	28/07/2021		Current		Street Cleaning	I Smith	Z	370.00	0.00	370.00
								370.00	0.00	370.00
Subtotal for Code: Street Scene								370.00	0.00	370.00
Code Number	25 Grass Cutting									
Vchr.	Date	Minuta	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
67	05/07/2021		Current		Grass Cutting Parish	MD Landscapes (Anglia) Ltd	0	537.00	107.40	644.40
								537.00	107.40	644.40
Subtotal for Code: Grass Cutting								537.00	107.40	644.40

F Finchfield Parish Council
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 (Between 01-07-2021 and 31-07-2021)

Code Number	28 Street Lighting annualised	Description	Supplier	Vat Type	Net	Vat	Total
Vehr. Date	Bank Cheq. No.	Street Lighting annualised maintenance	AAJ Lighting	S	31.02	6.20	37.22
71	06/07/2021				631.02	66.20	697.22
Code Number	33 Lighting Power	Description	Supplier	Vat Type	Net	Vat	Total
Vehr. Date	Bank Cheq. No.	Street Lighting Electricity	Em U.K. plc	L	76.17	3.81	79.98
74	16/07/2021				£76.17	£3.81	£79.98
					1,014.19	117.41	1,131.60
Code Centre	Sportsfield						
Code Number	50 Sportsfield Grass Cutting	Description	Supplier	Vat Type	Net	Vat	Total
Vehr. Date	Bank Cheq. No.	Grass Cutting Sportsfield	MD Landscapes (Anglia) Ltd	S	82.00	16.40	98.40
65	06/07/2021				£82.00	£16.40	£98.40
Code Number	55 Sportsfield Maintenance	Description	Supplier	Vat Type	Net	Vat	Total
Vehr. Date	Bank Cheq. No.	Paddock purchase	Henry Square & Sons Limited	S	11.08	2.22	13.30
66	03/07/2021				£11.08	£2.22	£13.30
					93.08	18.92	111.70
Code Centre	Toilets						
Code Number	36 Toilets Caretaking	Description	Supplier	Vat Type	Net	Vat	Total
Vehr. Date	Bank Cheq. No.	Toilets Caretaking	I Finch	Z	400.00	0.00	400.00
82	28/07/2021				£400.00	£0.00	£400.00
Code Number	37 Toilets Consumables	Description	Supplier	Vat Type	Net	Vat	Total
Vehr. Date	Bank Cheq. No.	Toilet rolls	BLIND.	S	89.32	17.96	107.18
72	06/07/2021				£89.32	£17.86	£107.18
Code Number	41 Toilets Medical Waste	Description	Supplier	Vat Type	Net	Vat	Total
Vehr. Date	Bank Cheq. No.	Sanitary Disposal	PHS	S	70.68	14.14	84.82
81	28/07/2021				£70.68	£14.14	£84.82
					560.00	32.00	592.00
					64,148.19	648.16	64,833.34

Finchingfield Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-07-2021 and 31-07-2021)

Cost Centre		Income		Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Vchr.	7	Bank Interest							
		Minutes	Bank Reserves		Bank Interest	Barclays Bank	Z	0.23	0.00	0.23
15	01/07/2021							60.23	60.00	60.23
Subtotal for Cost Centre: Income								0.23	0.00	0.23
TOTALS								60.23	60.00	60.23