



FINCHINGFIELD PARISH COUNCIL

Claire Waters, Parish Clerk & RFO
 25 Bayley Street, Castle Hedingham, Essex CO9 3DG
 07845 056597 clerk@finchingfield-pc.gov.uk

MINUTES OF A MEETING OF FINCHINGFIELD PARISH COUNCIL, HELD ON TUESDAY 26th July 2022, 7.30PM AT CORNISH HALL END VILLAGE HALL

Present: Cllrs Collins, Denman, Duffin, Gordon, Martin Smith, A Stanger, R Stanger, Strange
In the Chair: Cllr Collins
Clerk: Claire Waters
Also Present: 24 parishioners

√ = A resolution to be made £ = Expenditure decision

21/037	APOLOGIES FOR ABSENCE √ Cllrs Coverdale apologised for absence. Apologies were also received from Cllr Butland, ECC and Cllr Tattersley BDC
21/038	MINUTES OF THE PREVIOUS MEETING √ The minutes of the meeting of 28th June 2022 were approved as a correct record and signed by the Chairman Proposed: Cllr Duffin Seconded: Cllr Denman Agreed unanimously
22/039	POLICIES REVIEW a) RESOLVED: The model LGA Code of Conduct was adopted for 2022-23 Proposed: Cllr Duffin Seconded: Cllr A Stanger Agreed unanimously RESOLVED: The Financial Regulations were adopted for 2022-23 Proposed: Cllr Martin Smith Seconded: Cllr Strange Agreed unanimously b) RESOLVED: The Financial & Reputational Risk Register was reviewed and adopted Proposed: Cllr Collins Seconded: Cllr Gordon Agreed unanimously RESOLVED: The Privacy Policy was reviewed and adopted Proposed: Cllr Duffin Seconded: Cllr Denman Agreed unanimously
22/040	DECLARATIONS OF INTEREST None
22/041	PUBLIC FORUM . a) Cornish Hall End: A resident requested assurance that the Parish Council give equal weight to Cornish Hall End issues and ensure financial consistency between the two villages, as is only right and fair. The comment was noted. b) Finchingfield Business Guild: 1. What his happening with the Finchingfield map? Cllr Denman answered that this is ready and soon to be installed. 2. What are the plans for Christmas this year? Cllr Collins confirmed this will be on the agenda for the September meeting c) Motorbike noise: A resident referred to the law limiting noise from motorbikes, and his concern that there have been 3 bike related deaths in the 24 years he has lived in Cornish Hall End. Cllr Denman confirmed that a request has been sent by the Parish Council to James Cleverly MP for the villages to be included in a noise camera trial. Cllr Denman is also setting up a Parking and Noise working party and residents of Finchingfield and Cornish Hall End are welcome to take part, this will be an informal group and will meet for the first time in September. Anyone interested please contact the clerk at clerk@finchingfield-pc.gov.uk d) Vehicle noise: A resident suggested liaising with other local Parish Councils who

	<p>experience the same problem</p> <p>Action: The clerk will contact clerks at Great Sampford, Bardfield and Wethersfield</p> <p>e) Motorbikes & cars: A resident of Cornish Hall End asked if a petition would help draw attention to traffic problems and noise. Cllr Denman referred to the Parking and Noise working party meeting in September, which residents are welcome to join, and described some of the measures e.g. chicanes which the Parish Council is considering. Any measures have to be requested from Essex Highways with evidence of public support.</p> <p>f) Potholes: a resident reported a pothole at Little London. These can be reported through the Parish Council via clerk@finchingfield-pc.gov.uk but they can also be reported direct to Essex Highways at https://www.essexhighways.org/tell-us giving the exact location including nearest postcode, and photos if possible. Cllr Butland, Essex County Councillor, will be collecting details of priority road potholes to put forward for repair in a Member Scheme in the near future. It was also confirmed that the B1057 at Cornish Hall End is scheduled for carriageway patching and gully cover and frame replacement by Essex Highways between 3rd and 18th October 2022</p> <p>g) Resident involvement: it was asked how residents can get involved. Apart from attending Parish Council meetings, the Parish Council website www.finchingfield-pc.gov.uk is being worked on to improve communication. Monthly reports are also included in the Villager Magazine.</p> <p>h) Speedwatch, Cornish Hall End: Ann Collins is the speedwatch co-ordinator and reported that it is very difficult to record motorbikes with small registration numbers, and these are the ones most likely to be speeding. There are 6 active volunteers and they would welcome more residents who wish to join. A recent speedwatch between 4.30 and 5.30pm recorded 110 vehicles, 10 of which were breaking the speed limit. The group would also like an updated speed gun, these cost a 4-figure sum so funding would be welcome. In answer to a question about using personal cameras to record speeding vehicles, it was confirmed that this is not permitted.</p>
22/042	<p>PROGRESS CHECK</p> <p>a) Sluice Gate repair: Further work to the seal at a cost of £750+VAT had been proposed by the contractor but was not approved without further information. Action: A breakdown of the work done so far with costs will be requested by the clerk/RFO</p> <p>b) RESOLVED: Memorial Bench: Permission was granted to place a memorial bench on the existing base by the Three Tuns public house. Cllr A Stanger will liaise with the family</p>
22/043	<p>HIGHWAYS AND PUBLIC RIGHTS OF WAY</p> <p>Update on Highways and Footpath issues and any new problems to report</p> <p>a) Road potholes: Councillors will forward to the clerk details of urgent roadway potholes to be reported Cllr Butland for the Member Scheme, with postcode location and photos if possible.</p> <p>b) Footpaths: Councillors will forward to the clerk details of middle of field footbridges and roadside finger posts to report for repairs scheduled by PROW officer.</p> <p>c) Finchingfield Bridge: A meeting with Parish Council members and Essex Highways and County Councillors to clarify legal and technical issues will take place on 31st August 2022 via Microsoft Teams.</p>
22/044	<p>HIGHWAYS: PARKING, SPEEDING & VEHICLE NOISE</p> <p>a) Cornish Hall End: To decide on preferred measures and next actions needed for</p>

	<p>traffic calming, including consultation with residents. This item was discussed during the public forum item 22/041</p> <p>b) Finchingfield: Yellow Lines applications: 1. Duck End to Spains Hall junction and Causeway: 13 resident responses to a consultation letter had been received, and the application is now with Cllr Butland ECC for his approval</p> <p>c) To confirm further parking, speeding and vehicle noise actions to be taken. This item was discussed during the public forum item 22/041</p>
22/045	DISTRICT & COUNTY COUNCILLORS REPORTS - None
22/046	<p>PLANNING: Applications received ✓</p> <p>22/01697/TPOCON Notice of intent to carry out works to trees in a Conservation Area - G1 - Mixed Species - Ash, Hazel, Maple, Cherry - cut back hedge to kerb edge and crown raise to 4.5m. Reduce Hazel round Lampstands to 1.2m high and prune side vegetation to allow light to shine on parking area 1 Valley View CM7 4PL <i>No objections</i></p> <p>22/01782/HH Erection of single-storey side extension, including new fenestration. Orchard Cottage Cornish Hall End CM7 4JL <i>Objection: loss of privacy</i></p> <p>22/01887/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, no comment required</i></p>
	<p>PLANNING: Applications determined</p> <p>22/00532/HH & 22/00560/LBC 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 2 No. conservation style roof lights - 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: - Reconfiguration of internal layout 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>Application PERMITTED</i></p> <p>22/00980/VAR Removal of Condition 10 of approved application 03/01645/COU granted 02.12.2003 for: Conversion of redundant traditional agricultural buildings to two holiday/short term let units. Removal of condition would allow for removal of restriction on 2No. existing buildings as holiday accommodation Daw Street House Daw Street CM7 4LQ <i>Application REFUSED</i></p> <p>22/01276/HH 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>Application PERMITTED</i></p> <p>22/01510/TPOCON Notice of intent to carry out works to trees in a Conservation Area - Trees labelled on diagram T1 / T2 / T3 / T4 all conifers on the boundary between Gatwards Cottage Barley Croft. The roots are encroaching the boundary onto Gatwards Cottage excessively. Consent of both property owners is in place Barley Croft Vicarage Road CM7 4LF <i>Application PERMITTED</i></p>

22/047	<p>FINANCE £ ✓</p> <p>a) RESOLVED: The monthly payments were approved for authorisation Proposed: Cllr Collins Seconded: Cllr R Stanger Agreed unanimously</p> <p>b) Receipt of the full internal audit report was noted, and the clerk summarised the recommendations. Policy Reviews had been carried out at item 22/039</p> <p>c) Priority actions to address recommendations from internal audit include a Reserves Policy for review and adoption at September meeting. Monthly bank reconciliations will also be produced, to be checked by a non-bank signatory, Cllr Gordon. Comparisons of income and spending against budget will also be presented to the Parish Council at least quarterly. An asset register review is already underway, being carried out by Cllrs Coverdale and Gordon. Legal topic note NALC L01-18 will be forwarded to Councillors for their consideration regarding grants to churches.</p>
22/048	<p>CORNISH HALL END</p> <p>a) Receipt of CHE Village Hall minutes and CHE issues raised were noted</p> <p>b) RESOLVED: Disabled access to the playing field will be created from the Village Hall car park, with a vehicle gate and pedestrian gate. Residents present voted in favour of this proposal by a show of hands. Proposed: Cllr Martin Smith Seconded: Cllr A Stanger Agreed unanimously</p> <p>c) CHE project funding was discussed including ECC CIF Grant guidelines, which this year require at least 50% match funding by the applicant</p>
22/049	<p>CORRESPONDENCE TO NOTE:</p> <ul style="list-style-type: none"> • NEPP: receipt of minutes of the North East Parking Partnership (NEPP) Joint Committee for On-Street Parking held on 23rd June 2022, together with the Notice of Decisions which have been published. The Minutes and Notice of Decision are also available on the Council's website. <p>Action: Councillors agreed that the information contained was not clear. The clerk will contact Cllr Tattersley for further clarification</p>
22/050	<p>Date of Next Meetings</p> <ul style="list-style-type: none"> • NO MEETING IN AUGUST • Tuesday 27th September Ordinary Parish Council Finchingfield Village Hall
22/051	<p>AGENDA ITEMS FOR NEXT MEETING:</p> <ul style="list-style-type: none"> • Christmas plans • Finchingfield Village Hall – consideration of future of the building • Cornish Hall End play park and pavilion – work and improvements needed • Neighbourhood Plan – jointly with Wethersfield for the airfield area.
	<p>FINCHINGFIELD PARISH COUNCIL MEETING closed at 21.02pm</p>
	<p>FINCHINGFIELD TRUSTS – Sole Trustee meeting – Postponed to 4th August.</p> <p>a) To acknowledge receipt of Trust Management Committee minutes of 7th July</p> <p>b) To approve new Terms of Reference for the Trusts Management Committee</p>

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Signed by the Chairman

Date

Appendix 1: Financial Report

FINCHINGFIELD PARISH COUNCIL PAYMENTS JULY 2022

Jul-22		Payments in Month	Details	Amount
06-Jul-22	DD	British Gas Lite	Pavilion Electricity BGL106435	£9.82
07-Jul-22	DD	B&CE	Clerk pension	£60.35
08-Jul-22	DD	British Gas Lite	Toilets Electricity BGL106434	£19.30
06-Jul-22	B/P	HMRC	Tax/NI June Month 3	£193.27
09-Jul-22	DD	Southern Electric	FVH Electricity	£324.92
19-Jul-22	DD	Anglian Water	Pavilion Water	£1.00
20-Jul-22	DD	Npower	Street light electricity	£68.28
20-Jul-22	S/O	A&J Lighting	Street Lighting maintenance	£37.22
07-Jul-22	B/P	Curtis Signs Ltd	Sportsfield Signs	£195.30
07-Jul-22	B/P	A&J Lighting	Street Lighting repair	£136.20
07-Jul-22	B/P	PPL PRS Limited	FVH PRS Licence	£132.00
07-Jul-22	B/P	A Stanger	FVH Consumables	£59.40
07-Jul-22	B/P	A Stanger	FVH Consumables	£60.31
26-Jul-22	B/P	Mattel Electrical Ltd	FVH Consumer Unit	£1,717.20
26-Jul-22	B/P	PHS	Sanitary disposal Public Toilets	£92.81
26-Jul-22	B/P	RCCE	Parish Council membership 2022-23	£72.60
26-Jul-22	B/P	Adrian Bagnall	Fingerposts varnish, lettering and install	£181.98
26-Jul-22	B/P	MD Landscapes	Grass Cutting June	£752.40
29-Jun-22	B/P	Ian Smith	Public Toilets cleaning	£400.00
29-Jun-22	B/P	Ian Smith	Street Cleaning	£380.00
26-Jul-22	B/P	HMRC	Tax/NI July Month 4	£188.08
26-Jul-22	B/P	Clerk	Salary	£655.27
26-Jul-22	B/P	Clerk	Home as Office	£30.00
TOTAL in month				£5,678.24

FINCHINGFIELD PARISH COUNCIL RECEIPTS JULY 2022 -

Jul-22		Receipts in Month	Details	Amount
01-Jul		nPower	Refund/Overpayment?	£36.26
05-Jul		Hill Residential	PC donation, Bardfield Rd development	£10,000.00
TOTAL in month				£10,036.26

FINCHINGFIELD PARISH COUNCIL Accounts balances at 26th July 2022

Unity Trust Current account £46,170.54
Barclays deposit accounts to be confirmed