

# WETHERSFIELD PARISH COUNCIL

**MINUTES of the Parish Council Meeting held at Wethersfield Village Hall on Wednesday 5<sup>th</sup> April 2017 and followed the Annual Parish Meeting which commenced at 7.30pm.**

Present: Cllr J Barker (Chairman)  
Cllr A Bowers (Vice Chairman)  
Cllr N Godley  
Cllr Mrs E Newell  
Cllr M Taylor  
Cllr B Vincent  
Cllr P Schwier (Braintree District Council)

In Attendance: 7 Members of the Public  
Mrs A Lucas (Clerk)

## **1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs R Burdge and D Martin.

## **2. DECLARATIONS OF INTEREST**

None were declared.

## **3. MINUTES OF THE ORDINARY MEETING HELD ON 8<sup>th</sup> MARCH 2017**

The minutes of the Parish Council meeting held on 8<sup>th</sup> March 2017 were approved. Cllr Vincent proposed the approval of the minutes; they were seconded by Cllr Godley, agreed by the Council unanimously and signed by the Chairman.

## **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 16<sup>th</sup> MARCH 2017**

The minutes of the extraordinary meeting of the Parish Council held on 16<sup>th</sup> March 2017 were approved. Cllr Bowers proposed the approval of the minutes; they were seconded by Cllr Godley, agreed by the Council unanimously and signed by the Chairman.

## **4. CO-OPTION**

The clerk has received one response from a Beazley End resident to the vacancy for a parish councillor. The applicant hopes to be at the next meeting and the clerk will send him the relevant paperwork.

## **5. REPORT FROM THE CLERK**

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

### **Overgrown Footpath between Nortofts Farm and Petches Bridge turning**

CLlr Roger Walters contacted Essex Highways on the Parish Council's behalf regarding this matter. Unfortunately it has not met the criteria for priority works and is due to be inspected again in May.

### **Moving Speed Limit Signs in Blackmore End**

CLlr Roger Walters, Essex County Council, has contacted Matt Valentine asking for this matter to be considered by the Braintree Local Highway Panel. The clerk has sent a further copy of CLlr Vincent's report to Jasmine Wiles who is the new Assistant Highways Liaison Officer for Braintree LHP.

### **Bollards outside "Frosthills", Blackmore End**

An email was received on 31<sup>st</sup> March from Jasmine Wiles (see above) stating that the validating engineer has been to look at the location but there is currently no further progress to report.

### **Flooding at Wethersfield Village Hall**

CLlr Godley is still waiting for some heavy rainfall to assess the situation further.

### **Courtenham's Site, Blackmore End**

Unfortunately, the situation at the Courtenham's site with the waste is no better and there are more waste sacks and another skip in evidence. The owner did ask for some time to resolve the issue so the Parish Council will wait a few more weeks before reminding him of his commitment to resolve the matter.

### **Missing Directional Sign: Hedingham Road junction with Blackmore End Road**

Confirmation has been received from Richard Bass at Braintree District Council that the missing fingerpost has been referred to Essex Highways.

### **Purchase of Telephone Kiosk at Blackmore End**

Confirmation was received on 1<sup>st</sup> April 2017 that the Parish Council's can adopt Telephone Box PC01, Syers Field Blackmore End for £1. **CLlr Vincent agreed to check through the contract.**

### **Section 106: Blackmore End Playing Field access improvements**

Approval from Braintree District Council has been received confirming that S106 money can be used to fund access improvements to Blackmore End Playing Field. Three quotations are awaited and when received they will be sent to BDC.

### **Section 106: Planters for Blackmore End**

Two wooden planters, which have already received S106 funding for Blackmore End, have been purchased.

### **Section 106: Benches for Wethersfield**

One quote has been received from T F Joinery, a further two are awaited.

**Saffron Gardens: pothole and road surface**

The road surface and pothole has been reported to Essex Highways. The reference is 2511481.

**Bench in Hereward Way**

The bench in Hereward Way has been removed for safety reasons.

**Correspondence Received:**

- (i) Cllr Roger Walters informed the Parish Council on 13<sup>th</sup> March that will be standing down as a County Councillor in May 2017 and would be unable to attend the Annual Parish Meeting.
- (ii) A Notice of Election has been received from Essex County Council and has been placed on the notice boards and website. There is one vacancy for Three Fields with Gt Notley.
- (iii) A copy letter has been received from Jerry Wells, Chair of DFPFA sent to Braintree District Council, requesting the urgent relocation of the bottle bank. Photographs of the bottle bank overflowing were attached. (To be discussed in Agenda Item 13).
- (iv) A letter dated 21<sup>st</sup> March has been received from Greenfields Community Housing informing the Parish Council about a development proposal being considered on a piece of land adjacent to Syers Field which has been identified as a prime location for affordable housing. To date planning permission has not been applied for.
- (v) Information on Business Support for Low Carbon across the South East was received on 23<sup>rd</sup> March and has been put on the community website.
- (vi) A timetable of meetings for 2017-2019 from Braintree District Council has been received. A link is on the community website.
- (vii) The Chair/Secretary of Wethersfield Village Hall Committee has advised Members that the roof of the small hall constitutes a potential hazard as the asbestos is breaking down. Planning permission has been sought to undertake this urgent work. (Agenda item 7).
- (viii) A letter dated 23<sup>rd</sup> March has been received from "Support the NHS Halstead".
- (ix) PKF Littlejohn sent the Annual Return for the year ended 31<sup>st</sup> March 2017 which has to be returned to them by 12<sup>th</sup> June 2017. (Agenda item 17(iv))
- (x) A letter has been received from the Derek Flannery Playing Field Association requesting support for the Wethersfield Fun Day to be held on Sunday 16<sup>th</sup> July.
- (xi) A Street Cleaning Agreement for 2017/18 has been received. Braintree District Council contributes £2,146.47 per year towards the cost of litter picking, emptying litter bins etc. **(It was agreed to renew this Agreement on 05/04/2017).**

## 6. PLANNING

- (i) **To consider and make comments to Braintree District Council on any applications received.**

### Update on applications listed in minutes dated 8<sup>th</sup> March 2017:

17/00017/FUL	<b>Land South of Hudson's Hill, Hedingham Road, Wethersfield</b> Erection of 5no. dwellings with associated garages and private drive access.	<b>APPLICATION REFUSED</b>
17/00102/VAR	<b>The Oast House, Codham Little Park Drive, Wethersfield, CM7 5JQ</b> Application to vary Condition 4 of approved application 14/00205/FUL – There shall be no more than three competitive events held at the venue in any single week.	<b>PENDING DECISION</b> (A letter of objection was sent to BDC on 17/02/17)
17/00103/VAR	<b>The Oast House, Codham Little Park Drive, Wethersfield, CM7 5JQ</b> Application to vary Condition 5 of approved application 14/00205/FUL – The competitive events shall not start before 09:00 hours and not continue beyond 18:00 hours.	<b>PENDING DECISION</b> (See above for details of response)
17/00242/LBC	<b>Great Codham Hall, Codhams Lane, Beazley End, Wethersfield, CM7 5JD</b> Application for Listed Building Consent following 14/01551/LBC – change as per application for non-material amendment – change windows from Georgian frames to cottage style.	<b>APPLICATION GRANTED</b>
17/00278/FUL	<b>Dunkirk, Finchingfield Road, Wethersfield, CM7 4BW</b> Erection of extension to first floor, modification of ground floor walls (currently undersized) to form new insulated structural walls to support first floor accommodation.	<b>APPLICATION GRANTED</b>
17/00313/FUL	<b>Land South of Silver Street, Wethersfield</b> Erection of 12 dwellings with associated access and landscaping.	<b>PENDING CONSIDERATION</b> (A letter of objection was sent to BDC on 24/03/17)
17/00212/LBC	<b>Mill Retreat, Braintree Road, Wethersfield</b> Internal alterations.	<b>PENDING CONSIDERATION</b> (No objection email sent to BDC on 10/03/17)

<b>17/00102/VAR</b>	<b>The Oast House, Codham Little Park Drive, Wethersfield, CM7 5JQ</b> Application to vary Condition 4 of approved application 14/00205/FUL – There shall be no more than three competitive events held at the venue in any single week up to a maximum of ten per calendar year. At all other times there shall be no more than two competitive events held at the venue in any single week.	<b>PENDING DECISION</b> (Response sent to BDC on 13/03/17 reiterating comments made in letter sent on 17/02/17)
<b>17/00322/FUL</b>	<b>Hopkilm Cottage, Mumfords Hill, Wethersfield, CM7 4AW</b> Refurbishment of existing domestic barn with extension to rear side and small porch to front.	<b>PENDING CONSIDERATION</b> (No objection email sent to BDC on 28/03/17)

**New applications awaiting decision/consideration:**

<b>17/00429/OUT</b>	<b>Land adjacent The Bull PH, Blackmore End, Wethersfield</b> Erection 2 no. dwellings.	<b>PENDING CONSIDERATION</b> (No objection email sent to BDC on 29/03/17)
<b>17/00460/LBC</b>	<b>Little Codham Hall, Codhams Lane, Beazley End, Wethersfield, CM7 5JD</b> Thermal upgrade of the north, east and south elevations of the Main Range (Georgian section of the existing dwelling), proposed lift and relay of existing roof tiles and the proposed replacement of existing rear boundary fences with new post and rail fence/new flint walls.	<b>PENDING CONSIDERATION</b> (Response required by 13/04/17)
<b>17/00486/FUL</b>	<b>13 Meadside, Wethersfield, CM7 4BN</b> Erection of two storey side extension and single storey rear extension and proposed garage with associated alterations.	<b>PENDING CONSIDERATION</b> (Response required by 19/04/17)
<b>17/00505/AGR</b>	<b>Land East Off Danes Vale, Gosfield Road, Wethersfield</b> Prior notification of agricultural or forestry development – erection of polytunnel and storage building.	<b>FOR INFORMATION ONLY – no comments required</b>
<b>17/00495/LBC</b>	<b>Virginia House, High Street, Wethersfield, CM7 4BZ</b> Installation of secondary double glazing to front bay windows.	<b>PENDING CONSIDERATION</b> (Response required by 24/04/17)
<b>17/00098/TPOCON</b>	<b>St Georges House, High Street, Wethersfield, CM7 4BY</b> Application to carry out work on trees affected by the Conservation Area.	<b>PENDING CONSIDERATION</b> (Response required by 24/04/17)

17/00102/VAR and 17/00103/VAR	The Oast House, Codham Little Park Drive, Wethersfield, CM7 5JQ See above for details.	<b>THIS APPLICATION WILL BE CONSIDERED BY THE PLANNING COMMITTEE ON 11/04/17. Any additional comments should be received by that date.</b>
17/00489/FUL	Village Hall, Braintree Road, Wethersfield, CM7 4BU Demolition of asbestos roof and replacement with membrane roof with velux or similar roof lights in same place as existing.	<b>PENDING CONSIDERATION (Response required by 02/05/17)</b>

There has been considerable correspondence with one member of the public regarding planning application 17/00429/OUT. It was agreed to send an email stating that the Parish Council would not be continuing with an ongoing dialogue on the matter.

A letter of objection has already been sent and the contents reiterated to applications 17/00102/VAR and 17/00103/VAR which will now be considered by the Planning Committee on 11<sup>th</sup> April 2017.

There were no objections to 17/00460/LBC, 17/00486/FUL, 17/00495/LBC, 17/00098/TPOCON and 17/00489/FUL.

**(ii) Withdrawal of sites WETH 624 and WETH 636 from the Local Plan.**

Cllr Burdge represented the Parish Council at the Local Plan Sub-Committee meeting on 9<sup>th</sup> March 2017.

Cllr Schwier stated that there would be no further progress until the Full Council Meeting on 5<sup>th</sup> June when he would be putting the Parish Council's case forward in respect of the request to withdraw the above sites from the Local Plan

**7. WETHERSFIELD VILLAGE HALL**

Cllr Godley reported that work on the toilets is progressing and he is awaiting several quotes for minor work around the building. The main issue is the discovery of asbestos on the roof of the small hall and this matter is now a priority. An emergency grant has been applied for and he hopes to hear next week whether the application has been successful.

**8. BROADBAND**

- (i) **Blackmore End and Beazley End:** Cllr Vincent has received confirmation from Lloyd Fenton, the Managing Director of County Broadband, that the company has agreed to see if it is viable to get a signal to those properties currently not able to receive one. He hopes to have more news by the next meeting.

- (ii) **Wethersfield:** Cllr Bowers reported superfast broadband is scheduled to go “live” in June 2017, although BT is restructuring at the moment and he fears this date may be pushed back.

**9. WETHERSFIELD COMMUNITY WEBSITE**

The Chairman will ask Cllr Burdge for an update which he will circulate when received.

**Action: JB**

**10. NEWSLETTER**

Cllr Mrs Newell reported that unfortunately the new editor is now unable to continue due to ill health.

**11. PARISH PLAN**

Cllr Vincent suggested the possibility of producing a Parish Plan Update to send to all residents.

**It was agreed to wait until the new website is up and running before deciding how to proceed with Items 10 and 11 above, as it may be the way forward to put these online.**

**12. TERMS & CONDITIONS FOR USE OF THE GREEN**

The Chairman apologised for not having prepared these and will do so in the next couple of weeks as a function on the village green is taking place at the end of April.

**Action: JB**

**13. BOTTLE BANK, WETHERSFIELD**

Cllr Bowers is due to hold a meeting with Braintree District Council regarding the bottle bank which has been left in an unacceptable state on numerous occasions. Cllr Schwier stated he would like to attend if possible. Cllr Bowers will keep DFPFA updated.

**Action: AB**

**14. ROAD CLOSURES IN BEAZLEY END**

Cllr Taylor wrote to Essex Highways on 16<sup>th</sup> March asking for an explanation as to why the Bovingdon Road closure has been extended for a further 9 months.

Depending on the response, it may be appropriate for the Parish Council to send a letter expressing serious concern about the further delay.

**15. PARKING IN WETHERSFIELD**

A complaint has been received about parking in Wethersfield. Essex County Council will be approached about the possibility of turning a piece of land in Hereward Way for use as a car park. If agreed, this could also be used as a location for the bottle bank and by the library van which currently causes an obstruction when it visits Wethersfield.

**16. BIRD SCARER IN BLACKMORE END**

Following several complaints, a letter will be sent to the landowner asking for the bird scarer at Widleybrook to be relocated further from the public footpath.

**Action: clerk**

**17. FINANCE**

(i) **The following cheque payments were made:**

Item No	Cheque No.	Cheque Dat	Payee	Description	Amount
1	102043	21/03/2017	Mrs M Godley	Online planning application re: W/field Village Hall roof	£97.50
2	102044	05/04/2017	Roof-Check	Works to guttering at Wethersfield Village Hall	£964.00
3	102045	05/04/2017	Wethersfield Village Hall (CIO)	Booking of hall for extraordinary meeting on 16th March 2017	£40.00
4	102046	05/04/2017	BT Payphones	Purchase of Telephone Box: PC01, Syers Field, Blackmore End	£1.00
5	102047	05/04/2017	Mr E Butcher	Litter picking for March 2017	£95.00
6	102048	05/04/2017	Mrs C Tillbrook (Village Store)	Contribution to cost of electricity to defibrillator	£35.00
7	102049	05/04/2017	Mrs A Lucas	Clerk's salary (51 hrs @ £9.64 per hour)	£491.64
8	102049	05/04/2017	Mrs A Lucas	Expenses (Printer cartridges from Cartridgesave)	£73.83
9	102050	05/04/2017	David Keats-Croft	Website build stage payment	£250.00
10					
<b>TOTAL</b>					<b>£2,047.97</b>

Payment of the invoices was proposed by Cllr Taylor, seconded by Cllr Bowers and agreed unanimously.

- (ii) **End of Year Accounts:** Accounts for the year ended 31 March 2017 have been prepared and were circulated prior to the meeting.
- (iii) **Internal Audit:** The Chairman suggested that Kay Painter should be appointed as internal auditor for the year ending March 2017. This was proposed by Cllr Godley and seconded by Cllr Bowers.
- (iv) **External Audit:** The Chairman confirmed the Annual Return has been received from PKF Littlejohn and has to be returned by 12<sup>th</sup> June 2017.

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

Parish Council charity donations will need to be agreed at the next meeting.

- 19. NEXT MEETINGS OF THE PARISH COUNCIL:** The next meeting of Wethersfield Parish Council will be the Annual Parish Council Meeting which will take place on Wednesday 10<sup>th</sup> May 2017 at Wethersfield Village Hall commencing at 7.30pm.



The Chairman thanked everybody for attending and declared the meeting closed at 10.05pm.

Signed: .....  
Chairman

Date: .....