



# FINCHINGFIELD PARISH COUNCIL

Claire Waters, Parish Clerk & RFO  
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## MINUTES OF A MEETING OF FINCHINGFIELD PARISH COUNCIL, HELD ON TUESDAY 28<sup>th</sup> June 2022, 7.30PM AT FINCHINGFIELD VILLAGE HALL

**Present:** Cllrs Collins, Denman, Duffin, Gordon, A Stanger, R Stanger, Strange  
**In the Chair:** Cllr Collins  
**Clerk:** Claire Waters  
**Also Present:** Cllr P Tattersley, BDC  
 4 parishioners

√ = A resolution to be made      £ = Expenditure decision

21/018	<b>APOLOGIES FOR ABSENCE</b> √ Cllrs Coverdale and Cllr Martin Smith apologised for absence. Apologies were also received from Cllr Butland, Essex County Council
21/019	<b>MINUTES OF THE PREVIOUS MEETING</b> √ The minutes of the meeting of 31 <sup>st</sup> May 2022 were approved as a correct record and signed by the Chairman <b>Proposed:</b> Cllr A Stanger <b>Seconded:</b> Cllr Denman      Agreed unanimously
22/020	<b>DECLARATIONS OF INTEREST</b> None
22/021	<b>PUBLIC FORUM .</b> a) <b>Finchingfield Bridge:</b> On behalf of Finchingfield Guild, Jane Welsh of Finchingfield Post Office reported that the Guild had asked Essex Highways why two weekend closures had been planned, and had received a reply from ECC Cabinet Member Lee Scott which they have published on the Villager Facebook page. A request was made to the Parish Council to keep the pressure on Essex Highways to communicate effectively. It was also agreed that Cllr Lee Scott should be included in all correspondence with the ECC Project Officer. The July closures have now been cancelled and will be rescheduled for a 5-day closure, probably at October half term. <b>Action:</b> Essex Highways correspondence will be added to the Parish Council website and Facebook page along with any further updates <b>Action:</b> The clerk reported that poor communication from Essex Highways and lack of consideration of businesses and tourist venues trying to open up after the lockdowns are a common concern across other parishes. The issue has been raised with the Braintree Association of Local Councils as a future agenda item.
22/022	<b>COUNCILLOR RESPONSIBILITIES</b> Membership of committees, representatives and working groups was reviewed. See <i>Appendix 2</i> for the 2022-23 Councillors list of responsibilities
22/023	<b>WASC: NEIGHBOURHOOD PLAN PROPOSAL</b> a) <b>RESOLVED:</b> to take part in an exploratory group for a joint Neighbourhood Plan with Wethersfield, Toppesfield and Sible Hedingham – for the airbase area only. b) <b>RESOLVED:</b> Cllrs Duffin and Coverdale as WASC representatives will join this Neighbourhood Plan group initially, for review as plans progress <b>Proposed:</b> Cllr Duffin <b>Seconded:</b> Cllr Denman      Agreed unanimously

22/024	<p><b>PROGRESS CHECK</b></p> <p>Parish Maintenance issues to report and any updates on actions from last meeting</p> <p>a) <b>RESOLVED:</b> The decision to approve UKPN electricity cable at Bardfield Road, CM7 4LY was ratified. This is on condition it is laid 750mm below ground</p> <p><b>Proposed:</b> Cllr Duffin                      <b>Seconded:</b> Cllr Collins                      Agreed unanimously</p> <p>b) A letter of support for a resident's National Lottery Heritage Fund application was approved. The Parish Council cannot comment on individual circumstances but fully supports grant funding for preservation of listed properties and the conservation area</p> <p>c) To progress further quotes and actions for the Cornish Hall End Village Hall car park gate</p> <p><b>Action:</b> It appears the land ownership is not a problem. Clerk to check with the Chairman of the CHE Village Hall committee to confirm, then obtain 3 revised quotes</p> <p>d) To confirm delivery arrangements for winter salt to the CHE Cricket Pavilion</p> <p><b>Action:</b> Cllr Gordon to contact Chris Blewitt about Cricket Pavilion access</p>
22/025	<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) To note urgent potholes to be reported Cllr Butland for the Member Scheme.</p> <p><b>Action:</b> Finchingfield will be in the second phase of this scheme. Potholes should be reported <b>before 25<sup>th</sup> July 2022</b> with the exact location, postcode and preferably a photo to <a href="mailto:clerk@finchingfield-pc.gov.uk">clerk@finchingfield-pc.gov.uk</a> for inclusion in this scheme.</p> <p><b>Action:</b> Photos and locations of footpath repairs needed have been submitted by Cllrs A and R Sstanger. Clerk to send information to Cllr Butland for escalation</p> <p>b) To note report of dangerous uncovered manhole at Valley View. After investigation, this was determined to be shared owner responsibility of the Valley View residents so no further action can be taken by the Parish Council</p> <p>c) Finchingfield Bridge: to note road closures and any further updates on works. The July closures are now postponed by Essex Highways and will be rescheduled, probably for October half term. Full details will be posted on the website.</p>
22/026	<p><b>HIGHWAYS: PARKING &amp; VEHICLE NOISE WORKING PARTY</b></p> <p>a) <b>RESOLVED:</b> Terms of Reference for the Parking &amp; Vehicle Noise working party were approved and signed by the Chairman</p> <p><b>Proposed:</b> Cllr Denman                      <b>Seconded:</b> Cllr Duffin                      Agreed unanimously</p> <p>b) A draft letter to James Cleverly MP requesting the inclusion of Finchingfield in a national noise camera trial was approved to be sent.</p> <p>c) To confirm next actions needed for traffic calming at Cornish Hall End</p> <p><b>Action:</b> Chicanes and a 20mph limit through the village were discussed. Clerk to confirm the latest procedure for submitting a LHP (Local Highways Panel) application, and to follow up a previous email sent to Cllr Butland for a response.</p> <p><b>Action:</b> Once options are clear, a letter will be delivered to all Cornish Hall residents for their views. In the meantime Cornish Hall End residents are welcome to send their suggestions for possible solutions to <a href="mailto:clerk@finchingfield-pc.gov.uk">clerk@finchingfield-pc.gov.uk</a></p> <p>d) Yellow Lines applications: 1. Duck End to Spains Hall junction and Causeway and 2. Post Office corner - To approve a letter to residents requesting their support for the applications. 75% of residents affected by the yellow lines need to support each application, and the deadline for submission of the application to the North Essex Parking Partnership is before their next panel meeting on 31<sup>st</sup> July</p> <p><b>RESOLVED:</b> Duck End/Causeway yellow lines letter to residents and application to NEPP was approved</p> <p><b>Proposed:</b> Cllr Collins                      <b>Seconded:</b> Cllr Duffin                      Agreed unanimously</p>

	<p><b>RESOLVED:</b> Post Office corner yellow lines application was not approved at this time, of 7 Councillors present, 5 were against the Post Office corner proposals without further consideration of the implications. <i>Agenda item for future meeting</i></p> <p>e) Cycle Parking Corrals: To consider options and siting of cycle parking for funding application.</p> <p><b>RESOLVED:</b> Chosen design for cycle corrals for grant application was approved, to fit with the aesthetics of the conservation area. Removal of two parking spaces was debated. It was agreed that one should be at the top of the green and one by the bus shelter, with only one parking space being removed.</p> <p><b>Proposed:</b> Cllr Denman      <b>Seconded:</b> Cllr Collins      Agreed by majority vote</p> <p>f) Electric Vehicle Charging points: initial consideration of parking spaces opposite the Post Office for electric vehicle charging</p> <p><b>Action:</b> Clerk to contact BDC Estate to determine land ownership, and write to Cherie Root at BDC to determine the application process. A free installation is possible with a minimum of a 15 year lease of the charging points</p>
21/027	<p><b>DISTRICT &amp; COUNTY COUNCILLOR REPORTS</b> –Apologies for absence were received from Cllr Butland ECC</p> <p>Cllr Tattersley BDC reported:</p> <ul style="list-style-type: none"> <li>• The BDC Local Plan is now approved and the Planning Inspector’s report is available. Once the Local Plan is adopted by BDC in July, any speculative applications for sites not in the plan can be rejected by Braintree Planning.</li> <li>• Uttlesford District: Have lost their authority to determine planning applications of more than 10 houses, the Planning Inspector has taken over.</li> <li>• BDC Planning Enforcement: budget increased by £350,000. 4 more officers appointed to monitor planning conditions imposed and investigate breaches</li> <li>• Cllr Tattersley was pleased to give a grant to the British Legion of £400</li> <li>• Swimming pools: Solar panels are not keeping pace with heating needs</li> <li>• Primary care networks: he is working with the CCG to improve accountability for GPs</li> </ul>
22/028	<p><b>PLANNING: Applications received</b> ✓</p> <p><b>22/01510/TPOCON</b> Notice of intent to carry out works to trees in a Conservation Area - Trees labelled on diagram T1 / T2 / T3 / T4 are all conifers which are on the boundary between Gatwards Cottage and Barley Croft and the roots are encroaching the boundary onto Gatwards Cottage excessively. Consent of of both property owners in question is in place to remove these trees Barley Croft Vicarage Road CM7 4LF <span style="float: right;"><i>No objections</i></span></p> <p><b>22/01497/HH</b> Proposed single- storey extension to existing detached garage Gatwards Cottage CM7 4LF <span style="float: right;"><i>No objections</i></span></p> <p><b>22/01605/LBC</b> Carry out essential sole plate repairs to the front elevation. Saxons 1 Bridge Street CM7 4JS <span style="float: right;"><i>No objections</i></span></p> <p><b>22/01630/FUL &amp; 22/00833/LBC</b> Retrospective planning permission for retention of shed. The Finchingfield Lion , 6 Church Hill <span style="float: right;"><i>No objections</i></span></p>
	<p><b>PLANNING: Appeals in progress</b> ✓</p> <p><b>APP/Z1510/W/22/3291529</b> Retention of two Gazebos to front of public house. Planning Application Ref: 21/00675/FUL The Fox Inn The Green CM7 4JX <span style="float: right;"><i>No further comment</i></span></p>

	<p><b>PLANNING: Applications determined</b> None 4 parishioners left the meeting. Cllr Peter Tattersley left the meeting. Cllr Denman left the meeting</p>
22/029	<p><b>FINANCE</b> £ ✓</p> <p>a) <b>RESOLVED:</b> The monthly payments were approved for authorisation <b>Proposed:</b> Cllr Collins                      <b>Seconded:</b> Cllr R Stanger                      Agreed unanimously</p> <p>b) Initial feedback from the Internal Audit on 24<sup>th</sup> June. A full written internal audit report will be submitted to the Parish Council <b>Action:</b> Financial regulations &amp; Code of Conduct need updating immediately. Other actions will be determined following the full report. <i>Agenda item for July meeting.</i></p>
	<p><b>RESOLVED:</b> To suspend standing orders on time limit and continue the meeting <b>Proposed:</b> Cllr R Stanger                      <b>Seconded:</b> Cllr Collins                      Agreed unanimously</p>
22/030	<p><b>PLAY AREA: STEPHEN MARSHALL AVENUE</b></p> <p>a) The RoSPA inspection report was noted. Some manufacturer maintenance inspections included in the installation contract have been missed, and are now scheduled for September 2022 and again in 2023 <b>Action:</b> Clerk to send RoSPA inspection report to manufacturer.</p> <p>b) To decide on further maintenance actions to be taken <b>Action:</b> Clerk to request RoSPA maintenance checklist for minor maintenance, pending a decision on who should be responsible for monthly routine checks</p>
22/031	<p><b>PLAY AREA: CORNISH HALL END</b></p> <p>a) RoSPA inspection report recommendations were noted b) Maintenance actions were discussed, including the overdue installation of a sign commemorating the Grange family who gifted the land. c) Ringfenced funds of £3,471.21 was noted. Cllrs Gordon and Strange will join Cllr Martin Smith in taking on responsibilities for new play equipment project. d) A resident's enquiry about possible site for a French Boules pitch was noted <b>Action:</b> Clerk to contact BDC Estates to determine land ownership</p>
22/032	<p><b>PARISH COUNCIL STREET LIGHTS</b></p> <p>To consider an offer by Essex Highways of second-hand LED lamps to be fitted to the Parish Council street lights in Finchingfield and Cornish Hall End. This is a trial initiative aimed to reduce energy use and maintenance costs for the parish. <b>RESOLVED:</b> To decline the offer of the LED lamps due to reliability concerns and their appearance not being in keeping with the conservation area <b>Proposed:</b> Cllr R Stanger                      <b>Seconded:</b> Cllr A Stanger                      Agreed unanimously <b>Action:</b> The clerk will ask the lighting contractor to repair a faulty light at Bardfield Road</p>
22/033	<p><b>PLATINUM JUBILEE CELEBRATIONS</b></p> <p>Cllr Duffin proposed a vote of thanks to all those involved in the organisation of the excellent Platinum Jubilee Celebrations. Cllr Collins has submitted an article for the Village Magazine thanking everyone involved in a successful weekend of events.</p>
22/034	<p><b>CORRESPONDENCE TO NOTE:</b></p> <ul style="list-style-type: none"> <li>• <b>Essex County Council:</b> Launch of the 2022 round of the CIF Fund</li> <li>• <b>Essex County Council:</b> Launch of Levelling Up strategy for rural North Braintree</li> </ul>

22/035	<b>Date of Next Meetings</b> <ul style="list-style-type: none"> <li>• Tuesday 26th July Ordinary Parish Council, Cornish Hall End Village Hall</li> <li>• NO MEETING IN AUGUST</li> </ul>
22/036	<b>AGENDA ITEMS FOR NEXT MEETING:</b>
	<b>FINCHINGFIELD PARISH COUNCIL MEETING</b> closed at 9.45pm
	<b>FINCHINGFIELD TRUSTS – Sole Trustee meeting</b> <ul style="list-style-type: none"> <li>a) Receipt of the Trust Management Committee minutes of 26th May was noted</li> <li>b) Item postponed: The new Trusts Management Committee had been unable to meet in June due to Covid. Approval of the new Terms of Reference for the Trusts Management Committee was postponed until after their next meeting.</li> </ul>
I	<b>CLOSE OF SOLE TRUSTEE MEETING:</b> Closed at 9.48pm

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Signed by the Chairman

Date

## Appendix 1: Financial Report

### FINCHINGFIELD PARISH COUNCIL PAYMENTS JUNE 2022

DATE	ITEM		NET	VAT	TOTAL
01/06/2022	Clerk Pension	B&CE	£60.35		£60.35
06/06/2022	Pavilion Electricity	British Gas Lite	£9.27	£0.46	£9.73
06/06/2022	Platinum Jubilee	Haverhill Silver Band	£750.00		£750.00
06/06/2022	Platinum Jubilee	Fantasy Faces	£130.00		£130.00
06/06/2022	Platinum Jubilee	Thaxted Morris Men	£200.00		£200.00
06/06/2022	Platinum Jubilee	Half Cut Theatre	£200.00		£200.00
06/06/2022	Web Site	Electric Websites	£144.00		£144.00
07/06/2022	Toilets Electricity	British Gas Lite	£18.10	£0.90	£19.00
08/06/2022	Tennis Court	Tennis Court Surface Solutions Ltd	£1,940.00	£388.00	£2,328.00
08/06/2022	PAYE	HMRC	£193.27		£193.27
08/06/2022	Platinum Jubilee	Alison Stanger	£50.00		£50.00
15/06/2022	Platinum Jubilee	The Three Tuns	£50.00		£50.00
20/06/2022	Pavilion Water	Anglian Water	£1.00		£1.00
20/06/2022	Street Lighting maintenance	A&J Lighting	£31.02	£6.20	£37.22
21/06/2022	Street Lighting Electricity	NPOWER	£71.82	£3.59	£75.41
27/06/2022	Grass Cutting Parish	MD Landscapes (Anglia) Ltd	£602.00	£120.40	£722.40
27/06/2022	Grass Cutting Sportsfield	MD Landscapes (Anglia) Ltd	£82.00	£16.40	£98.40
27/06/2022	Pitch improvement	Ramsey Farm Services	£247.00	£49.40	£296.40
27/06/2022	Play Area Safety Inspection	Playsafety Limited	£175.00	£35.00	£210.00
27/06/2022	FVH Oil clean up	PTP Heating Services	£1,485.50	£297.10	£1,782.60
27/06/2022	SWAP sign	Applied Image Ltd	£45.00		£45.00
27/06/2022	Toilets Caretaking	I Smith	£400.00		£400.00
27/06/2022	Street Cleaning	I Smith	£380.00		£380.00
27/06/2022	Verge Cutting	C W Low & Son Ltd	£1,744.00	£348.80	£2,092.80
27/06/2022	Training	RCCE	£60.00		£60.00
27/06/2022	PAYE	HMRC	£193.27		£193.27
27/06/2022	Platinum Jubilee	Fantasy Faces	£30.00		£30.00
30/06/2022	Salary	Claire Waters	£650.08		£650.08
30/06/2022	Work from Home	Claire Waters	£30.00		£30.00
			<b>£9,972.68</b>	<b>£1,266.25</b>	<b>£11,238.93</b>

### FINCHINGFIELD PARISH COUNCIL RECEIPTS JUNE 2022 - NONE

Current Account balance 30<sup>th</sup> June 2022: £37,431.65

**Appendix 2:**

<b>PARISH COUNCILLOR RESPONSIBILITIES 2022-2023</b>	
<b>CHAIRMAN</b>	Cllr Claire Collins
<b>VICE CHAIRMAN</b>	Cllr Roger Duffin
<b>CHE PLAYING FIELD COMMITTEE</b>	Cllr Johnny Martin Smith, Cllr Johnny Strange Cllr Tom Gordon
<b>FINANCE Bank signatories</b>	Cllr Claire Collins, Cllr Johnny Martin Smith Cllr David Coverdale, Cllr Robert Stanger
<b>STAFFING COMMITTEE</b>	Cllr Claire Collins Cllr David Coverdale Cllr Roger Duffin Cllr Alison Stanger,
<b>PARKING SPEEDING &amp; NOISE</b>	Cllr Sam Denman, Cllr Johnny Strange Cllr Tom Gordon, Cllr David Coverdale
<b>FOOTPATHS</b>	Cllr Claire Collins, Cllr Alison Stanger
<b>POND &amp; SLUICE GATES</b>	Cllr David Coverdale, Cllr Claire Collins Cllr Robert Stanger
<b>PLANNING</b>	Cllr David Coverdale, Cllr Claire Collins Cllr Roger Duffin
<b>EMERGENCY PLANNING</b>	All Councillors – no specific responsibility
<b>OPEN SPACES</b>	Cllr Robert Stanger, Cllr Alison Stanger
<b>PARISH MAINTENANCE</b>	Cllr Roger Duffin, Cllr Tom Gordon
<b>WASC</b>	Cllr David Coverdale, Cllr Roger Duffin
<b>BALC</b>	Cllr Roger Duffin, Cllr Sam Denman
<b>GUILD</b>	Cllr Robert Stanger
<b>TRUSTS MANAGEMENT COMMITTEE</b>	Cllr Robert Stanger, Cllr Alison Stanger
<b>KEMPE TRUST</b>	Cllr Alison Stanger