

**COVID-19 PUBLIC HEALTH EMERGENCY – VIDEO CONFERENCING MINUTES**  
**Finchingfield Parish Council**

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Minutes of the **COUNCIL MEETING** of Finchingfield Parish Council held via **VIDEO-CONFERENCE CALL** on **TUESDAY 23 FEBRUARY 2021 AT 7:30 PM**

Present: Cllr Coverdale      Cllr Collins      Cllr Considine      Cllr Lawton      Cllr Debnam-Sharp  
 County Cllr Butland  
 District Cllr Tattersley  
 District Cllr Santomauro  
 07 Members of the public

**20/160      NOTE AND APPROVE APOLOGIES FOR ABSENCE**  
 None received

**20/161      DECLARATION OF INTEREST FOR FEBRUARY MEETING**  
 None declared

**20/162      APPROVE MINUTES OF MEETING HELD ONLINE 26 JANUARY 2021**  
 Cllr Considine wished her comment corrected at 20/149(i) to remove the final sentence which was a question she had raised with Cllr Coverdale.  
**RESOLUTION** to Approve the minutes as a correct and appropriate record subject to the amendment as requested by Cllr Considine: Proposed Cllr Lawton, Seconded Cllr Coverdale

**20/163      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)

**20/164      DISTRICT & COUNTY COUNCILLORS REPORTS**  
 County Cllr Butland, Essex County Council (ECC) budget meeting, no increases in ECC budget for 2021-2022, 1.5% increase in County Care portion of the precept, lowest of any county council in UK.  
 £7.2Million towards Local Highways Panels (LHP), £200,000 per district LHP  
 £1Million for green initiatives across Essex.  
 County Cllr Finch retiring at May elections, new leader to be appointed.

District Cllr Tattersley – Covid figures reducing but still high.  
 Government support grants administered by BDC - supported 7,226 businesses with £39,838,000. Support still available via BDC.  
 BDC council tax set at 0% increase whilst maintaining services, frozen parking charges; allocated £500,000 for green initiatives, working party reviewing spend, considering such as cycling, District Cllr community grant scheme continuing with current under-spend carried forward from this year into 2021-2022; Gt Notley electric vehicle charging station first in country plus work progressing on the new Enterprise Centre creating 100's of jobs, £750,000 spend on renewing the all weather pitch in Halstead; money being spent on swimming pools in leisure centres to ensure they are ready for use when reopened. Community transport funding being maintained, buses being used as transport to and from Covid vaccination centres. The pandemic has thus far cost the district council £3.5Million with £2.4Million of that loss/cost due to lack of car parking receipts.

District Cllr Santomauro – Council have adopted Part One of the Local Plan so now part two can progress. Of the grants being carried forward some of that funding would be suitable for play equipment projects - Cllrs Considine and Debnam-Sharp invited to liaise with Dist Cllr Santomauro.

County Cllr Butland – confirmed that the newly elected county councillors will be allocated a £20,000 grant budget post the May elections and that if he were successful at the elections he would be keen to support the play equipment project too.

20/165

**CLERKS REPORT AND CORRESPONDENCE**

SALT BINS - awaiting update from Local Highways Panel (LHP)

Parish Maintenance contractor – suggestion to offer a RETAINER fee to engage a parish maintenance contractor. Would this matter be best placed to await the appointment of your new council members and address the matter at your May PC meeting?

Grass and Verge cutting contracts – due for review this April/May, as with the previous item would this not be best suited for review once your new members have joined the council and involve them in that process?

The finger post installation is awaiting approval from Highways which is awaiting confirmation from the council as to how it intends to satisfy the need to ensure the minimum ground clearance of 2.2M whilst ensuring sufficient length of fixing below ground.

Request from Boxted parish to advise of a known Planning specialist in the parish they could contact in relation to their negotiations with Highways over the proposed rebuilding of their historic bridge.

The trees surrounding the Tennis court have now been cut back which will hopefully improve the playing surface due to less debris collecting on the court.

The Environment Agency (EA) continue their modelling with input from the council on the sluice gates operations. Cllr Collins has been corresponding with the local EA contact.

The grass verge and drain on Stephen Marshall Avenue, opposite the red phone box has been damaged by the HGV servicing the Eastlight Homes house build, Eastlight are aware of the damage and due to attend to the matter.

Similarly a commercial vehicle took a wrong turn and has damaged the village green, a vigilant local resident thankfully filmed the episode which has enabled the parish council to follow up with the company, the intention is to have the green repaired and invite the company to reimburse the council for that cost which is expected to be minimal.

In preparation for Highways installing a temporary bridge their legal team have agreed to collect the legal fees incurred by the parish council in representation and overseeing the deregistration of the village green with the Secretary of State.

The Three Legged Race – the council have been asked to grant permission for the use of the VG and pond so this can go ahead this September, Covid willing, which seems like something to look forward to.

And a final matter, the sluice gates and pond levels, I have been advised that despite all gates being closed the pond is possibly not refilling – Members of the pond management team can probably advise further?

CLRs have received various mailings from the District and County Councils and other bodies supporting or interested in this sector.

The remainder of the matters are covered under specific items on the Agenda.

**20/166** **FINANCE – RECEIVE FEBRUARY 2021 FINANCIAL STATEMENT – APPOINT AUTHORISER**  
**RESOLUTION** Finance statement approved for payment by finance committee: Proposed Cllr Considine, Seconded Cllr Collins – unanimous agreement Cllr Coverdale to Authorise  
Statements at **APPENDIX A**

**20/167** **CONSIDER PLANNING APPLICATIONS AND APPEALS, CURRENT ITEMS LISTED BELOW**

**Reference: 21/00477/TPOCON**

**Proposal: Notice of intent to carry out works to trees in a Conservation Area - Reduce crowns of 2 Yew trees by cutting back by up to 1.2 metres to old reduction points**

**Location: 3 The Old Vicarage, Vicarage Road, Finchingfield**

Tree Warden agreed OK – No Objection

**Reference: 21/00062/HH**

**Proposal: Demolition of existing garage and replace with 2 bay cartlodge**

**Location: Buckeye House, Upper Howe Street, Finchingfield**

Agree with historic buildings view - Objection

**Reference: 21/00138/FUL & 21/00139/LBC**

**Proposal: Reinstatement of estate road and repairs to moat bridge**

**Location: Spains Hall, Spains Hall Road, Finchingfield**

No Objection

**Reference: 21/00060/HH & 21/00061/LBC**

**Proposal: Demolition of existing conservatory and erection of a single storey rear extension and the installation of timber doors to rear elevation.**

**Location: Buckeye House, Upper Howe Street, Finchingfield**

No Objection

**APPLICATION NO : 21/00313/AGR**

**DESCRIPTION : Application for prior notification of agricultural or forestry development -Erection of grain store**

**LOCATION : Hole Farm Stambourne Road Finchingfield Essex CM7 4PG**

No Objection

**Reference: 21/00298/HH**

**Proposal: Proposed two storey rear extension with gable end pitched roof and recessed balcony, French doors with Juliette balcony to first floor of two storey rear extension, insertion of 4 roof lights to the existing roof slopes of property.**

**Location: Barn House, Vicarage Road, Finchingfield**

No Objection

**Update on 50 Houses appeal outcome** – Cllr Coverdale wished the following report be entered into the minutes:

"I will be hoping and I believe we should press BDC for this, that apart from the S106 money if the development goes ahead that the design of the site will incorporate at least these two major considerations: -

The land that is set aside as 'recreational' (0.9 hectare) is used to encase the houses in trees both along the Finchingfield Road and at right-angles to it so the development is visually minimised as Finchingfield is approached from Bardfield.

That the tallest houses are built on the lowest lying ground again to minimise the impact of the development to the approach to the village.' - I would also add that we should explore with BDC the possibility of the PC having some ongoing control over the allocation of the affordable housing some discussion on these and any other associated topics is important before we explore our ideas with the Head of Planning at BDC."

20/168

**RECEIVE FEEDBACK FROM APPOINTED REPRESENTATIVES  
PARKING – Cllr Lawton**

Huge thanks offered to residents working tirelessly on the project and analysing the results of the survey. 605 surveys sent, received 76 responses, 13% response rate. Range of suggestions, collated recommendations as follows –

1. Spains Hall proposing a plan to put vertical parking on The Causeway for residents paid for spaces, 7/8 spaces created, plus yellow lines suggestion, Spains Hall deal with the S106 and necessary permissions, income to the Estate. Request for PC support for progressing the proposal.

Council supported the proposal.

(Possibly council to liaise with Highways, road widening on Causeway when dealing with bridge to move embankment to allow an additional half a car width in the roadway.)

2. Spains Hall proposal holiday paid for visitor parking at meadow, plus motorcycle and cycle parking to remove vehicles from the village centre. SH to approach Highways, suggested to seek support from County Cllr. Similar schemes working in other similar communities.

3. North Essex Parking Partnership Wardens, suggestion of additional dialogue with NEPP and greater feedback to residents, appoint recognised individuals to liaise with the NEPP and report back to the PC. Whilst reports are in the public domain it is seen as worthwhile to implement a closer working relationship and accountability monitor Council approve the notion of a resident work with the NEPP.

4. Speeding – suggestion to install chicanes and speeding restrictions / limit changes, Wethersfield Road suggested be reduced to 30mph and village centre set at 20mph. A Local Highways Panel request and support from the County Councillor.

Council approve the notion and approach to LHP.

5. Surface changes – Road around the pond and entrance to Coachmans Mead and outside Saxons attract motorcyclist parking, suggestion to change road surface into cobbled / rough surfacing to dissuade motorcycle parking or restrict it.

Council approve of the suggestions.

6. Recreation ground parking expansion – area exists to add spaces.

PC and Trust to consider if viable and desirable.

7. Duck End junction – not in original yellow line proposals but residents wish to add this area to any application for yellow lines.

Council support the suggestion.

Cllr Lawton thanked for his sterling efforts in the entire project.

**FOOTPATHS – Cllr Collins**

FP 31 & 36 – Highways inspected, broken bridges which will deteriorate further with use, classed as non priority for now.

	<p><b>SPEEDING &amp; NOISE – Cllr Coverdale</b></p> <p>Online meeting with County Cllr Butland and Cllr Barret with the Police, all issues discussed, expressed the need to increase patrols in the community; motorcyclists are not pursued due to risk of accidents, speed traps being considered along with noise monitoring. Community Speed Watch teams not operating at present, additional funding may come on stream for road side Vehicle Activated Signs.</p>
<p><b>20/169</b></p>	<p><b>RECEIVE UPDATE FROM THE CHE PLAYINGFIELD COMMITTEE – CLLRS CONSIDINE AND DEBNAM-SHARP</b></p> <p>Cllr Considine – Point person appointed for CHE working group. Considering budget expenditure on Finchingfield play area project the suggestion is for council to approve £8,000 from reserves, added to money already set aside (c. £3,750) plus any successful grant funds all contributing towards new equipment for the play area; the play area Lease now has a life expectancy beyond ten years. Equipment type selection to be agreed with input from the CHE Play Area working group and the community.</p> <p><b>20/169(i) – APPROVE PRELIMINARY BUDGET FOR CHE PLAY AREA REFURBISHMENT AND NEW EQUIPMENT</b> <b>Approve</b></p> <p><b>RESOLUTION</b> – Approve allocation of £8,000 from reserves towards this scheme: Proposed Cllr Considine, Seconded Cllr Lawton - unanimous</p>
<p><b>20/170</b></p>	<p><b>CONSIDER CHE PAVILION MAINTENANCE NEEDS PLUS CONTENTS CLEARANCE AND FUTURE USE PLANS</b></p> <p>Cllr Considine – To invite the working group to focus some attention on the building, to discuss and consider future use(s); it requires inspecting to assess the water-proofing needs to help protect the structure and the contents needs removing by whomever owns them.</p> <p>Cllr Debnam-Sharp – To arrange someone to attend urgently to the roof and structure as a whole to make it water-tight, he also to organise content removal.</p> <p>Cllr Considine to invite builder to complete a thorough needs survey – CLERK to ACTION once contractor identified.</p>
<p><b>20/171</b></p>	<p><b>RECEIVE UPDATE ON FINGERPOST INSTALLATION AND CONSIDER PURCHASE OF TWO ADDITIONAL POSTS</b></p> <p>Awaiting response from Highways on suitability and agreement of final position on the first post; suggested the council possibly need to identify alternative supplier for future posts.</p> <p>Straw poll survey, suggested fingers direct people to Parking and School but may be problematic, however, Toilets would be necessary.</p>
<p><b>20/172</b></p>	<p><b>CONFIRM AGREEMENT TO RECOGNISE SPORTSFIELD PAVILION AS A SPORTSFIELD TRUST ASSET</b></p> <p>Lengthy previous discussions led to a vote for the Sportsfield Pavilion to be recognised as Trust asset.</p> <p>Lease agreements to be created between the Trust and those entities that have buildings or equipment on Trust land.</p> <p>Cllr Coverdale expressed his dissent for the decision and requested the following report be added to the minutes: “I formally object to any attempt to move the ownership of the pavilion from the parish council.....</p> <p>The adult gym, children’s play equipment, pavilion (as per the plaque) were all provided by the parish council, the public toilets were given to the parish council by BDC; all occupy trust land and a ground rent should be charged to the parish council by the trust. The scout’s buildings occupy trust land and the scout’s organisation should also be charged a ground rent by the trust on the same basis. To treat any of the above assets in a different way is both illogical and inconsistent.</p>

	<p>To suggest that the pavilion belongs to the trust, contradicts all known evidence (the plaque) and defies logic as the trust has never had the funds to build such a structure. Furthermore, the trust does not have the income to support the combined running costs of the sports field and the pavilion and will consume all its reserves over time unless it can raise the annual shortfall of £2720 from ground rent and additional pavilion rental.</p> <p>Income (annual): - Football = £2000 (max), School = £150, Pavilion rental (historic) = £200. TOTAL = £2350</p> <p>Costs (annual): - Grass = £2900, Gas = £750, Water = £180, Electricity = £200, Caretaking = £200, Repairs = £900. TOTAL = £5070.”</p> <p>Resident comment – suggested all assets sited on Trust land should be supported by the parish council.</p>
<b>20/173</b>	<p><b>UPDATE ON THE CONSIDERATION FOR TREE PLANTING ON THE PONY FIELD</b></p> <p>Cllr Considine – No further update from school at present. Plans to be developed.</p>
<b>20/174</b>	<p><b>RECEIVE FEEDBACK FROM CLLR COLLINS ON THE ONLINE PRESENTATION FROM COUNTY BROADBAND</b></p> <p>County Broadband are to promote their packages to the community but need 184 pre-orders from Finchingfield residents for the offer to proceed and network installation to commence.</p>
<b>20/175</b>	<p><b>CONSIDER ENTRIES FOR PARISH THREE YEAR PLAN</b></p> <p>Councillors invited to consider entries for the plan.</p>
<b>20/176</b>	<p><b>ITEMS OF REPORT OR TO BE CONSIDERED FOR NEXT AGENDA</b></p> <p>Cllr Coverdale – Sluice gates action is pressing and needs progressing. A general builder may suffice. Toilets signs for village centre.</p>
<b>20/177</b>	<p><b>DATE OF NEXT MEETING – 30 MARCH 2021 – CLOSE – 9:30pm</b></p>

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

**APPENDIX A**

<b>BACS and Debit List February 2021</b>									
<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Invoice No</b>	<b>BACS</b>	<b>Account</b>	<b>Amount</b>	<b>Net</b>	<b>VAT</b>	<b>Ccentre</b>
02/02/2021	J Richardson	Tree Warden	63		40186910	£42.00	£42.00	£0.00	Parish
24/02/2021	Employee	expenses	N/A		40186910	£46.00	£46.00	£0.00	Parish
24/02/2021	KRW Treecare	Tennis Court tree works	Feb 21		40186910	£375.00	£375.00	£0.00	Parish
24/02/2021	I Smith	Street Cleaning	010		40186910	£240.00	£240.00	£0.00	Parish
24/02/2021	I Smith	Toilets caretaking	110		40186910	£400.00	£400.00	£0.00	Toilets
28/02/2021	Employee	Salary	PAYE		40186910	£591.08	£591.08	£0.00	Parish
		<b>TOTAL</b>				<b>£1,694.08</b>	<b>£1,694.08</b>	<b>£0.00</b>	
<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Invoice No</b>	<b>DD</b>	<b>Account</b>	<b>Amount</b>	<b>Net</b>	<b>VAT</b>	<b>Ccentre</b>
08/02/2021	British Gas	Electricity Toilets	1340076	DD	40186910	£25.16	£23.96	£1.20	Toilets
16/02/2021	EoN	Electricity	H19721AD40	DD	40186910	£82.65	£78.71	£3.94	Parish
16/02/2021	Anglian Water	Toilets Water	1015667	DD	40186910	£3.00	£3.00	£0.00	Toilets
18/02/2021	Anglian Water	Pavilion Water	115787988	DD	40186910	£13.00	£13.00	£0.00	SFId
22/02/2021	A&J Lighting	Lighting Maintenance	34867	DD	40186910	£37.22	£31.02	£6.20	Parish
28/02/2021	Calor Gas Ltd	Gas S/C	33625978	DD	40186910	£17.99	£17.13	£0.86	SFId
		<b>TOTAL Debits</b>				<b>£179.02</b>	<b>£166.82</b>	<b>£12.20</b>	
		<b>TOTAL Expenses</b>				<b>£1,873.10</b>	<b>£1,860.90</b>	<b>£12.20</b>	
<b>Account</b>		<b>Balance</b>							
Community 40186910		£28,116.02	Signed _____					Date _____	
Base Rate Reward 53301885		£27,516.66							
<b>Total</b>		<b>£55,632.68</b>							
			Minute Item _____						
					FVH	£14,679.65			
					FVH Save	£25,093.46			
					SportsFld	£20,721.10			
					CHE	£3,470.50			
<b>Income</b>									
<b>Parish</b>									
<b>PAYER</b>	<b>DESCRIPTION</b>	<b>METHOD</b>	<b>AMOUNT</b>						
Barclays	Interest	Account Credit	£0.21						
	<b>TOTAL</b>		<b>£0.21</b>						