

Finchingfield Parish Council

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Minutes of the **COUNCIL MEETING** of Finchingfield Parish Council held at **FINCHINGFIELD VILAGE HALL** on **THURSDAY 29 JUNE 2021 AT 7:30 PM**

Present: Cllr Hamish Debnam-Sharp (Chair) Cllr Robert Stanger Cllr Roger Duffin Cllr Sam Denman
District Cllr Peter Tattersley
06 Members of the public

21/38 NOTE AND APPROVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Claire Collins, Cllr Sheila Considine, Cllr David Coverdale, Cllr Johnny Martin Smith and County Cllr Butland - Unanimous acceptance of the apologies

21/39 DECLARATION OF INTEREST FOR ANY ITEMS ON THE AGENDA

None declared

21/40 APPROVE MINUTES OF THE MEETING HELD ON 20 MAY 2021

RESOLUTION to Approve the minutes as a correct and appropriate record: Proposed Cllr Debnam-Sharp, Seconded Cllr Denman – unanimous agreement

21/41 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

21/42 RECEIVE DISTRICT & COUNTY COUNCILLORS REPORTS

- Clerks meetings with the Corporate Director are proving popular
- Halstead All Weather Pitch now open, funding from the FA and S106 development related funds, the old surfaces are being used by local schools
- A leisure industry recovery programme is under way
- Local Plan enquiry Part 2 has commenced
- Two consultation documents have been produced covering “Climate Change” and “Cycling Strategy”
- Two Mental Health champions are being appointed

21/43 RECEIVE CLERKS REPORT AND CORRESPONDENCE

- The office received an email from a resident who injured their hand on the Duck sign attached to the railings on the iron bridge, the sign has been removed pending agreement as to where council would like it re-sited. It was on the bridge as children do like to stand on the bridge to feed the ducks and ducklings who congregate downstream from the pond.
- A resident of CHE enquired as to when the play area consultation document was to be circulated.
- The Scribe accounting system is now up and running and available for Finance committee members to access via their individual logins.
- The office has received the recycling bags issue report for April and May which will be included in the report to BDC on the matter.
- Having received a number of complaints from residents on the condition of certain areas of overgrown grass in the village not owned by the PC and no longer maintained by the PC, Eastlight has been

	<p>approached with an offer to resume that maintenance which offer they have neither accepted or declined but have since made an attempt to cut their grass.</p> <ul style="list-style-type: none"> • Members were advised of the date change to the Three Legged Race to Sunday 12 September plus a request that the PC manages the associated Raffle. • The External Auditor has confirmed receipt of the Annual Governance & Accounting Return, we await the outcome of their Auditor’s deliberations. • A number of councillors have been and continue to attend various training modules via the EALC, which it is hoped they have and or are finding informative. • The office has been advised that insufficient number of people requested an election be called and thus council can now use the co-option process to advertise and invite a new member to join you until the next election. I will include that item on the July agenda. • Members were advised of the Clerk’s previous notification to the Chairman and HR Committee of his retirement from the position, the required notice period is a maximum of three months commencing 01 June
<p>21/44</p>	<p>FINANCE – RECEIVE FINANCIAL STATEMENT – ASSOCIATED INVOICING PREVIOUSLY PROVIDED TO MEMBERS RFO TO APPOINT AUTHORISER</p> <p>RESOLUTION Finance statement approved for payment: Proposed Cllr Debnam-Sharp, Seconded Cllr Duffin – unanimous agreement</p> <p>Cllr Collins previously agreed to Authorise Finance statement at APPENDIX A</p>
<p>21/45</p>	<p>CONSIDER PLANNING APPLICATIONS AND APPEALS, CURRENT ITEMS LISTED BELOW</p> <p>Reference: 21/01712/TPOCON Proposal: Notice of intent to carry out works to tree in a Conservation Area - Reduce height of Cherry by up to 2.5 metres and cut sides in by up to 1.5 metres Location: Brook Cottage, Vicarage Road, Finchingfield Comment date – 23 June During the site visit the Tree Warden advised reduced tree works with which the owner agreed</p> <p>Reference: 21/01401/FUL Proposal: Demolition of barn and erection of 1 x 3 bed single-storey dwelling house, along with garden space, parking and access. Location: Barn To West Of, Favours, Bardfield Road Comment date – 30 June The council objects to this application as it has concerns that the application goes beyond the restrictions of Class Q of permitted development rights.</p> <p>The council wish it noted that in making this decision the PC took in to account that there was a belief in the need for consistency by the PC in the treatment of applications and that the DC’s qualified planning officer’s would be the final and qualified determinants on whether the application fell within or outside Class Q. See wider explanation at APPENDIX B</p> <p>Reference: 21/01588/HH Proposal: Erection of part two-storey, part single-storey rear extension to 2 x semi-detached dwellings, Larkrise and Fieldside. Location: Larkrise & Fieldside, Lombard Street, Finchingfield Comment date – 08 July NO OBJECTION</p> <p>Reference: 21/01743/HH & 21/01744/LBC Proposal: Alterations at second floor including plumbing, heating and electrics, new WC and bathrooms, openings in internal partition walls and alterations to rooflights Location: Spains Hall, Spains Hall Road, Finchingfield Comment date – 08 July</p>

	<p>NO OBJECTION</p> <p>Reference: 21/01871/FUL & 21/01872/LBC Proposal: Demolition of existing & erection of replacement garage. Location: Spains Hall, Spains Hall Road, Finchingfield Comment date – 15 July NO OBJECTION</p> <p>Reference: 21/01943/HH Proposal: Removal of existing garage and the erection of a single storey studio/annexe. Location: Old School House, Cornish Hall End, Finchingfield Comment date – 22 July NO OBJECTION</p>
21/46	<p>RECEIVE UPDATE ON OIL LEAK CLEAN UP OPERATIONS Works now finished and car park reinstated</p>
21/47	<p>RECEIVE UPDATE ON INTEREST BEARING ACCOUNT OPTIONS No suggestions forthcoming from those councils responding to a request for input by the EALC.</p> <p>Cllr Roger Duffin suggested he may have some suggestions worth pursuing, some banks previously advised to the Clerk</p>
21/48	<p>RECEIVE FEEDBACK FROM APPOINTED REPRESENTATIVES</p> <p>PARKING – Cllr Sam Denman & Cllr Johnny Martin Smith – To receive update on the yellow lines survey 75% affirmed signature collection to allow completion of the application to NEPP To note - Cllr Denman expressed his severe disappointment that the reports provided to the Clerk prior to the meeting were not circulated to members neither were the range of items he requested be discussed at this meeting had been included on this Agenda.</p> <p>Additional imagery and information for inclusion in the yellow lines application currently waiting for completion with NEPP (North Essex Parking Partnership) plus the document listing the collection of support from 75% of the households directly impacted by the yellow lines applications to be provided to the Clerk to enable the application with NEPP be progressed.</p> <p>FOOTPATHS – Cllr Collins & Cllr Hamish Debnam-Sharp – To receive report on the on-going, closed or new complaints FP31 overgrown, adjacent rotting fence with protruding nails; Highways advised but adjoining property owner yet to be identified to advise of protruding nails and the potential danger they pose to walkers of all ages.</p> <p>SPEEDING & NOISE – Cllr Coverdale & Cllr Sam Denman – To receive report on current suggestions for noise monitoring</p> <ul style="list-style-type: none"> ❖ A private company has been approached to provide a proposal for noise monitoring and recording services, current offer c. £3,630, proposal circulated to members. ❖ Highlighted that BDC could be approached to provide a noise monitoring service, Dist Cllr Tattersley invited to request assistance and more information from the head of that department. <p>POND & SLUICE GATES – Cllr David Coverdale, Cllr Claire Collins and Cllr Robert Stanger – To receive feedback from site meeting with the Environment Agency Recent site meeting with the Environment Agency (EA) to assess support required during a proposed investigation of the sluice gate bed, including fish rescue, which would see the pond emptied for some hours to enable the contractor access to the gate bed, assess concrete bed damage and cost likely repair costs.</p> <p>Indications are that the pond may well not be sustainable in its current format/guise in the future, option studies will be required with close consultation with the community via such as parish meetings with artists impressions.</p> <p>One concern that's has partly prompted the need to assess the pond's future is that the proposed current repair costs, as a result of the contractor's investigations, are likely to be significant and prove wasteful if the outcome</p>

of the option studies and EA modelling point to a remodelling of the pond and the removal of the gates altogether.

Noted - Funding for future pond options may be forthcoming from BDC and ECC due to money available for Climate Change related initiatives.

PLANNING – Cllr David Coverdale, Cllr Claire Collins and Cllr Roger Duffin – To comment on meeting with HILL GROUP Housebuilder, developer of Land west of Bardfield Road

Cllr Duffin provided a brief overview of the council's ZOOM meeting with Hills the developers, noted their indicating an interest in the community's need for a new village hall/community centre and the parking issues in the village.

A proposed public display and presentation of the site's outline development proposals from representatives of Hills is to take place on 20 July, details to follow and will be available from the Clerk.

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

Lead council representatives meeting Tuesday 06 July

OPEN SPACES – Cllr Sheila Considine and Cllr Robert Stanger – To receive report on on-going, closed or new complaints/suggestions

Eastlight now cut the overgrowing grass on their land.

Two litter bins to be sited on the village green are due to be installed mid July.

PARISH MAINTENANCE – Cllr Sheila Considine and Cllr Roger Duffin - To receive report on on-going, closed or new complaints/works/suggestions

No current report

21/49

RECEIVE UPDATE FROM THE CHE PLAYINGFIELD COMMITTEE – Cllrs Considine and Debnam-Sharp

Cllr Duffin offered to print and fold the 200 off 4 page questionnaires to enable their distribution to the households in Cornish Hall End, to gather input from those residents as to their views on the needs of the play areas to help inform the PC decision making.

21/50

RECEIVE UPDATE ON FINGERPOST INSTALLATION – Clerk

Due diligence completed to assess whether any Utilities exists in the location for the fingerpost, none identified; confirmation provided to Highways who were forwarding it to Essex Legal Services, no date set for a response.

21/51

RECEIVE UPDATE ON THE PROPOSED CLEANING AND REPAIR OF THE WAR MEMORIAL

Awaiting proposals from the two qualified companies invited to assess works.

21/52

CONFIRM AGREEMENT TO PURCHASE FOUR OFF FREE STANDING SIGNS WITH ASSOCIATED PRINTING INITIALLY TO DIRECT VISITORS TO ADDITIONAL CAR PARKING AT THE HEALTH CENTRE AND THE TWO TRUST CAR PARKS AT A COST OF £95 – A1 OR £146 – A0 (ex VAT) PER SIGN, PRICES INCLUDE DOUBLE SIDED PRINTING

RESOLUTION Approve purchase of 4 No. A0 size signs with bespoke double sided printing: Proposed Cllr Debnam-Sharp, Seconded Cllr Duffin
Bespoke printing to be supplied to the Clerk
CLERK to ACTION

21/53

ITEMS OF REPORT OR TO BE CONSIDERED FOR NEXT AGENDA

The items submitted by Cllr Sam Denman omitted from this agenda.

Purchase of additional sluice gate key.

Agree the management of the weeds surrounding the pond, suggested choice between the Street cleaning, Parish maintenance or Grass cutting contractors.

Purchase of additional dog bins for installation either end of the churchyard.

Short presentation from the District and County Councillors explaining their role and support provided to the PC.

	Confirm the Policy and Objectives of this PC. Co-option process.
21/54	DATE OF NEXT MEETING – 27 JULY 2021 – CLOSE – 09:30pm

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

APPENDIX A

29 June 2021 (2021 - 2022)

Finchingfield Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-06-2021 and 30-06-2021)

Cost Centre	Income									
Code Number	7 Bank Interest									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	01/06/2021		Reserves		Bank Interest	Barclays Bank	Z	0.21	0.00	0.21
						Subtotal for Code: Bank Interest		60.21	60.00	60.21
Code Number	8 Grass Cutting ECC									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	15/06/2021		Current		Grass Cutting Parish	Essex County Council	Z	4,637.76	0.00	4,637.76
						Subtotal for Code: Grass Cutting ECC		64,637.76	60.00	64,637.76
Code Number	9 Trust Funds Repaid									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
13	29/06/2021		Current		FV/H Nett repayment 2020	FV/Hall	Z	335.00	0.00	335.00
14	29/06/2021		Current		Sportsfield Nett repayment 2020	Sportsfield Trust	Z	2,862.19	0.00	2,862.19
						Subtotal for Code: Trust Funds Repaid		63,197.19	60.00	63,197.19
Code Number	21 Grants received									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
11	11/06/2021		Current		VG Repair	Frontier Adriculture	Z	88.20	0.00	88.20
						Subtotal for Code: Grants received		688.20	60.00	688.20
						Subtotal for Cost Centre: Income		7,923.36	0.00	7,923.36
TOTALS								67,623.36	60.00	67,623.36

Finchingfield Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-06-2021 and 30-06-2021)

Cost Centre Admin									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
60	30/06/2021		Current		Salary	Employee	Z	661.96	661.96
									Subtotal for Code: Salary £661.96
Code Number Date Minute Bank									
61	30/06/2021		Current		Clerk WFH and travel	Employee	Z	42.20	42.20
									Subtotal for Code: Clerk Expenses £42.20
Code Number Date Minute Bank									
56	30/06/2021		Current		Uncontested Election fee	BDC	Z	128.90	128.90
									Subtotal for Code: Office Expenses £128.90
Code Number Date Minute Bank									
51	30/06/2021		Current		Zoom subscription	Zoom	S	11.99	14.39
									Subtotal for Code: Subscriptions £11.99
									Subtotal for Cost Centre: Admin 845.05
Cost Centre FVHall									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
52	30/06/2021		Current		Toilet rolls	BUNZL	S	39.54	47.45
									Subtotal for Code: FVHall Consumables £39.54
									Subtotal for Cost Centre: FVHall 39.54
Cost Centre Parish Maintenance									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Total
63	30/06/2021		Current		Street Cleaning	I Smith	Z	340.00	340.00
									Subtotal for Code: Street Scene £340.00
Code Number Date Minute Bank									
53	30/06/2021		Current		Grass Cutting Parish	MD Landscapes (Anglia) Ltd	S	582.00	698.40
57	30/06/2021		Current		Verge Cutting	C W Low & Son Ltd	S	1,569.60	1,883.52
									Subtotal for Code: Grass Cutting £2,151.60
									Subtotal for Code: Street Lighting annualised 6.20
									Subtotal for Code: Street Lighting annualised £31.02

Finchingfield Parish Council

Listing of Payments in each Code for All Cost Centres

(Between 01-06-2021 and 30-06-2021)

Code Number	29	Street Lighting repair	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	55	30/06/2021	Minute	Bank	Current	Lighting maintenance	A&J Lighting	S	177.40	35.48	212.88
									£177.40	£35.48	£212.88
									Subtotal for Code: Street Lighting repair		
Code Number	30	Play Areas	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	50	30/06/2021	Minute	Bank	Current	Play Area Safety Inspection	Playsafety Limited	S	172.00	34.40	206.40
									£172.00	£34.40	£206.40
									Subtotal for Code: Play Areas		
Code Number	33	Lighting Power	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	48	16/06/2021	Minute	Bank	Current	Street Lighting Electricity	Eon UK plc	L	78.71	3.94	82.65
									£78.71	£3.94	£82.65
									Subtotal for Code: Lighting Power		
									Subtotal for Cost Centre: Parish Maintenance		3,461.07
Cost Centre		Pavilion									
Code Number	44	Pavilion Water	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	58	18/06/2021	Minute	Bank	Current	Pavilion Water	Anglian Water	Z	13.00	0.00	13.00
									£13.00	£0.00	£13.00
									Subtotal for Code: Pavilion Water		
Code Number	54	Administration	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	49	30/06/2021	Minute	Bank	Current	Sportsfield Pavilion address application	BDC	Z	30.00	0.00	30.00
									£30.00	£0.00	£30.00
									Subtotal for Code: Administration		
									Subtotal for Cost Centre: Pavilion		43.00
Cost Centre		Sportsfield									
Code Number	50	Sportsfield Grass Cutting	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	54	30/06/2021	Minute	Bank	Current	Grass Cutting Sportsfield	MD Landscapes (Anglia) Ltd	S	82.00	16.40	98.40
									£82.00	£16.40	£98.40
									Subtotal for Code: Sportsfield Grass Cutting		
Code Number	55	Sportsfield Maintenance	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	62	30/06/2021	Minute	Bank	Current	Container padlock	Toolstation	S	18.73	3.75	22.48
									£18.73	£3.75	£22.48
									Subtotal for Code: Sportsfield Maintenance		
									Subtotal for Cost Centre: Sportsfield		120.88
Cost Centre		Toilets									
Code Number	36	Toilets Caretaking	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
Vchr.	64	30/06/2021	Minute	Bank	Current	Toilets Caretaking	I Smith	Z	400.00	0.00	400.00
									£400.00	£0.00	£400.00
									Subtotal for Code: Toilets Caretaking		

Finchingfield Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-06-2021 and 30-06-2021)

Code Number	Date	38 Toilets Water	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute							
47	15/06/2021	Bank		Toilets Water	Anglian Water	Z	3.00	0.00	3.00
		Current			Subtotal for Code: Toilets Water		£3.00	£0.00	£3.00
Code Number	Date	40 Toilets Electricity	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.		Minute							
46	07/06/2021	Bank		Toilets Electricity	British Gas Lite	L	21.47	1.07	22.54
		Current			Subtotal for Code: Toilets Electricity		£21.47	£1.07	£22.54
					Subtotal for Cost Centre: Toilets		424.47	1.07	425.54
TOTALS							£4,403.52	£541.87	£4,945.39

APPENDIX B

Briefing note on the planning application 21/01401/FUL | Demolition of barn and erection of 1 x 3 bed single-storey dwelling house, along with garden space, parking and access. | Barn To West Of Favours Bardfield Road Finchingfield Essex CM7 4LL

<https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QSA1LYBFLOQ00>

The above poultry barn was granted permission under Class Q permitted development into a dwelling under application – 20/01601/COUPA

However there are strict requirements that have to be adhered in order to convert this into a dwelling:

Class Q does not allow building operations other than the installation or replacement of:

- windows, doors, roofs, or exterior walls, or
- water, drainage, electricity, gas or other services to the extent reasonably necessary for the building to function as a dwellinghouse; and any Demolition is also allowed to the extent reasonably necessary to carry out building operations listed above.

The building operations condition is the most debated part of Class Q, i.e. what constitutes works that are reasonably necessary to convert a barn to a house? As you can imagine, most barns will need extensive work to convert them to residential and bring them up to the Building Regulations standards – **in most instances, this is beyond the scope of the building operations set out in Class Q**

Paragraph 105 of the Government’s online Planning Practice Guidance (or PPG) seeks to clarify the scope of Class Q: “It is not the intention of the permitted development right to allow rebuilding work which would go beyond what is reasonably necessary for the conversion of the building to residential use. Therefore, it is only where the existing building is already suitable for conversion to residential use that the building would be considered to have the permitted development right” The guidance of the PPG is clear, however there is clearly room for interpretation of when a building might be ‘suitable for conversion’.

The issue with granting full planning and allowing demolition has several serious repercussions for urban sprawl in the countryside:

- 1) Without demolition of the existing structure it is uneconomical and probably not feasible to convert, questioning the original reason for Class Q being allowed.
- 2) by going for full planning after Class Q has been obtained is in effect trying to obtain Full planning by stealth. It would not be granted if full planning had been sought in the first place and planners take a dim view of this method.
- 3) Generally a building that has some degree of history and worth saving eg. brick barns or traditional Essex barns are allowed to converting – hence the high bar for Class Q. Otherwise any ramshackle shed or lean-to can be converted in the future
- 4) Full planning circumvents other important aspects of Class Q permitted development
 - i. The garden must be no bigger than the footprint of the dwelling to minimise the impact/loss of agricultural land and urban sprawl in the countryside.
 - ii. The landowner does not need to carry out the development with full planning they can just sell it on with permission. Class Q requires the landowner to carry out the conversion, this presents a

hindrance if these developments are purely speculative as landowners are less likely to take on the risk.

iii. It sets a dangerous precedent that any agricultural building can be converted regardless of its viability - opening the floodgate for any shed or outbuilding to be considered suitable for development.

5) Demolition of a building and rebuilding from new has a much larger environmental impact on the site. The carbon footprint of building a new dwelling is also significantly higher than conversion.