



FINCHINGFIELD PARISH COUNCIL

Donna Roder, Parish Clerk & RFO
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MINUTES OF A MEETING OF FINCHINGFIELD PARISH COUNCIL, HELD ON TUESDAY 27th September 2022, 7.30PM AT FINCHINGFIELD VILLAGE HALL

Present: Cllrs Martin Smith, Denman, Duffin, A Stanger, R Stanger, Gordon, Coverdale, Tattersley (BDC).
In the Chair: Cllr Martin Smith
Clerk: Claire Waters and Donna Roder
Also Present: 4 parishioners

√ = A resolution to be made £ = Expenditure decision

22/052	<p>ELECTION OF CHAIRMAN √ RESOLVED: Cllr Martin Smith was elected as Chairman and signed the Declaration of Acceptance of Office. Proposed: Cllr A Stanger Seconded: Cllr Duffin Agreed unanimously</p>
22/053	<p>APOLOGIES FOR ABSENCE Cllrs Strange apologised for absence. Apologies were also received from Cllr Butland. Cllr Gordon entered the meeting at 7.32pm</p>
22/054	<p>COUNCILLOR VACANCY: FINCHINGFIELD WARD. A casual vacancy was acknowledged and pending decision of the Notice of Vacancy from the Elections Team at BDC. The Chairman thanked Claire Collins for executing her role as Chairman with diligence and skill in challenging circumstances and all the councillors thanked her for her service to the Parish Council.</p>
22/055	<p>APPOINTMENT OF THE CLERK AND RESONSIBLE FINANCIAL OFFICER The appointment of Donna Roder was confirmed. The Councillors thanked Claire Waters for her service to the Parish Council.</p>
22/056	<p>MINUTES OF THE PREVIOUS MEETING √ RESOLVED: The minutes of the meeting of 26th July 2022 were approved as a correct record and signed by the Chairman Proposed: Cllr A Stanger Seconded: Cllr Gordon Agreed unanimously</p>
22/057	<p>POLICIES REVIEW √ RESOLVED: a) To review and adopt the Reserves Policy 2022-23, with allocation of Earmarked Reserves to be considered at item 22/068 Finance. The Reserves Policy was reviewed and adopted with the CHE Play Area now moved from earmarked to ringfenced in the Reserves. Proposer: Cllr R Stanger Seconded: Cllr Coverdale b) Launch of 'The Civility and Respect Pledge' by NALC and SLCC. To consider signing this pledge at the October Parish Council meeting. It was agreed to sign The Civility and Respect Pledge at the October meeting.</p>

22/058	<p>DECLARATIONS OF INTEREST: None received. Councillors to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests relating to items on the agenda Councillors/Members of the Public to declare any intention to record the meeting.</p>
22/059	<p>PUBLIC FORUM 15 minutes of public participation. 3 minutes for each contribution.</p> <ul style="list-style-type: none"> • A Trustee of the Guild Hall requested the Council retrieve the Christmas lights, Star and 500M of rope from Claire Collins. The request was noted, and the council commented that they are very grateful for the for the work Claire Collins and of the Trust in the organisation of the Christmas tree. • A resident of the parish requested an update on the Bridge to be shared on notice boards and Social Media. The Council agreed to add the ECC Highways update of August 31st, to the Notice Boards • A resident of the parish thanked all involved for the clean-up and success of the 3 Legged race and event last Sunday. It was also mentioned about the formation of a group of motor bikes that drove into oncoming traffic at the foot of the bridge and accelerated out of the village on at least two occasions during the event. Cllr Denman suggest everyone should report this to the police and any further reckless driving. This will be published in the next copy of the Villager Magazine. • A resident of the parish complained regarding the cost of the sluice gate repairs and the workmanship and requested that the invoice is not approved until evidence of what they actually did. It was further mentioned that the contractor was seen sleeping on the job on more than one occasion and allowed their dog to foul on the village green. Cllr Coverdale explained further on the sluice gate situation and it was further agreed that the invoice would not be agreed for payment later in the agenda. Action: Cllrs Coverdale and R Stanger to follow up. • A resident noted that Cllr Coverdale had ongoing issues with internet access. Other Councillors were unaware of this, and the resident will send evidence to the Clerk. • A resident asked about the new map to be displayed in the noticeboard. Cllr Denman advised that the glass was fragile and is being replaced.
22/060	<p>PROGRESS CHECK Parish Maintenance issues to report and any updates on actions from last meeting</p> <ol style="list-style-type: none"> a) Sluice Gate repair: Update and decision on further actions to be taken. Cllr Coverdale will ensure all work is completed per the contract. Cllr B Stanger also stated that the invoice needs reviewing as this looks to be incorrect. b) To agree actions on other Parish Maintenance work needed. Cllr Duffin performed checks on benches. Some require some light maintenance, and one bench that was donated to the village is in a very poor state of repair and should be replaced.

- Cllr A Stanger will forward the owner details of this bench to the Clerk for follow-up on removal and on a replacement invitation to the original owner.
- c) Platinum Jubilee tree planting – progress report for autumn planting plans. In progress with further update in the October meeting.
- d) To note faulty street light opposite United Reformed Church and actions needed Cllr Denman will make a follow-up check if it is now working correctly,

22/061

HIGHWAYS AND PUBLIC RIGHTS OF WAY ✓

Update on Highways and Footpath issues and any new problems to report

- a) To ratify Parish Council approval of three LHP scheme applications:
- i. Finchingfield Green: Disabled Parking Bays. Moved to Octobers meeting. Cllr Denman and Cllr B Stanger will look into where they should be located.
 - ii. Bridge Street: Double yellow lines. **RATIFIED**
 - iii. The Causeway: Removal of the yellow lines outside the Granary. Moved to Octobers meeting.
- b) Pavement repairs: To follow up urgent pavement repairs needed and marked. Action: Clerk to request Cllr Butland chases this up
- c) Footpaths/PROW: Footpath 2 Finchingfield resident concern to be noted, and Footpath 31 hedges and trees needing to be cut. PROW officer is aware. Diversion order deadline is end of September. A deadline extension to be requested by the Clerk.
- d) Footpaths/PROW: to consider request from Wethersfield Parish Council to joint fund clearance of Footpath alongside the Wethersfield to Finchingfield road. It was agreed and approved at a cost of £450 (50% of the total bill).
PROPOSER: Cllr A Stanger **SECONDER:** Cllr Denman **VOTE:** Unanimous.
- e) Speed limit 30mph Finchingfield to Bardfield: to consider application to Essex Highways to reduce speed limit. Moved to Octobers meeting, 40mph or 30's ECC initiative.
- f) To note road resurfacing scheduled for Cornish Hall End, Finchingfield Road, due to commence on 3rd October 2022 for 16 days – details at:
<https://one.network/?tm=128980463>

HIGHWAYS: PARKING, SPEEDING & VEHICLE NOISE ✓

- a) Cornish Hall End: To consider preferred measures and next actions needed for traffic calming, including consultation with residents. It was agreed to arrange a consultation with the residents of CHE.
PROPOSER: Cllr Martin Smith **SECONDER:** Cllr Denman **VOTE:** Unanimous
- b) To note response on Noise camera trial from James Cleverly MP and confirm further parking, speeding and vehicle noise actions to be taken. Deadline for the trial was end of May unfortunately. Speed watch camera pilot to be discussed further at Octobers meeting. Cllr Denman will also research and study chicane effectiveness for both Finchingfield and CHE.

22/063

HIGHWAYS: FINCHINGFIELD BRIDGE ✓

- a) Finchingfield Bridge: update on Parish Council meeting with Essex Highways and County Councillors on August 31st to clarify legal and technical issues. A copy of the report is available on the website and will be added into the Villager magazine and social media.
- b) To agree responses to solicitor queries: i) Existence of a structure on land for swap ii) Stamp Duty payable on land swap iii) decision on whether an independent valuation should be obtained to comply with the relevant section of the Local Government Act 1972 addressing whether FPC are securing the

	<p>best consideration they can for the land they are transferring to Essex CC iv) to confirm existence of utilities and service media on either piece of land being swapped v) any further queries on plans and specifications provided by ECC and vi) confirmation of two Councillors to sign the agreements. Insurance queries have been submitted to the Parish Council insurers by the clerk. It was agreed no action was need on the land swap issue and that there was no stamp duty payable. All questions relating to Utilities and Services, Holmes and Hills should check with ECC.</p> <p>PROPOSER: Cllr B Stanger SECONDER: Cllr Coverdale VOTE: Unanimous</p>
22/064	<p>DISTRICT & COUNTY COUNCILLORS REPORTS</p> <p>Cllr Tattersley gave an update on the following:</p> <p>The National financial situation at the moment means that the council is facing a number of budget demands which were not anticipated when the annual budget was set for 2022/23. This could mean reducing or cutting services postponing new schemes or trying to raise income in other ways. The main additional costs include staff pay increases (we estimated 2%, but it is likely to be nearer 8%); increased fuel costs, reducing business rate income and recognising those struggling to pay council tax; increased costs of borrowing; inflation; gas and electricity charges; increased recycling costs etc.</p> <p>Covid cases are on the increase, which is likely to be as a result of the return to school. The number of cases in hospital has tripled in the last week. There is also expected to be a surge in flu cases this coming winter. Individuals should take advantage of the available vaccines.</p> <p>There are 150 to 200 people in local hospitals who do not need to be hospitalised, but are waiting for suitable accommodation for them to be released into. There is an ongoing review taking place on how this can be addressed, including the establishment of an Integrated Care Board and Integrated Care Partnership. This is intended to create closer working between the NHS and local authority social care, housing and environmental health.</p>
22/065	<p>PLANNING: Applications received:</p> <p>22/01910/HH Drop existing bay window to floor level using cladding 3 The Old Vicarage Vicarage Road CM7 4LD <i>Decision ratified-No objections</i></p> <p>22/01872/FUL Change of use of barn to residential dwelling with alterations & extensions Ashwell Hall Farm Ashwell Hall Road CM7 4QP <u>NO OBJECTION</u></p> <p>.</p> <p>22/02150/FUL Replacement of existing storage barn and shipping container with 2-bay carport and workshop The Corner Shed Bardfield Road CM7 4LL <u>NO OBJECTION.</u></p>

	<p>PLANNING: Applications determined</p> <p>22/02137/VAR Variation of Condition 14 of application 19/00069/OUT (allowed on appeal IAP00031630-002) granted on 03.08.2022 for: Outline application with some matters reserved except access for the erection of up to 50 dwellings and 0.97ha of public open space, and related development. Variation would allow for: Addition of alternative site entrance to allow works to progress Land West Of Bardfield Road Finchingfield Essex <i>Application WITHDRAWN</i></p> <p>22/01630/FUL & 22/00833/LBC Retrospective permission for retention of shed The Finchingfield Lion 6 Church Hill CM7 4NN <i>Application PERMITTED</i></p> <p>22/01605/LBC Essential sole plate repairs to the front elevation Saxons 1 Bridge Street CM7 4JS <i>Application PERMITTED</i></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>Application PERMITTED</i></p> <p>22/01497/HH Proposed single storey extension to existing detached garage Gatwards Cottage Vicarage Road CM7 4LF <i>Application PERMITTED</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>Planning permission required</i></p>
22/066	<p>PLANNING: Street naming request To agree street names to be submitted in response to request from the Hill Group.</p> <p>The following names were agreed: Cobham's Close Lark Rise Owls Close Hare View Shriever Drive (to be the main route in the scheme) Finch Walk</p>
22/067	<p>PLANNING: Neighbourhood Plan ✓ To agree in principle to start a joint Neighbourhood Plan between Finchingfield and Wethersfield including the airbase together with Toppesfield and Sible Hedingham, in co-operation with Wethersfield Airfield Scrutiny Committee (WASC). It was agreed that this was an excellent idea and for Finchingfield to be part of the joint NP. PROPOSER: Cllr Martin Smith SECONDER: Cllr A Stanger VOTE: Unanimous</p>
22/068	<p>FINANCE £ ✓</p> <p>a) The monthly payments to be approved for authorisation by two Councillors. RESOLVED: Monthly payments were approved with the exception of the sluice gates invoice.</p> <p>b) Decision on option to opt out of the SAAA central external auditor appointment RESOLVED: arrangements. It was agreed not to opt out of central external auditor appointment.</p>

	<p>c) To note queries raised by the External Auditor and answered by the clerk/RFO. RESOLVED: The queries raised were noted</p> <p>d) To identify earmarked reserves in line with the Reserves Policy for review and adoption before the January 2023 meeting. DEFERRED: It was agreed to defer this to Octobers meeting.</p> <p>e) Decision on a grant application from Finchingfield Primary School PTA for funding for pantomime visit RESOLVED: The grant of £1500 was agreed and that WASC should be removed from the Grant fund and move to another. PROPOSER: Cllr Martin Smith SECONDER: Cllr A Stanger VOTE: Unanimous</p>
	<p>CORNISH HALL END ✓</p> <p>a) To consider CHE Pavilion renovation and Play Equipment re-siting, repair and maintenance – including Parish Council funding and other fund raising. DEFERRED: Moved to Octobers meeting</p> <p>b) Disabled access Cornish Hall End Village Hall car park/playing field entrance: to review quotes and decide on contractor and funding needed. DEFERRED: Moved to Octobers meeting.</p> <p>c) Patricia Grange sign: Decision on accepting quote for sign installation DEFERRED: Moved to Octobers meeting</p> <p>d) To approve a quote from Alan Kemp for £600 + VAT to cut perimeter hedges, including removal of waste RESOLVED: The quote was accepted. PROPOSER: Cllr Gordon SECONDER: Cllr A Stanger VOTE: Unanimous</p> <p>e) CHE Defibrillator: To identify volunteer to carry out monthly checks. If these are not done, the defibrillator will not be able to be deployed in an emergency. Cllr Gordon agreed to carry out the monthly checks.</p>
22/070	<p>PLAY AREA: STEPHEN MARSHALL AVENUE ✓</p> <p>a) To note damage to boundary fence and agree any actions needed</p> <p>b) To note inspection report from Creative Play and agree actions needed</p> <p>c) Decision on hedge removal at playing field around Finchingfield Pavilion DEFERRED: Moved to Octobers meeting.</p>
22/071	<p>FINCHINGFIELD CHRISTMAS EVENTS</p> <p>a) To make arrangements for the Finchingfield Christmas tree. The Collins family confirmed that they are willing to provide the farm machinery they provided last year. Cllr A Stanger will coordinate together with the Guild Hall Trust on the provision of the tree.</p> <p>b) To consider other planning needed for Christmas</p>
22/072	<p>COMMUNITY ENERGY GENERATION PROJECT</p> <p>To confirm a meeting with Carole Randall from ECC to speak to the Parish Council regarding this long term project. The first step is a survey of the area which would be free of charge and there is funding from the European Regional Development Fund and Essex CC DEFERRED: Moved to Octobers meeting.</p>
22/073	<p>CORRESPONDENCE TO NOTE:</p> <ul style="list-style-type: none"> • EALC: Annual Report and accounts received.
22/074	<p>Date of Next Meetings</p> <ul style="list-style-type: none"> • Tuesday 25th October Ordinary Parish Council CHE Village Hall

22/075	AGENDA ITEMS FOR NEXT MEETING:
	CLOSE OF FINCHINGFIELD PARISH COUNCIL MEETING 9.34pm
	FINCHINGFIELD TRUSTS – Sole Trustee meeting a) To acknowledge receipt of Trust Management Committee minutes of 25th August 2022 b) To reschedule the joint meeting as Sole Trustee with the Trusts Management Committee c) To approve financial transfers due to the Parish Council as Sole Trustee DEFERRED: Moved to next meeting.
	CLOSE OF SOLE TRUSTEE MEETING 9.35pm

Councillors:	Cllr Johnny Martin Smith (Chairman)	Cllr David Coverdale	Cllr Sam Denman
	Cllr Roger Duffin (Vice-Chair)	Cllr Alison Stanger	Cllr Robert Stanger
	VACANCY Finchingfield Ward	Cllr Tom Gordon	Cllr John Strange
Copy to:	Essex County Council	Cllr G Butland	
	Braintree District Council	Cllr P Tattersley	Cllr V Santomauro

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Signed by the Chairman

Date

PAYMENTS AND RECEIPTS FOR AUTHORISATION SEPTEMBER 2022

Sep-22		Payments in Month	Details	Amount
02-Sep-22	DD	British Gas Lite	Pavilion Electricity BGL106435	£9.95
07-Sep-22	DD	British Gas Lite	Toilets Electricity BGL106434	£18.24
19-Sep-22	DD	Anglian Water	Pavilion Water	£1.00
22-Sep-22	DD	Anglian Water	Toilets Water	£148.40
26-Sep-22	DD	Npower	Street light electricity	£69.48
22-Sep-22	S/O	A&J Lighting	Street Lighting maintenance	£37.22
19-Sep-22	B/P	HMRC	Tax/NI August Month 5	£188.08
19-Sep-22	B/P	MD Landscapes	Grass Cutting August	£182.40
19-Sep-22	B/P	Tennis Court Surface Solutions Ltd	Clean and paint tennis court	£2,460.00
19-Sep-22	B/P	CHE Village Hall	Meeting July	£20.00
20-Sep-22	B/P	Gamart Engineering	Sluice Gate spindle	£348.00
27-Sep-22	B/P	MD Landscapes	Grass Cutting September	£612.00
27-Sep-22	B/P	MD Landscapes	Grass Cutting Sportsfield September	£98.40
27-Sep-22	B/P	The Website Hoster	Annual hosting & maintenance	£180.00
27-Sep-22	B/P	Castle Hedingham PC	Clerk mobile phone Apr-Sept 2022	£26.10
27-Sep-22	B/P	Ian Smith	Public Toilets cleaning	£400.00
27-Sep-22	B/P	Ian Smith	Street Cleaning	£380.00
27-Sep-22	B/P	Clerk	Salary	£655.07
27-Sep-22	B/P	Clerk	Home as Office	£30.00
			TOTAL in month	£5,864.34
Sep-22		Receipts in Month	Details	Amount
02-Sep		HMRC	VAT Reclaim 2021-22	£6,546.48
02-Sep		ECC	Grass Cutting grant	£4,637.76
19-Sep		Eon	Credit refund (cheque)	£36.26
29-Sep		BDC	Precept 2nd instalment	£23,742.00
			TOTAL in month	£34,962.50

Items in italics need to be authorised by two Councillors online, as soon as possible after the meeting date when they are approved.

Accounts balances at 27 September 2022

FINCHINGFIELD PARISH COUNCIL

Unity Trust Current account	£46,267.11
Barclays deposit FPC	£27,520.78
Barclays deposit CHE Play	£3,471.21
Total	£77,259.10

FINCHINGFIELD VILLAGE HALL

Unity Trust Current account	£30,797.41
Unity Trust deposit account	£25,080.50
Total	£55,877.91

FINCHINGFIELD SPORTSFIELD

Unity Trust Current account	£19,248.91
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Total £19,248.91

RECONCILED PAYMENTS AND RECEIPTS AUGUST 2022

Aug-22		Payments in Month	Details	Amount
01-Aug-22	DD	ICO	Annual Fee	£35.00
04-Aug-22	DD	British Gas Lite	Pavilion Electricity BGL106435	£9.52
07-Aug-22	DD	British Gas Lite	Toilets Electricity BGL106434	£17.52
18-Aug-22	DD	Anglian Water	Pavilion Water	£1.00
17-Aug-22	DD	Npower	Street light electricity	£69.50
25-Aug-22	DD	B&CE	Clerk pension	£60.35
30-Aug-22	DD	Calor Gas	Pavilion Fuel	£17.99
22-Aug-22	S/O	A&J Lighting	Street Lighting maintenance	£37.22
05-Aug-22	B/P	HMRC	Tax/NI July Month 4	£188.08
02-Aug-22	B/P	PM Smith	Payroll Jan Feb Mar	£36.00
02-Aug-22	B/P	PM Smith	Payroll Apr May Jun	£36.00
02-Aug-22	B/P	MD Landscapes	Grass Cutting July	£310.80
02-Aug-22	B/P	MD Landscapes	Grass Cutting Sportsfield June/July	£98.40
02-Aug-22	B/P	Finchingfield Village Hall	FPC Meetings Mar Apr May Jun	£79.50
02-Aug-22	B/P	Finchingfield Village Hall	Sole Trustee meeting May	£26.50
18-Aug-22	B/P	Stan Flight	Public Toilets baby change door	£345.00
31-Aug-22	B/P	John Richardson	Tree work	£105.00
31-Aug-22	B/P	Chess Environmental Ltd	Asbestos Survey Village Hall	£360.00
31-Aug-22	B/P	Ian Smith	Public Toilets caretaking	£400.00
31-Aug-22	B/P	Ian Smith	Street Cleaning	£380.00
31-Aug-22	B/P	Clerk	Salary	£655.27
31-Aug-22	B/P	Clerk	Home as Office	£30.00
			TOTAL in month	£3,298.65
Aug-22		Receipts in Month	Details	Amount
		None		
			TOTAL in month	£0.00