



FINCHINGFIELD PARISH COUNCIL

Claire Waters, Parish Clerk & RFO
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MINUTES OF A MEETING OF FINCHINGFIELD PARISH COUNCIL, HELD ON TUESDAY 29th MARCH 7.30PM AT CORNISH HALL END VILLAGE HALL

Present: Cllrs Collins, Denman, Duffin, Martin Smith, A Stanger, R Stanger
In the Chair: Cllr Collins
Clerk: Claire Waters
Also Present: Cllr Butland ECC & Cllr Tattersley BDC
 4 parishioners

√ = A resolution to be made £ = Expenditure decision

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| 21/175 | <p>APOLOGIES FOR ABSENCE√ Apologies were received from Cllr Coverdale. The resignations of Cllrs Considine and Debnam Sharp were noted with regret. A notice of 2 Casual Vacancies for the Cornish Hall End ward of Finchingfield Parish Council will be prepared by Braintree District Council democracy officer and displayed on CHE noticeboards and on the Parish Council website.</p> |
| 21/176 | <p>MINUTES OF THE PREVIOUS MEETING√ The minutes of the meeting of 22nd February 2022 were approved as a correct record and signed by the Chairman Proposed: Cllr Duffin Seconded: Cllr Denman Agreed unanimously</p> |
| 21/177 | <p>DECLARATIONS OF INTEREST None</p> |
| 21/178 | <p>PUBLIC FORUM a) Traffic calming measures for Cornish Hall End - a resident requested an update. Cllr Denman confirmed the LHP request has been submitted and is undergoing validation by Essex Highways. He is attending a meeting of the Braintree Local Highways Panel on 31st March and will report back any progress. b) Platinum Jubilee events, Cornish Hall End. These are being publicised and details will be forwarded to the clerk for the Parish Council website. The clerk will also forward to Councillors the minutes of the Cornish Hall End Village Hall committee meeting.</p> |
| 21/179 | <p>WAR MEMORIAL: BRITISH LEGION REQUEST TO INSTALL 4 "TOMMYS"√ A representative from the British Legion requested permission to install 4 Tommy silhouettes, about 4ft high on each side of the War Memorial. Each one would represent a different branch of the armed forces. These would be paid for by the British Legion and bolted to the War Memorial base and so would not affect grass cutting. Action: Clerk to determine who is the owner of the War Memorial Action: An application to the War Memorials Trust for a grant for cleaning was underway, Cllr Duffin to forward the information to the clerk who will progress this. RESOLVED: Once it has been checked that all necessary permissions are in place, the Tommy's proposal was approved Proposed: Cllr A Stanger Seconded: Cllr Duffin Agreed unanimously Action: Cllr Denman will share information and photos in the Villager Magazine once completed and the War Memorial has been cleaned</p> |

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| 21/180 | <p>PROGRESS CHECK</p> <p>Parish Maintenance issues to report and any updates on actions from last meeting</p> <ul style="list-style-type: none"> a) Drains and sewage update – awaiting power washing when conditions permit b) Wethersfield Airfield Scrutiny Committee – WASC and SWAP updates are available. SWAP leaflets are being delivered to residents. Action: Clerk to organise reports to go on dedicated page on the Finchingfield website https://www.finchingfield-pc.gov.uk/ c) Oil Spill update: Two quotes from OFTEC registered contractors were considered RESOLVED: To accept the quote for £1,485.00 + VAT from PTP Heating Services to replace the oil line underground Proposed: Cllr A Stanger Seconded: Cllr B Stanger Agreed unanimously d) Sluice Gate repair update: The contractor confirmed work is scheduled to start on April 19th, but has not obtained permissions from the Environment Agency to drain the pond although this was specified in the schedule of costs in the quote. Action: Situation to be clarified to make sure scheduled work can go ahead. e) Platinum Jubilee update: Finchingfield and Cornish Hall End plans were updated Action: Cllr Denman to look at car parking needs for Saturday in Finchingfield Action: Clerk to publish details of Finchingfield and Cornish Hall End events on the website https://www.finchingfield-pc.gov.uk/ |
| 21/181 | <p>HIGHWAYS AND PUBLIC RIGHTS OF WAY</p> <p>Update on Highways and Footpath issues and any new problems to report</p> <ul style="list-style-type: none"> a) Finchingfield Bridge repair – no update received since January meeting b) Local Highways Panel: Cllr S Dedman to report back from meeting on 31 March c) Speed Survey Cornish Hall End: Cllr Martin Smith asked Cllr Butland about results of the speed survey – Cllr Butland will ask for this to be sent to the clerk. |
| 21/182 | <p>DISTRICT & COUNTY COUNCILLORS REPORTS</p> <p>Cllr Butland ECC reported: <u>Ukraine Refugees:</u> He will forward the latest information. Stansted is a main reception airport, ECC are carrying out safeguarding checks and BDC managing housing. <u>Resident enquiry:</u> Cllr Butland had received a phone call from a resident, asking for speed reductions to 20mph around the Green. If this 20mph speed limit is requested by the Parish Council it would need to apply to a large area of central Finchingfield. Action: agenda item for April meeting. <u>Local Highways Panels</u> – a review is taking place as to whether these will continue. The 4 outstanding LHP requests from Finchingfield PC are now on the list and further discussions will take place on 31st March. Cllr Tattersley BDC reported: <u>BDC budget</u> – Details of the District Council budget have been published. A survey of Council services has shown high satisfaction levels. <u>Platinum Jubilee</u> – parish celebrations across the District are being promoted.</p> |
| 21/183 | <p>PLANNING: Applications received ✓</p> <p>22/00562/TPO Notice of intent to carry out works to tree protected by Tree Preservation Order 2/78 - Horse Chestnut. Work as per the recommendations in arboricultural report: Tree to be reduced 25/30% to substantial growth points, and put on a 3-5 year pruning cycle to maintain the shape and structure of the tree. Branches overhanging phone lines lifted to give up to 2m clearance. Lower canopy stress growth to be thinned and reduced to match the trees shape. Remove young ivy encroaching the stem. Remove old dead ivy @3m to allow better inspection of the union in the future.</p> <p>St John The Baptist Church, Church Hill</p> <p style="text-align: right;"><i>No objections</i></p> |

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| | <p>22/00560/LBC & 22/00532/HH Alterations to rear south wing to include: - Addition of single-storey rear extension to form plant room - Alterations to external fenestration - Re-slating of roof - Installation of new ridge lantern - Removal of existing chimney and stack - Addition of new porch to utility entrance - Vaulting of ceiling internally - Reconfiguration of internal partitions Alterations to rear north wing to include: - Lowering of ground floor to its original height - Reconfiguration of internal layout - Removal of chimney breast internally and externally Alterations to first floor to include: - Reconfiguration of en-suite in the southern bedroom Alterations externally to include: - Re-thatching of roof - Extension of height of stack to allow for internal wood-burning stove - Re-decoration of exterior of property - Replacement of modern casement windows - Rendering of modern brick plinth - Replacement of concrete steps to front of property Brook House Duck End CM7 4NE <i>No objections, provided all works are carried out in line with listed building recommendations</i></p> <p>22/00666/LBC & 22/00660/HH Erection of secondary gates, associated piers, fencing and ancillary works Spains Hall Spains Hall Road CM7 4PF <i>No objections</i></p> <p>22/00636/COUPA Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development - Change of use to 5no. residential dwellings Cottons Farm Sculpins Lane CM7 4AY <i>Information only, comment not required</i></p> |
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| | <p>PLANNING: Applications determined</p> <p>22/00130/ELD Application for a Lawful Development Certificate for an Existing Use - Use of Benson's Barn as a single dwelling Benson's Barn Petches Bridge CM7 4AS <i>Application PERMITTED</i></p> <p>21/03257/HH Retrospective application for replacement boundary treatments New Place Bardfield Road CM7 4LS <i>Application PERMITTED</i></p> <p>21/03405/SCO Scoping Opinion (under Part 4, Section 15 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (hereafter known as the 2017 EIA Regulations) for two prisons which will operate independently of each other once operational and each have a full suite of ancillary facilities. One prison will be a Category B and the second a Category C Prison and there will be a common access to both prisons at Wethersfield Airfield, Braintree Land At Wethersfield Airfield <i>Scoping Opinion ADOPTED</i></p> <p>22/00184/COUPA Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development - Change of use to 1 no. residential dwelling Locksmiths Farm Robinhood End CO9 4NN <i>Planning permission required</i></p> <p>22/00265/DAC Application for approval of details as reserved by Condition 15 (archaeological survey) of application 19/00069/OUT (approved on appeal APP/Z1510/W/20/3251952). Land West Of Bardfield Road <i>Application PERMITTED</i></p> <p>21/03740/OUT Outline planning application with all matters reserved for the erection of a two-bedroom bungalow Land East Of Lovely Cottage Toppesfield Road CM7 4NZ <i>Application REFUSED</i></p> |
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| | <p>21/03297/HH Erection of detached cartlodge New Place Bardfield Road CM7 4LS</p> <p style="text-align: right;"><i>Application PERMITTED</i></p> |
| 21/185 | <p>FINANCE £ ✓</p> <p>a) The monthly payments were approved for authorisation - <i>see Appendix 1</i> Proposed: Cllr Collins Seconded: Cllr R Stanger <i>Agreed unanimously</i></p> <p>b) <u>Banking</u>: The new Unity Trust accounts and initial funds transfer from Barclays accounts should be completed by 6th April 2022</p> <p>c) <u>Internal Audit</u>: The clerk reported that the internal auditor had not produced a detailed audit report in 2020-21. It was agreed to use the same internal auditor for 2021-22 on condition a detailed report is provided as part of the service. Proposed: Cllr Collins Seconded: Cllr A Stanger <i>Agreed unanimously</i></p> <p>d) <u>Clerk appointment and pay</u>: The permanent appointment of the clerk was approved, with the agreed revised NJC Pay Scale 2021-22 for SCP26 backdated to 1st January. From 1st April 2022 the pay scale moves to SCP27 as agreed in the contract. Proposed: Cllr Duffin Seconded: Cllr A Stanger <i>Agreed unanimously</i></p> |
| 21/186 | <p>BOUNDARIES COMMISSION REVIEW</p> <p>The objection response prepared by Cllr Duffin and Cllr Martin Smith to the secondary public consultation was approved. Proposals would place Finchingfield in a new Haverhill & Halstead parliamentary constituency incorporating part of Braintree District and part West Suffolk Council. Full details and all comments are available to view at https://www.bcereviews.org.uk/. The response deadline was 4th April. Proposed: Cllr R Stanger Seconded: Cllr Denman <i>Agreed unanimously</i></p> |
| C21/187 | <p>PARISH EMERGENCY PLAN</p> <p>a) A response to BDC Emergency Planning review of Storm Eunice with the disruption and power cuts was discussed, in particular problems with telephone contact now that old style corded phones plugged into a BT landline are not in common use. Options for siting emergency generators were discussed and will be looked into. The Parish Emergency Plan contains sensitive information so cannot be published in full, but each Councillor was advised to have a printed copy readily available.</p> <p>b) Decision on updates to the Finchingfield Parish Emergency Plan for 2022 Action: Clerk to send the current plan to each Councillor individually to contribute their suggested updates in preparation for the 2022-23 edition</p> |
| 21/188 | <p>CORNISH HALL END PLAYING FIELD COMMITTEE - Cllr J Martin-Smith</p> <p><u>Gate repair</u>: A third quote is still needed Action: Clarification of land ownership is still needed and right of access across land. Clerk to obtain all relevant paperwork from Cllrs Stanger and Considine and check any S106 funding available for Cornish Hall End. Three quotes are required for S106 funds</p> <p><u>Platinum Jubilee</u>: CHE events are being publicised and will be added to the website RESOLVED: Following the resignations of Cllr Considine & Cllr Debnam Sharp, Cllr Martin Smith was elected Chairman of the Cornish Hall End Playing Field Committee Proposed: Cllr Cllr A Stanger Seconded: Cllr Collins <i>Agreed unanimously</i></p> |
| 21/189 | <p>CORRESPONDENCE TO NOTE:</p> <p><u>Community 360</u>: June 13th to 17th is Loneliness Awareness Week - Road Shows are being held around villages in the Braintree District Action: Clerk to respond suggesting Finchingfield and CHE Village Halls as suitable locations. Alternatively the Horse & Groom car park with permission of the landlord.</p> |
| 21/190 | <p>Date of Next Meetings</p> |

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| | <ul style="list-style-type: none"> • Tuesday 26 April Ordinary Parish Council, Finchingfield Village Hall • Thursday 12th May Annual Parish Council, Finchingfield Village Hall • Thursday 12th May Finchingfield Trusts AGM 7.00pm Finchingfield Village Hall |
| 21/191 | <p>AGENDA ITEMS FOR NEXT MEETING:</p> <ul style="list-style-type: none"> • Parking update • Outdoor table tennis table • BMX track <p>Agenda items to be submitted to the clerk by the end of Monday 18th April please</p> |
| | FINCHINGFIELD PARISH COUNCIL MEETING closed at 9.25pm |
| | <p>FINCHINGFIELD TRUSTS – Sole Trustee meeting</p> <p>To confirm any Sole Trustee agenda items in advance of the Trust meeting to be held on Thursday April 7th 2022 – update, this meeting now cancelled. Next meeting 5th May</p> <ul style="list-style-type: none"> • Pavilion mother and baby toilet door repair: Quotes to be obtained |
| | THE SOLE TRUSTEE MEETING closed at 9.30pm |

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Signed by the Chairman

Date



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Appendix 1: Financial Report 29th March 2022

FINCHINGFIELD PARISH COUNCIL PAYMENTS

| DATE | ITEM | | NET | VAT | TOTAL |
|--------------|-----------------------------|----------------------------|------------------|----------------|------------------|
| 02-Mar-22 | TPO site visits | John Richardson | £14.00 | £0.00 | £14.00 |
| 02-Mar-22 | Bench Removal | John Richardson | £30.00 | £0.00 | £30.00 |
| 02-Mar-22 | Salary | Claire Waters | £622.49 | £0.00 | £622.49 |
| 14-Mar-22 | PAYE | HMRC | £179.63 | £0.00 | £179.63 |
| 14-Mar-22 | Pavilion Water | Anglian Water | £1.00 | £0.00 | £1.00 |
| 14-Mar-22 | Toilets Electricity | British Gas Lite | £19.70 | £0.98 | £20.68 |
| 14-Mar-22 | Toilets Water | Anglian Water | £37.11 | £0.00 | £37.11 |
| 22-Mar-22 | Lighting maintenance | A&J Lighting | £31.02 | £6.20 | £37.22 |
| 22-Mar-22 | Pavilion Electricity | British Gas Lite | £9.14 | £0.46 | £9.60 |
| 22-Mar-22 | Hire FVHall Council Meeting | FVHall | £79.50 | £0.00 | £79.50 |
| 22-Mar-22 | Hire FVHall Trust Meetings | FVHall | £79.50 | £0.00 | £79.50 |
| 22-Mar-22 | Clerk Pension | B&CE | £57.62 | £0.00 | £57.62 |
| 29-Mar-22 | Clerk mobile Phone FPC | Castle Hedingham PC | £12.22 | £0.00 | £12.22 |
| 29-Mar-22 | Grass Cutting Sportsfield | MD Landscapes (Anglia) Ltd | £81.00 | £16.20 | £97.20 |
| 29-Mar-22 | Grass Cutting Parish | MD Landscapes (Anglia) Ltd | £507.00 | £101.40 | £608.40 |
| 30-Mar-22 | Toilets Caretaking | I Smith | £400.00 | £0.00 | £400.00 |
| 30-Mar-22 | Salary | Claire Waters | £649.48 | £0.00 | £649.48 |
| 30-Mar-22 | PAYE | HMRC | £181.19 | £0.00 | £181.19 |
| 30-Mar-22 | Street Cleaning | I Smith | £380.00 | £0.00 | £380.00 |
| 30-Mar-22 | Safeguarding Training AS | EALC | £70.00 | £14.00 | £84.00 |
| TOTAL | | | £3,441.60 | £139.24 | £3,580.84 |

FINCHINGFIELD PARISH COUNCIL RECEIPTS

| DATE | ITEM | | TOTAL |
|----------------|------|--|--------------|
| Feb- Mar 22 | None | | |
| TOTAL | | | £0.00 |