

# **FINCHINGFIELD PARISH COUNCIL**

## **REPRESENTING FINCHINGFIELD AND CORNISH HALL END**



**MINUTES of the Parish Council Meeting held at Cornish Hall Village Hall, on Tuesday 25 October 2022 commencing at 7:30pm.**

Present: Cllr Martin Smith (Chairman)  
Cllr Duffin  
Cllr Denman  
Cllr A Stanger  
Cllr R Stanger  
Cllr Gordon  
Cllr Coverdale  
Cllr Strange  
Donna Roder (Clerk and RFO)

In Attendance: Members of the Public: 9

**22/076** **APOLOGIES FOR ABSENCE**  
Apologies received from Cllr G Butland (ECC) and Cllr P Tattersley (BDC).

**22/077** **DECLARATIONS OF INTEREST AND DISPENSATIONS**  
None

**22/078** **MINUTES OF THE PREVIOUS MEETING**

**RESOLVED** that the minutes of the meeting held on 27 September, copies of which had been previously circulated to Members, were confirmed as a true record with the exception of Finchingfield Trusts – Sole Trustee Meeting Item C To approve financial transfers due to the parish council as Sole Trustee DEFERRED Moved to next meeting. Even though a decision was made, to defer. 3 payments have been made. Accident or not, this is not an error in the minutes as such but a decision of the council being disregarded, and signed by the Chairman. Proposer Cllr R Stanger, seconder Cllr Duffin.

**22/079** **PUBLIC PARTICIPATION SESSION**

A member of the Village Hall Committee asked about the process for grant applications. The Clerk advised to contract her for the application form.

A member of the Village Hall Committee commented about the amount of dog fouling in Cornish Hall End and the fact that the Dog waste bins are

always full. The Council agreed to add this to the next agenda, and in preparation Cllr Strange would obtain quotes for additional bins and signs. The Clerk will also follow-up with BDC regarding the frequency of bin emptying and identify if new bins and signs can be supplied by them.

A member of the Village Hall Committee thanked Cllr Strange for arranging and organising the distribution of salt this winter.

A member of the public mentioned the ongoing motor cycle noise in the village. Cllr Denman had been contacted by Cllr G Butland to say that following Cllr Denman's request, this has been raised with Police Commissioner Hirst.

A member of the public thanked Cllr Denman for installing the new map.

**22/080**

**REPORT FROM THE DISTRICT/COUNTY COUNCILLOR**

None received.

**22/081**

**CLERKS REPORT**

**COUNCILLOR VACANCY**

The position has been launched on the website and notice board. Closing date 21 October 2022.

**HILLS DEVELOPMENT STREET NAMING:**

The six names have been sent to Hill's. BDC however highlighted that there is a house with the same name as Lark Rise in Finchingfield. A majority vote by the PC to change this to Larkspur was further submitted to BDC. BDC acknowledged however also will suffix it to differentiate further on it. Their Officer further advised that it was their decision to agree with the developer which road name applies to which street on the development.

**FOOTPATH BETWEEN WETHERSFIELD AND FINCHINGFIELD**

Wethersfield PC have also resolved to the contribution of 50% toward the cost. Works are due to commence shortly.

**WARM SPACES**

ECC are offering grants of up to £1K (first come basis).

BDC will also announce their 20-point plan on/around 21 Oct 22, on what support is available.

**WEBSITE**

- Councillor and Clerk details updated and order has been changed.
- Reserves Policy adopted at the last meeting to be uploaded.

- The Bridge Q&A's August 2022 has been uploaded.
- WASC Aug-Sep'22 has been published on the website.

### **FACEBOOK**

The Clerk is still trying to get access to the Finchingfield PC FB account. This account has been set up as a profile however and not a page. There are many benefits to convert this to a page including data insights, sponsored adds and easier access to storage of files etc.

### **PAVEMENT REPAIRS**

A further update and date of works has been requested to Cllr G Butland / ECC. Currently awaiting response.

### **FINCHINGFIELD BRIDGE**

Legal queries response per the minutes 22/063 have been sent to the Solicitors.

### **FINANCE**

Claire Waters is currently handling the finances until access to The Unity Trust Bank has been completed. Transfers and closures of Barclays accounts are in progress.

### **Update on Planning Applications Listed in the Minutes**

**22/01910/HH** Drop existing bay window to floor level using cladding

3 The Old Vicarage Vicarage Road CM7 4LD      *Decision ratified-No objections*

#### **APPLICATION PERMITTED**

**22/01872/FUL** Change of use of barn to residential dwelling with alterations & extensions

Ashwell Hall Farm Ashwell Hall Road CM7 4QP      **NO OBJECTION**

#### **PENDING CONSIDERATION**

**22/02150/FUL** Replacement of existing storage barn and shipping container with 2-bay carport and workshop

The Corner Shed Bardfield Road CM7 4LL      **NO OBJECTION.**

#### **PENDING DECISION**

## **CO-OPTION**

22/082

**RESOLVED:** It was agreed to co-opt Emma Hammond. As Emma was not available to attend the meeting, the Declaration of Office and Declarations of Interest will be sent for completion and return to the Clerk.

Proposer: Cllr Martin Smith, seconder Cllr Coverdale. Unanimous vote.

## **THE CIVILITY AND RESPECT PLEDGE**

22/083

**RESOLVED:** It was agreed to sign the pledge.

Proposer Cllr A Stanger, Seconder Cllr Duffin.

22/084

## **PARKING, SPEEDING AND VEHICLE NOISE**

An update was received from Cllr Gordon and Cllr Denman. The questionnaire for Cornish Hall End residents is almost ready. Cllr Duffin kindly offered to print these and those will be delivered to 111 households for completion. Deadline for submission will be 21 November 2022 with drop off points at 4 Cornish Hall End and via the Mobile Post Office which is in Cornish Hall End on Wednesdays between 2-3pm

22/085

## **CORNISH HALL END VILLAGE HALL CAR PARK AND PLAYING FIELD**

**RESOLVED:** 3 quotes were reviewed. Contractor A £4549, Contractor B £4760 and Contractor C £29,549. The differences of works between the quotes were explained. Contract A was awarded the work to install disabled access.

Proposer Cllr Martin Smith, seconder Cllr Gordon.

22/086

## **CORNISH HALL END PAVILION**

**RESOLVED:** Cllr Strange explained that the Pavilion is not used regularly but is in need of some repair. Repairs are needed to the front door and in need of some wood protection. It was agreed to purchase these and Cllr Strange will obtain quotes for the work.

Proposer Cllr Martin Smith, seconder Cllr Gordon.

22/087

## **PATRICIA GRANGE SIGN**

**RESOLVED:** 3 quotes were received. Contractor A £489, Contractor B £229, Contractor C £348. The differences in works were explained. Contractor C was awarded the work.

Proposer Cllr A Stanger, seconder Cllr Denman.

22/088

**COMMUNITY ENERGY GENERATION PROJECT**

**RESOLVED:** Cllr Duffin gave an update on the project which is an ECC initiative. Carole Randall from ECC recently meet with some Councillors regarding the viability of a local community solar energy generation on both public and private land. Geospatial survey (the full parish including Cornish Hall End, plus areas to the east and west has been agreed), and feasibility survey will need to be completed to identify potential buildings and properties. There is no cost for the surveys and no commitment needed by anyone for these initial stages.

Proposer Cllr Duffin, Seconder Cllr R Stanger. Unanimous vote.

22/089

**JUBILEE TREE PLANTING**

Cllr Martin Smith has ordered 30 trees which will be delivered in March 2023. The idea is to plant the late Queen's Canopy on the pony field, west/north of the pavilion. Cllr A Stanger also suggested to plant some in Cornish Hall End which was agreed.

22/090

**SLUICE GATE REPAIRS AND FAULTY WINDING GEAR:**

Cllr D Coverdale gave an update. One winder needs replacing at a cost of £350.00. With regard to the works completed v in scope of the quotations, one items was not completed fully but a solution made as an alternative. Payment has since been made.

22/091

**HIGHWAYS AND PUBLIC RIGHTS OF WAY**

- I. To ratify PC approval of two remaining LHP scheme applications:  
**RESOLVED:** Proposer Cllr Denman, seconder Cllr Strange.
  - Finchingfield Green disabled parking bays.  
Cllr Denman advised 2 have been identified instead of 4, which the TRO application made. We do however require more evidence of the need for disabled bays. Cllr Denman to send an email advising of the reduced application.  
Proposer: Cllr Denman, Seconder Cllr Strange. Unanimous vote.
  - The removal of the yellow lines outside the Granary  
Cllr Denman advise no update has been received and that the area is so small to leave them in place. Approved unanimously.
- II. To receive an update on Footpath 31 hedges and trees needing to be cut. Cllr A Stanger advised that a large tree has come down and the footpath unpassable currently. The resident involved is dealing with the removal of the tree currently. Highways have also done some work on the footpath.
- III. To receive an update on Footpath 2 diversion.

**RESOLVED:** It was agreed there is no objection on the resident's request to move the footpath to the side. Proposer Cllr A Stanger, seconder Cllr Duffin.

- IV. To consider an application to Essex Highways to reduce the speed limit between Finchingfield to Gt Bardfield to 40mph.

**RESOLVED:** It was agreed to make an application.

Proposer Cllr Martin Smith, seconder Cllr A Stanger. 3 Against, majority carried.

- V. To consider 20's Plenty for Finchingfield's village speed limit.

**RESOLVED:** It was agreed to write to 20's Plenty Campaign to ask if they were aware of other parish councils who were supporting this so that we can use that information in support of the reduction in Finchingfield.

Proposer Cllr Denman, seconder Cllr Coverdale. Unanimous vote.

- VI. To consider writing to all PCs in Essex regarding speeding and vehicle/motorbike noise to identify if this is a problem in their Parish and if they would like to be part of a pan Essex group to try and make changes to this issue. Cllr Denman advised that he had contacted Cllr G Butland (ECC) and Roger Hurst (Police Commissioner) that more pressure is needed here. A collective working group will be explored by Cllr Denman and the Clerk using other group/resources available.

- VII. Footpath repairs.

The Clerk has contacted Cllr G Butland to get dates on when the works identified will be underway.

22/092

### **STEPHEN MARSHALL AVENUE PLAY AREA**

- I. To agree actions needed on damage to the boundary fence. Cllr A Stanger gave an update that the trees have since been cut back by the owner.
- II. To agree actions needed from the inspection report.  
**DEFERRED:** Moved to the November meeting.
- III. To agree removal of the hedge at the playing field around the pavilion. Cllr A Stanger outline all the works to be carried out at the cost of £1000.00. It was agreed to proceed with the invoice to be settled by the Sports Field Trust.  
Proposer Cllr A Stanger, seconder Cllr Denman.

22/093

### **FINCHINGFIELD CHRISTMAS EVENTS.**

- I. To receive an update on the arrangements for the tree. Cllr A Stanger advised the tree would be delivered 26/27 November for installation by 3 December.
- II. To agree a letter to Claire Collins regarding the location of the Christmas tree lights.

Cllr Martin Smith advised that Claire Collins has since given a full explanation on the Christmas tree lights which were disposed of with the tree. Claire Collins has also confirmed that she has the Star and the ropes.

III. To consider other planning needed for Christmas

- A Christmas team comprising of Cllr Duffin, Cllr A Stanger, Cllr Denman and Cllr Hammond is underway.
- A budget of approx. £2K will be needed for new lights and an electrician to install these.

**RESOLVED:** The budget was accepted.

Proposer Cllr Strange, seconder Cllr Duffin.

- 6.30pm lighting ceremony – Ian Smith and family to be asked to make the big switch on.

22/094

### **WARM SPACES**

Grants are now available for Village Halls of up to £1K. The Clerk will send the details to the Village Hall Committees.

22/095

### **PARISH COUNCIL STORAGE**

Cllr Coverdale advised that the Boiler Room in the Pavilion could be an option but shelving will be required for Parish Council and Trust filing. It was agreed to commission the PC handyman to erect shelves.

Proposer Cllr A Stanger, seconder Cllr Duffin. Unanimous vote.

22/096

### **PLANNING COMMITTEE.**

**RESOLVED:** It was agreed to appoint a planning working group. The group will consist of Cllr Coverdale, Cllr A Stanger, and Cllr Duffin.

Proposer Cllr A Stanger, seconder Cllr Duffin.

22/097

### **WINTER SALT**

Cllr Strange advised that the salt has been delivered and currently being distributed to those that would like some.

22/098

### **FINCHINGFIELD VILLAGE SIGN**

Cllr Denham advised that Gt Sampford PC had recently had this work done in their parish. It was agreed the Clerk would contact their PC to find out costs and contractor.

22/099

### **CHILDREN'S PLAY AREA BENCH**

Cllr A Stanger contacted the owner of the bench who has advised that they are happy to replace it.

22/100

### **FINCHINGFIELD PLAYING FIELD**

Cllr A Stanger outline all the works to be carried out at the cost of £1000.00. It was agreed to proceed with the invoice to be settled by the Sports Field Trust. Proposer Cllr A Stanger, seconder Cllr Denman.

22/101

**FINANCE**

- I. To receive an update and approve payments.  
**RESOLVED:** Payments are approved.  
Proposer Cllr R Stanger; seconder Cllr Martin Smith. Unanimous vote.
- II. To review the current method for raising and paying invoices.  
To be further discussed.
- III. To identify earmarked reserves in lines with the Reserves Policy for review and adoption before the January 2023 meeting.  
To be further discussed.
- IV. To agree to appoint a Finance Committee  
**RESOLVED:** A Finance working group was agreed. The group will consist of Cllr Coverdale, Cllr R Stanger, Cllr Martin Smith and the Clerk.

22/102

**PLANNING:**

22/02682/HH

Proposal: Single storey extension to existing detached garage.

Location: Gatwards Cottage , Vicarage Road, Finchingfield

**NO OBJECTION**

22/02676/COUPA

Prior approval for the change of use of agricultural building to a dwelling house (class C3) and for associated operational development – change of use to 1no. residential dwelling.

Locksmiths Farm, Robinhood End, Finchingfield

**AWAITING APPLICATION**

Reference: 22/02701/FUL

Proposal: Re-cladding and change of use of existing barn to TV/film studio, plus ancillary works.

Location: Spains Hall, Spains Hall Road, Finchingfield

**NO OBJECTION - GRADE 1 LISTING TO BE CHECKED**

22/103

**ITEMS FROM COUNCILLORS TO BE ADDED TO THE NEXT AGENDA.**

- Play area soft surfaces.
- Finance working group recommendations.
- Cornish Hall End preliminary survey.



- Plan of complaints list.
- Footpaths.
- Re-siting the slide on the Playing Field.
- Dog fouling.
- Hills Development presentation.

*Councillors are asked to inform the clerk of any items by 21 November 2022.*

**22/104**

**NEXT MEETING OF THE PARISH COUNCIL:** The next meeting of Finchingfield Parish Council will take place at Finchingfield Village Hall on Tuesday, 29 November 2022 commencing at 7.30pm. The Chairman thanked everybody for attending and declared the meeting closed at 9.07pm.

Signed: .....

Chairman

Date: .....

03-Oct-22	DD	British Gas Lite	Pavilion Electricity BGL106435	£9.99
10-Oct-22	DD	British Gas Lite	Toilets Electricity BGL106434	£19.14
19-Oct-22	DD	Npower	Street light electricity	£70.95
03-Oct-22	DD	B&CE	Clerk pension	£60.35
18-Oct-22	DD	Anglian Water	Pavilion Water	£1.00
20-Oct-22	S/O	A&J Lighting	Street Lighting maintenance	£37.22
17-Oct-22	B/P	Land & Water Ltd	Sluice Gate repairs 22080019	£35,568.00
17-Oct-22	B/P	Land & Water Ltd	Sluice Gate repairs 22080024	£300.00
		<b><i>To be authorised:</i></b>		
25-Oct-22	B/P	<i>HMRC</i>	<i>Tax/NI September Month 6</i>	<i>£188.28</i>
25-Oct-22	B/P	<i>Adrian Bagnall</i>	<i>Village Sign refurbish</i>	<i>£192.99</i>
25-Oct-22	B/P	<i>A&amp;J Lighting</i>	<i>Street Light repair</i>	<i>£150.00</i>
25-Oct-22	B/P	<i>EALC</i>	<i>New Councillor Training JS &amp; TG 1</i>	<i>£240.00</i>
25-Oct-22	B/P	<i>EALC</i>	<i>New Councillor Training JS &amp; TG 2</i>	<i>£240.00</i>
25-Oct-22	B/P	<i>Ian Smith</i>	<i>Public Toilets cleaning</i>	<i>£400.00</i>
25-Oct-22	B/P	<i>Ian Smith</i>	<i>Street Cleaning</i>	<i>£380.00</i>
25-Oct-22	B/P	<i>Chess Environmental</i>	<i>Asbestos Removal phase 1</i>	<i>£1,920.00</i>
		October payments yet to be made:		
	B/P	MD Landscapes	Grass Cutting October	
	B/P	MD Landscapes	Grass Cutting Sportsfield October	
	B/P	CHE Village Hall	Meeting October	
	B/P	Clerk	Salary	
	B/P	Clerk	Home as Office	
	B/P	Clerk	Salary	
	B/P	Clerk	Home as Office	

**TOTAL in month** **£39,777.92**

*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 24 October 2022**

**FINCHINGFIELD PARISH COUNCIL**

Unity Trust Current account	£32,267.19
Unity Trust Reserve account	£27,521.25
Unity Trust CHE Play account	£3,472.30
<b>Total</b>	<b>£63,260.74</b>

**All Barclays accounts are now closed, with a balance of £0.00**

**FINCHINGFIELD VILLAGE HALL**

Unity Trust Current account	£30,490.91
Unity Trust Reserve account	£25,107.92
<b>Total</b>	<b>£55,598.83</b>

**FINCHINGFIELD SPORTSFIELD**

Unity Trust Current account	£18,491.20
<b>Total</b>	<b>£18,491.20</b>

RECONCILED PAYMENTS AND RECEIPTS 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
30-Sep-22	B/P	Finchingfield Primary	Grant Pantomime trip	£1,500.00
30-Sep-22	B/P	Unity Trust bank	Service Charge	£18.00
<b>TOTAL in month</b>				<b>£7,382.34</b>

**NOT AUTHORISED**

27-Sep-22	B/P	Land & Water Ltd	Sluice Gate repairs 22080019	£35,568.00
27-Sep-22	B/P	Land & Water Ltd	Sluice Gate repairs 22080024	£300.00

Sep-22		Receipts in Month	Details	Amount
02-Sep		HMRC	VAT Reclaim 2021-22	£6,546.58
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
29-Sep		FVH transfer		£1,421.50
29-Sep		Sportsfield transfer		£742.80
29-Sep		Sportive UK Ltd	?? In error?	£60.00
<b>TOTAL in month</b>				<b>£37,186.90</b>