

WETHERSFIELD PARISH COUNCIL

MINUTES of the Parish Council Meeting held at Blackmore End Village Hall on Wednesday 13th September 2017 commencing at 7.30pm.

Present: Cllr J Barker (Chairman)
Cllr A Bowers (Vice Chairman)
Cllr R Burdge
Cllr K Daniel
Cllr N Godley
Cllr D Martin
Cllr Mrs E Newell
Cllr B Vincent
Cllr P Schwier (Braintree District Council)

In Attendance: 4 Members of the Public
Cllr G Butland (Essex County Council)
Mrs A Lucas (Clerk)

17/85 APOLOGIES FOR ABSENCE

Cllr M Taylor

17/86 DECLARATIONS OF INTEREST

Cllrs Bowers, Godley and Martin declared a non-pecuniary interest in Agenda Item 8 as they are Trustees of Wethersfield Village Hall.

Cllr Godley declared a non-pecuniary interest in Agenda Item 8(i) as he is on the committee for the Village Hall Club.

Cllr Vincent declared a non-pecuniary interest in Agenda Item 25(iii) as he is on the committee for Blackmore End Playing Field.

17/87 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12th July 2017

- (i) Subject to the following proposal being inserted into minute no 17/70:
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| <i>General reserve @ 50% of income</i> | <i>£16,649.50</i> |
| <i>Remainder of Earmarked Reserves</i> | <i>£23,257.45</i> |
| <i>Already allocated to WVH refurbishment</i> | <i>£10,000.00</i> |
- the minutes of the Parish Council meeting held on 12th July 2017 were approved. Cllr Burdge proposed the approval of the minutes; they were seconded by Cllr Daniel, agreed by the Council unanimously and signed by the Chairman.

- (ii) The minutes of the extraordinary Parish Council meeting held on 4th September 2017 were approved. Cllr Mrs Newell proposed the approval of the minutes; they were seconded by Cllr Martin, agreed by the Council unanimously and signed by the Chairman.

17/88 PUBLIC PARTICIPATION SESSION

- A member of the public complained that the information on the current website was very out of date and there were problems with accessing it and updating information. This had led to lost bookings for Wethersfield Village Hall. The Chairman stated that the website would shortly be replaced and the matter was on the Agenda for further discussion (Agenda Item 10).
- The Chair of Wethersfield Village Hall thanked the Parish Council, together with Cllr Schwier and Cllr Butland, for the financial support given to date. The small hall has now been completed apart from decoration.

17/89 REPORT FROM THE CLERK

The following update on matters arising together with correspondence received was circulated prior to the meeting and accepted.

Missing Directional Sign: Hedingham Road junction with Blackmore End Road

Although Braintree District Council's highway rangers have now reported the missing fingerpost to ECC maintenance, it has still not been replaced.

Section 106: Blackmore End Playing Field access improvements

Three quotations are still awaited and when received they will be sent to BDC.

Section 106: Benches on the village green in Wethersfield

The Parish Council has been reimbursed £288 from Braintree District Council for the refurbishment of the benches.

30mph Speed Limit in Beazley End and Codham

There are no further developments on this matter at the current time.

Star Council 2017 Awards

The Parish Council's nomination did not make it through to the long list.

Speed Survey on Braintree Road near the Gosfield Road junction

The LHP has agreed to undertake a survey.

Correspondence Received:

- (i) Braintree District Council sent details of the Coggeshall Food & Drink Festival on 30th September and 1st October and the launch of the Grape and Grain Trail.
- (ii) AON has informed the Parish Council that the next insurance renewal will be handled by BHIB Insurance Brokers.
- (iii) On 28th July details, including posters, were received from Braintree District Council relating to a Public Consultation to review the overall governance of all Town and Parish Councils within the District.

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| (iv) | A letter has been received from the DFPFA requesting that the Parish Council reverse the decision made at the July 2017 meeting (minute ref: 17/77 (v) Page 55). The Parish Council responded on 11 th August stating the decision would not be reconsidered. |
| (v) | Essex County Council has decided to withdraw Bus Service No 9 Braintree to Great Bardfield on Saturdays. The service ceased on 27 th August 2017 and details have been put on the website. |
| (vi) | An invitation has been received inviting all Councillors to attend the EALC AGM on 19 th September. |
| (vii) | A North Essex Garden Communities Briefing dated August 2017 has been received from Cllr John Spence at Essex County Council and circulated. |

17/90 DOG CHASE, WETHERSFIELD

Following a site visit held on 17th July attended by Cllr Butland, Cllr Schwier, several Members of Wethersfield Parish Council and some residents, a letter will be sent to all homes in Dog Chase and Barrack Cottages (totalling 17) informing them of the proposal to make Dog Chase a cul-de-sac. A questionnaire will be attached to canvass their opinion which will require a response from each household before informing the residents of Saffron Gardens and Hereward Way, living in close proximity of Dog Chase, about the decision. Further contact will then be made with Braintree District Council and Essex Highways. Cllr Bowers agreed to draft the letter.

Action: AB/clerk

17/91 MOVING 30mph SIGNS EITHER END OF BLACKMORE END

The Parish Council sent a letter to the LHP on 2nd August requesting a review of the disappointing decision made on 19th June and highlighting that some of the facts contained in the response were incorrect. On 8th September Essex Highways advised that the matter is currently being put through the formal validation process and the Parish Council will be advised on the outcome upon completion.

17/92 WETHERSFIELD VILLAGE HALL

- (i) The motion requesting that the Parish Council give permission for the Wethersfield Village Club to put solar panels on the roof of Wethersfield Village Hall was proposed by Cllr Godley. As the motion was not seconded it was not carried.
- (i) The motion was amended to the following: To include in the 2018/19 budget the sum of £5000 to be used as match funding in support of grant applications for the renovation of the main hall. This motion was proposed by Cllr Godley and seconded by Cllr Martin. When put to the vote, 6 councillors were in favour and there were 2 abstentions. The motion was therefore carried.
- (ii) Cllr Mrs Newell reported that the Lease between Wethersfield Parish Council and Wethersfield Village Hall CIO should be received back from the solicitors very shortly and when received will be circulated to all councillors for approval.

17/93 **BROADBAND**

- (i) Blackmore End & Beazley End: Cllr Vincent reported that it seemed unlikely St Andrew's Church would be a suitable transmission point. He is still awaiting confirmation from County Broadband.

- (ii) Wethersfield: Following Cllr Bowers feedback from his attendance at a Countywide Superfast Broadband Essex Parish Engagement event held at Anglia Ruskin University in July, the Chairman has written to the Communications Manager (copied to BT Openreach) expressing the Parish Council's extreme dissatisfaction with progress and miss-information. A response is awaited.

17/94 **WETHERSFIELD COMMUNITY WEBSITE**

Cllr Burdge stated that he intends to switch over the server from the old website to the new site next week. The domain name will remain the same. He is also in the process of producing guidance notes to help users. Flyers will need to be produced to inform all residents about the new website.

Action: RB

17/95 **COMPLAINTS PROCEDURE, CODE OF CONDUCT AND STANDING ORDERS**

Unfortunately the meeting arranged over the summer break had to be cancelled, and a new date will be organised in the near future.

Action: clerk

17/96 **BOTTLE/BRING BANK, WETHERSFIELD**

No suitable site has been identified in Wethersfield by Braintree District Council or the Parish Council.

When the new website is up and running any suggestions for a new location would be welcome for consideration as it is acknowledged that the lack of anywhere to dispose of glass is proving a problem for a considerable number of residents.

17/97 PLANNING**(i) Update on applications listed in minutes dated 12th July 2017:**

17/00098/TPOCON	St Georges House, High Street, Wethersfield, CM7 4BY Application to carry out work on trees affected by the Conservation Area.	PENDING CONSIDERATION (No objection email sent to BDC on 10/04/17)
17/00145/TPOCON	Virginia House, High Street, Wethersfield, CM7 4BZ To carry out work on trees affected by the Conservation Area.	APPLICATION GRANTED
17/00159/TPOCON	Church Hill House, High Street, Wethersfield, CM7 4BY Notice of intent to carry out works to a tree in a Conservation Area – fell to ground level 1 leylandi.	APPLICATION GRANTED
17/00911/VAR	Beazley End Pit, Beazley End, Wethersfield Application for variation of Condition 2 of approved application 16/01629/FUL - Design of the building to be altered to accommodate natural light into the building.	APPLICATION GRANTED
17/00184/TPOCON	1 Sims Cottage, Braintree Road, Wethersfield, CM7 4BX To carry out work on trees affected by the Conservation Area.	PENDING CONSIDERATION (No objection email sent to BDC on 15/06/17)
17/01122/FUL	Land at King & Co, Beazley End, Wethersfield Replacement site access with associated engineering works.	PENDING CONSIDERATION (No objection email sent to BDC on 17/7/17)
17/01113/FUL	Land South Of Hudsons Hill, Hedingham Road, Wethersfield Essex Erection of 4 no. dwellings with associated garages and private drive access.	APPLICATION REFUSED
17/01228/FUL	Hopkilm Cottage, Mumfords Hill, Wethersfield, CM7 4AW Refurbishment of existing domestic barn with extension to rear and side and small porch to front, to provide annexe accommodation.	APPLICATION GRANTED

(ii) New applications received since July meeting:

17/00236/TPO	Saddlers, Silver Street, Wethersfield, CM7 4BP Application to carry out work on trees affected by the Tree Preservation Order M0S318BF0C100 at the above address.	APPLICATION GRANTED
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17/02036/FUL & APP/Z1510/W/17/3176810	Rear of 2 Upper Barn Cottages, Hedingham Road, Wethersfield, Essex Proposed change of use of outbuilding to residential use including alterations and extension to existing building.	AN APPEAL HAS BEEN MADE TO THE SECRETARY OF STATE FOR COMMUNITIES AND LOCAL GOVERNMENT
17/01500/FUL	Land Next To Mushroom Farm, Hedingham Road, Wethersfield, Essex Proposed removal of outbuilding and erection of agricultural style industrial unit.	PENDING CONSIDERATION (No objection email sent to BDC on 06/09/17)
17/00257/TPOCON	Woodland, Braintree Road, Wethersfield, Essex Notice of intent to carry out works to trees in a Conservation Area - Fell one stem of the Field Maple tree on Warren Grove on the corner of Braintree Road and Gosfield Road whose branches are overhanging telephone and power cables and touching them when blown by the wind. Also further up Gosfield Road an Oak tree whose first three lateral branches are overhanging the decking area of the house on the other side of the lane and causing concern to the resident of this property that damage might be caused should they fall. Permission to remove these three lateral branches and thin out some other dead wood attached to this tree, trim any overhanging branches back to boundary is requested.	PENDING CONSIDERATION (No objection email sent to BDC on 06/09/17)
17/00285/TPOCON	1 Sims Cottage, Braintree Road, Wethersfield, CM7 4BX Application to carry out work on trees affected by the Conservation Area	PENDING CONSIDERATION (Comments to BDC required by 22/09/17)
17/01621/FUL	Land South Of Silver Street, Wethersfield Erection of 9 dwellings with associated access and landscaping	PENDING CONSIDERATION (Comments to BDC required by 03/10/2017)
17/01643/FUL	17 Hereward Way, Wethersfield, CM7 4EG Demolition of existing conservatory and proposed single storey extension	PENDING CONSIDERATION (Comments to BDC required by 09/10/2017)

Action to be taken on applications awaiting consideration:

- **17/00285/TPOCON:** There were no objections to this application.
- **17/01621/FUL:** A letter of objection will be sent on behalf of the Parish Council to this application.
Action: RB, clerk
- **17/01643/FUL:** There were no objections to this application.

- (iii) Following a request received at the recent Parish Council Surgery, the possibility of having a list of current applications available to view on the new website will be considered.

Action: RB

17/98 COURTENHAM'S SITE, BLACKMORE END

- (i) Cllr Vincent updated the meeting following approval of James Banks (Chelmsford) Ltd's application for a Goods Vehicle Operators Licence despite strong local concern about increased vehicle movements.
- (ii) The situation regarding the tidiness of the forecourt has slightly improved with the waste management company introducing 3 large skips. Cllr Vincent will continue to monitor the situation and local residents are monitoring hours of operation.

17/99 HGV LORRIES

Following the continued closure of Bovingdon Road and the expansion of several businesses, there is considerable local concern about HGV's using the narrow roads and Codham Mill Lane in particular. Cllr Daniel reported that notices stating that the road is "Unsuitable for HGV's" is advisory only and cannot be legally enforced.

The Parish Council will write to Codham Park Equestrian Centre to request that its website advises against horseboxes using Codham Mill Lane and to ask if appropriate signage can be erected on event days directing traffic on an alternative route.

Action BV/clerk

17/100 EVENTS POLICY FOR USE OF THE GREEN

The Chairman apologised for not producing a policy and will endeavour to prepare one by the next meeting.

17/101 LEAVES IN THE VICINITY OF THE GREEN

It was agreed that leaves in the vicinity of the village green are a problem and a party of volunteers would collect as necessary later in the autumn.

17/102 REQUEST FOR A MIRROR ON THE GREEN

A request has been received to place a mirror on the village green to aid vehicles exiting the parking area outside the village hall and Old Mill Chase onto Braintree Road. Cllr Godley offered to check the position with Essex Highways and report back at the next meeting.

Action: NG

17/103 GULLY IN SLIP ROAD ALONGSIDE THE GREEN

The problem appears to be caused by a drain which is blocked with mud, leaves and debris. Cllr Godley offered to check with Essex Highways to see if it can be cleared.

Action: NG

17/104 TREES IN WETHERSFIELD

(i) Tree outside The Old Coach House (opposite the Old Fire Station): Cllr Godley is to check with Essex Highways to see if ownership of the tree can be established following a complaint that the tree is damaging the roof of The Old Coach House. The Chairman stated that a cherry picker would be required to remove the offending branches.

Action: NG

(ii) Large fir tree next to the telephone box: The clerk is to establish if this tree has a Tree Preservation Order on it before work on removing the two smaller lower branches can commence. It was also noted that a root from this tree had recently burst the main water pipe.

Action: clerk

(iii) Tree on the village green opposite Ivanhoe House: It was noted that dead and loose branches from this tree should be removed as soon as possible and all the trees on the village green need to be checked. All the trees have TPO's on them and confirmation from BDC is required prior to removing any branches.

Action: clerk

17/105 BOUNDARY REVIEW

It was agreed to leave a review of the boundary between Wethersfield and Shalford, using the River Pant as the defining feature, for the present time.

17/106 PURCHASE OF TELEPHONE KIOSK AT BLACKMORE END

It was confirmed that the contract for the purchase of the telephone kiosk has **not** been completed yet as a suitable use for it has not been identified. It was agreed that the advantage of moving the defibrillator from its current location to the kiosk would not outweigh the cost so this option has been discounted. A notice will be put on the new website to seek suggestions from residents for the use of the kiosk and in the meantime, completion of the contract will be put on hold.

17/107 DEFIBRILLATOR TRAINING IN BLACKMORE END

The Chairman is to chase Saling & Wethersfield First Responders for a date so training can be confirmed.

Action: JB

17/108 PROBLEMS ASSOCIATED WITH INCREASING NUMBERS OF RABBITS AT THE PLAYING FIELD IN BLACKMORE END

It was agreed that the Parish Council would give consent for rabbits to be controlled if thought necessary by the committee of Blackmore End Playing Field. It was noted that advance warning and consideration must be given to local residents.

Action: clerk

17/109 FINANCE

(i) The following cheque payments were made:

Item No	Cheque No.	Cheque Dat	Payee	Description	Amount
1	102073	02/08/2017	Wethersfield Village Hall CIO	Grant for small hall as agreed in June 2017 (minute ref: 17/48 (i))	£4,200.00
2	102074	11/08/2017	EALC	Planning Briefing on 8th August (Delegate: Cllr K Daniel)	£45.00
3	102075	11/08/2017	S&S Carpentry (Essex) Ltd	Refurbishment of Wethersfield Village Hall (full reimbursement received via grant from Essex County Council)	£3,600.00
4	102076	23/08/2017	Wethersfield Village Hall CIO	Grant for small hall as agreed in July 2017 (minute ref: 17/71 (ii))	£10,000.00
5	102077	13/09/2017	Wethersfield Village Hall CIO	Grant for insulation as agreed at meeting held in March 2014 and not claimed	£300.00
6	102078	13/09/2017	EALC	Councillor Training Day 1 on 18th November 2017 (Delegate: Cllr K Daniel)	£85.00
7	102078	13/09/2017	EALC	Councillor Training Day 2 on 25th November 2017 (Delegate: Cllr K Daniel)	£90.00
8	102079	13/09/2017	D Hart	Strimming and cutting brambles on Causeway and cutting back trees on the green	£95.00
9	102080	13/09/2017	Mr E Butcher	Litter picking for July and August 2017	£190.00
10	102081	13/09/2017	Mrs A Lucas	Clerk's salary (99 hrs @ £9.64 per hour)	£954.36
11	102081	13/09/2017	Mrs A Lucas	Expenses (2 reams of paper for printer)	£6.50
TOTAL					£19,565.86

Payment of the invoices was proposed by Cllr Godley, seconded by Cllr Vincent and agreed unanimously.

- (ii) Appointment of RFO: A job description has been drafted and circulated and the Chairman requested any comments from members as soon as possible. The position will then be advertised on the new website and placed on the notice boards. Cllr Butland stated that the position of RFO is often undertaken by the clerk as part of his/her duties but it is noted that the current clerk to Wetherfield Parish Council, whilst happy to assist, does not wish to undertake this role in full.
- (iii) Grant to Blackmore End Playing Field: Although a grant request has been received for a contribution to be awarded for mowing the grass, a decision has been deferred until a presentation by a representative of the committee is made in person at the next meeting.
- Action: clerk**

- (iv) The Chairman stated that the Parish Council would only be able to pay for servicing the clock if Smiths of Derby provide an invoice made out to the Parish Council. The invoice total is £256.80.

Action: EN

Cllr Godley proposed payment of the invoice when received and Cllr Martin seconded the proposal. When put to the vote there were 7 councillors in favour and 1 abstention.

- (v) The motion was amended to the following: To include in the 2018/19 budget the sum of £500 to be used as match funding in support of grant applications for a new village sign for Beazley End. This motion was proposed by Cllr Godley, seconded by Cllr Burdge and agreed unanimously. The motion was therefore carried.

17/110 ITEMS FROM COUNCILLORS TO BE ADDED TO THE NEXT AGENDA

Any further items to be added to the agenda should be sent to the clerk by 3rd October.

Cllr Schwier reminded members about the Councillors' Community Grant Scheme funding which is available from Braintree District Council and most local organisation are eligible to apply.

Cllr Newell gave the clerk a list of items, not covered in the meeting, which were brought up at the recent surgery and will be included in the October agenda.

Cllr Burdge circulated a revised copy of the Reserves Policy (dated September 2017) which was adopted at the last meeting (minute ref: 17/70).

17/111 NEXT MEETINGS OF THE PARISH COUNCIL: The next meeting of Wethersfield Parish Council will be held at Wethersfield Village Hall on Wednesday, 11th October 2017 commencing at 7.30pm.

The Chairman thanked everybody for attending and declared the meeting closed at 11 pm.

Signed:
Chairman

Date: