



# FINCHINGFIELD PARISH COUNCIL

Claire Waters, Parish Clerk & RFO  
 25 Bayley Street, Castle Hedingham, Essex CO9 3DG  
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## MINUTES OF A MEETING OF FINCHINGFIELD PARISH COUNCIL, HELD ON TUESDAY 31<sup>st</sup> MAY, 7.30PM AT FINCHINGFIELD VILLAGE HALL

**Present:** Cllrs Collins, Coverdale, Denman, Duffin, Gordon (Co-opted 31/5) Martin Smith, A Stanger, R Stanger  
**In the Chair:** Cllr Collins  
**Clerk:** Claire Waters  
**Also Present:** 1 parishioner

√ = A resolution to be made      £ = Expenditure decision

22/001	<p>a) <b>RESOLVED:</b> Cllr Collins was elected as Chairman  <b>Proposed:</b> Cllr A Stanger      <b>Seconded:</b> Cllr Martin Smith      Agreed unanimously</p> <p>b) <b>RESOLVED:</b> Cllr Duffin was elected as Vice-Chairman. He wished it to be minuted that he did not seek or desire the position but will accept the responsibility  <b>Proposed:</b> Cllr A Stanger      <b>Seconded:</b> Cllr Martin Smith      Agreed unanimously</p> <p>c) Cllrs Collins and Duffin signed a declaration of acceptance of office, witnessed by the clerk</p>
21/002	<p><b>APOLOGIES FOR ABSENCE</b>√ Cllr Denman apologised for absence. Mr John Strange, applicant for a vacant seat in Cornish Hall End ward, also sent apologies for absence</p>
21/003	<p><b>MINUTES OF THE PREVIOUS MEETING</b>√  The minutes of the meeting of 26th April 2022 were approved as a correct record and signed by the Chairman  <b>Proposed:</b> Cllr Coverdale      <b>Seconded:</b> Cllr A Stanger      Agreed unanimously</p>
22/014	<p><b>CO-OPTION OF COUNCILLORS, CORNISH HALL END</b>  <i>The Chairman brought this item 21/014 forward from later in the meeting.</i></p> <p>a) <b>RESOLVED:</b> With two applicants for two vacancies, the full draft co-option policy would be not implemented and the Council would move directly to a vote  <b>Proposed:</b> Cllr Martin Smith      <b>Seconded:</b> Cllr Coverdale      Agreed unanimously</p> <p>b) <b>RESOLVED:</b> To co-opt Mr Tom Gordon and Mr John Strange to the vacant Councillor seats in Cornish Hall End ward.  <b>Proposed:</b> Cllr Martin Smith      <b>Seconded:</b> Cllr R Stanger      Agreed unanimously  Cllr Gordon signed his declaration of acceptance of office, witnessed by the clerk. Cllr Martin Smith will meet with Cllr Strange to witness his signing of a declaration of acceptance of office and to provide him with a Register of Interests form to be completed and returned to the clerk within 28 days.</p>
22/004	<p><b>DECLARATIONS OF INTEREST</b>  None</p>
22/005	<p><b>PUBLIC FORUM .</b></p> <p>a) <b>Finchingfield Map:</b> It was asked if this will be in place for the Platinum Jubilee weekend. The map is completed but due to the absence of Cllr Denman on holiday this will not be on display until his return.</p> <p>b) <b>Fingerposts:</b> While they are welcomed, the lettering is difficult to see. This is to be addressed by painting the letters black</p>

22/006	<p><b>PROGRESS CHECK</b></p> <p>Parish Maintenance issues to report and any updates on actions from last meeting</p> <p>a) <b>Wethersfield Airfield Scrutiny Committee</b>  <b>RESOLVED:</b> To purchase a SWAP banner to be displayed on Finchingfield top green, subject to risk assessments and insurance cover  <b>Proposed:</b> Cllr Duffin                      <b>Seconded:</b> Cllr Collins                      Agreed unanimously</p> <p>b) <b>Hill Group Ground Breaking event</b>, Land West of Bardfield Road – the clerk will forward the invitation to attend on 13<sup>th</sup> July to BDC Cllrs Tattersley and Santomauro. Residents interested in purchase at the Bardfield Road development can make contact with the Hill Group via <a href="mailto:sales@hill.co.uk">sales@hill.co.uk</a></p> <p>c) <b>Dangerous tree Wincey Close:</b> this has been reported to Braintree Landscape Services by Cllrs R and A Stanger, after a resident requested support</p> <p>d) <b>Faulty Street Light:</b> reported outside Court Hill Bardfield Road. Cllr A Stanger to check the location and report back to the clerk to ensure it is Parish Council responsibility before requesting a repair.</p> <p>e) <b>Defibrillator, Cornish Hall End.</b> Cllr Gordon to ask the landlord of the Horse &amp; Groom if they are happy to take responsibility for monthly checks and reporting. The clerk will provide them with guidance on what the checks involve.</p>
22/007	<p><b>HIGHWAYS AND PUBLIC RIGHTS OF WAY</b></p> <p>Update on Highways and Footpath issues and any new problems to report</p> <p>a) <b>Pavement locations needing repair</b> to be reported to Essex Highways: From the Lion to the Surgery, and from the Three Tuns to the School.  <b>Action:</b> Clerk to request Cllr Butland escalate these repairs with Essex Highways</p> <p>b) <b>Salt Bag Partnership scheme:</b> One delivery to Cornish Hall End of winter grit will be requested from the annual winter, to be stored at the cricket pavilion. This can be shared with other locations if needed.</p> <p>c) <b>20mph limit through the village:</b> The clerk reported receipt of 3 emails from residents in support of this proposal. Residents are welcome to email their opinion on this to <a href="mailto:clerk@finchingfield-pc.gov.uk">clerk@finchingfield-pc.gov.uk</a> who is keeping a record of comments</p> <p>d) <b>Closure of Bardfield Bridge:</b> from 25<sup>th</sup> July for 6 weeks. Councillors objected to the lack of any consultation with Finchingfield about these works, considering the enormous impact on local residents and businesses.  <b>Action:</b> Clerk to email Cllr Butland to ask why Finchingfield Parish Council was not consulted given the potential disruption to the community in peak summer.</p>
22/008	<p><b>HIGHWAYS: PARKING &amp; VEHICLE NOISE WORKING PARTY</b></p> <p>a) <b>RESOLVED:</b> Draft Terms of Reference for a new working party, with some minor suggested additions, were agreed. It was also agreed that new Cllr Tom Gordon would join the working party on behalf of Cornish Hall End ward.  <b>Proposed:</b> Cllr Collins                      <b>Seconded:</b> Cllr A Stanger                      Agreed unanimously</p> <p>b) <b>Action:</b> A written request will be sent to James Cleverly MP for Finchingfield inclusion in new noise camera trial which is being launched nationally</p> <p>c) <b>Action:</b> LHP requests for additional yellow lines previously missed at Duck End junction and Bridge House were approved. Yellow lines preventing parking around the bend by the Post Office will be considered at the <i>June Parish Council meeting</i>.</p> <p>d) <b>Action:</b> To approve a funding application for cycle parking corrals. Consideration of suitable locations in the village for them to be sited. A suggestion was made that these should be sited on the green itself, and 24 bike capacity would be best.  <b>Action:</b> 3 quotes of different types to be obtained for consideration. <i>Agenda item future meeting once quotes are obtained</i></p>

21/009	<b>DISTRICT &amp; COUNTY COUNCILLOR REPORTS –</b> None. Apologies for absence were received from Cllr Butland ECC & Cllr Tattersley BDC
22/010	<p><b>PLANNING: Applications received</b> ✓</p> <p><b>22/01276/HH</b> Erection of two-storey side/rear extension and single-storey rear extension. Erection of single-storey side extension to form integral garage New Place Bardfield Road CM7 4LS <i>No objections but a request submitted for conditions to be applied in order to protect privacy of neighbour.</i></p> <p><b>22/01298/HH</b> Pergola and chimney within rear garden Brook House Duck End CM7 4NE <i>No objections, subject to appropriate safety evaluations of the chimney</i></p>
	<p><b>PLANNING: Appeals in progress</b></p> <p><b>22/00032/REF</b> Change of use of existing domestic outbuilding to 1No. self-contained 1-bedroom dwelling and associated development Old Farmhouse Petches Bridge CM7 4QN <i>No objections</i></p> <p><b>22/00028/REF</b> 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>Objection comment as previously submitted: no utilities/services and outside the development boundary</i></p>
	<p><b>PLANNING: Applications determined</b></p> <p><b>22/00714/FUL</b> Change of use and extension of existing barns to form 1No. three bedroom dwelling and associated amenity Mandalay Farm Pump Lane Walthams Cross CM7 4QP <i>Application GRANTED</i></p> <p><b>22/00898/TPOCON</b> Notice of intent to carry out works to tree in a Conservation Area - Remove Eucalyptus tree Lily Guns Cottage Bardfield Road CM7 4LS <i>Application GRANTED</i></p> <p><b>22/00666/LBC &amp; 22/00660/HH</b> Erection of secondary gates, associated piers, fencing and ancillary works Spains Hall Spains Hall Road CM7 4PF <i>Application GRANTED</i></p> <p><b>22/00636/COUPA</b> 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>Planning permission required</i></p> <p><b>22/00562/TPO</b>   Notice of intent to carry out works to tree protected by Tree Preservation Order 2/78 - Horse Chestnut. St John The Baptist Church CM7 4NW <i>Part GRANTED, Part REFUSED</i></p>
22/011	<p><b>FINANCE</b> £ ✓</p> <p>a) <b>RESOLVED:</b> The monthly payments were approved for payment. A donation of £10,000 from the Hill Group as a contribution to play equipment in the parish was acknowledged with thanks. It was confirmed there are no conditions to this payment which is in addition to the S106 open space funding agreement through BDC. <b>Proposed:</b> Cllr Collins                      <b>Seconded:</b> Cllr R Stanger                      <i>Agreed unanimously</i></p> <p>b) <b>AGAR-Annual Governance and Accountability return:</b> The Annual Governance Statement, was approved and signed by the Chairman and Clerk/RFO <b>Proposed:</b> Cllr Collins                      <b>Seconded:</b> Cllr Martin Smith                      <i>Agreed unanimously</i></p>

	<p><b>c) AGAR-Annual Governance and Accountability return:</b> The Annual Accounts and Accounting Statement was approved and signed by Chairman and Clerk/RFO  <b>Proposed:</b> Cllr Collins                      <b>Seconded:</b> Cllr Martin Smith                      <i>Agreed unanimously</i></p> <p><b>d) Asset Register and Parish Council insurance premium payment 2022</b> were noted and approved.  <b>Action:</b> An asset register review will take place over the year, in advance of insurance renewal in May 2023</p>
22/012	<p><b>FINANCE: CORNISH HALL END VILLAGE HALL</b>  To consider a request for funding to cover the hall annual insurance, cost £672.88  <b>RESOLVED:</b> Due to demands on the budget in the current financial year and in the light of previous Parish Council and recent Covid grants, to decline the request for funding.  <b>Proposed:</b> Cllr Collins                      <b>Seconded:</b> Cllr Martin Smith                      <i>Agreed unanimously</i></p>
22/013	<p><b>FINANCE: OUTDOOR TABLE TENNIS</b>  <b>RESOLVED:</b> To approve in principle the purchase of a concrete outdoor tennis table, subject to 3 comparable quotes. <i>Agenda item for future meeting</i>  <b>Proposed:</b> Cllr Collins                      <b>Seconded:</b> Cllr Duffin                      <i>Agreed unanimously</i></p>
22/014	<p><b>CO-OPTION OF COUNCILLORS, CORNISH HALL END</b>  <i>This item was brought forward and decided between items 22/003 and 22/004</i></p>
22/015	<p><b>CORRESPONDENCE TO NOTE:</b>  • <b>Community 360 Road Show Finchingfield visit: June 14th at 9.30- 11.00, the Community360 bus will be at Finchingfield Village Hall CM7 4LX.</b>  June 13th to 17th is Loneliness Awareness Week and the aim of the Road Show is to engage with as many people as possible who may feel isolated &amp; lonely and help them find support from agencies and clubs..</p>
22/016	<p><b>Date of Next Meetings</b></p> <ul style="list-style-type: none"> <li>• Tuesday 28th June Ordinary Parish Council, Finchingfield Village Hall</li> <li>• Tuesday 26<sup>th</sup> July Ordinary Parish Council, Cornish Hall End Village Hall</li> <li>• NO MEETING IN AUGUST</li> </ul>
22/017	<p><b>AGENDA ITEMS FOR NEXT MEETING:</b></p> <ul style="list-style-type: none"> <li>• <b>Highways:</b> To consider yellow lines request at Finchingfield Post Office</li> <li>• <b>CHE Play equipment:</b> ringfenced funding, survey and signage. Allocation of responsibilities</li> <li>• <b>Finchingfield play area:</b> maintenance considerations and RoSPA report review.</li> </ul> <p>Agenda items to be submitted to the clerk by the end of Monday 21<sup>st</sup> June please</p>
	<p><b>FINCHINGFIELD PARISH COUNCIL MEETING</b> closed at 9.35pm</p>

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Signed by the Chairman

Date



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## Appendix 1: Financial Report 31st May 2022

FINCHINGFIELD PARISH COUNCIL PAYMENTS			
DATE	ITEM		TOTAL
24-May-22	RCC Affiliation Fee	RCCE	£72.00
24-May-22	Mailbox upgrade x 5	Electric Websites	£200.00
24-May-22	Public Toilets cleaning	Ian Smith	£400.00
24-May-22	Street Cleaning	Ian Smith	£380.00
24-May-22	Fire Extinguisher FVH	MITIE Security Ltd	£88.41
24-May-22	Village map	The DS Group	£150.00
26-May-22	Village Hall Water	Everflow Water	£19.71
27-May-22	Platinum Jubilee Materials	Cllr Claire Collins	£51.87
27-May-22	Platinum Jubilee Materials	Cllr Alison Stanger	£811.41
27-May-22	Clerk expenses	Claire Waters	£33.91
27-May-22	Clerk salary	Claire Waters	£650.08
27-May-22	Insurance 2022-23	Zurich Town & Parish,	£3,430.37
28-May-22	Pavilion fuel	Calor Gas Direct Debit	£17.99
31-May-22	BALC Annual subscription	BALC	£40.00
31-May-22	Platinum Jubilee Tea	The Three Tuns	£50.00
05-Jun-22	Much Ado about Nothing	HALF CUT THEATRE LTD	£200.00
05-Jun-22	Platinum Jubilee Concert	Haverhill Silver Band	£750.00
05-Jun-22	Platinum Jubilee Face painting	Fantasy Faces JD Perriment	£130.00
05-Jun-22	Thaxted Morris	Thaxted Morris Men	£200.00
05-Jun-22	Dog Training	Selina Fitzgerald	£50.00
		<b>TOTAL</b>	<b>£7,725.75</b>
FINCHINGFIELD PARISH COUNCIL RECEIPTS			
DATE	ITEM		TOTAL
26-May-22	Street Cleaning grant	Braintree District Council	£4,228.62
		<b>TOTAL</b>	<b>£4,228.62</b>