

# WETHERSFIELD PARISH COUNCIL

**MINUTES of the Parish Council Meeting held at Blackmore End Village Hall on Wednesday, 15<sup>th</sup> November 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 Mrs E Newell  
Cllr B Vincent

In Attendance: 4 Members of the Public  
Cllr P Schwier (Braintree District Council)  
Mrs A Lucas (Clerk)

**17/135 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr D Martin and accepted.

**17/136 DECLARATIONS OF INTEREST**

Cllrs Bowers and Godley declared a non-pecuniary interest in Agenda Item 9 as they are Trustees of Wethersfield Village Hall.

Cllr Vincent declared a non-pecuniary interest in Agenda Item 25 (ii).

**17/137 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11<sup>th</sup> October 2017**

The minutes of the Parish Council meeting held on 11<sup>th</sup> October 2017 were approved. Cllr Mrs Newell proposed the approval of the minutes; they were seconded by Cllr Godley, agreed by the Council unanimously and signed by the Chairman.

**17/138 RESIGNATION OF COUNCILLOR**

The Chairman accepted the resignation of Mr M Taylor with regret.

A notice generated by Braintree District Council is on the website and notice boards and, assuming an election is not called, the vacancy will be followed by an advertisement seeking to co-op a new councillor.

**17/139 PUBLIC PARTICIPATION SESSION**

- A member of the public requested that the Parish Council consider making The Bull, Blackmore End an ACV. The Chairman stated that the matter would be discussed in agenda item 7.
- The tree outside The Old Coach House is continuing to cause concern. The matter is on the agenda, item 21 (i).
- A resident mentioned that one of the road signs on Braintree Road is very dirty. The Chairman said it would be cleaned.

**17/140 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**

The missing fingerpost has still not been replaced by Essex County Council. It will be chased. *\*Please see update note below this report.*

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

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

**30mph Speed Limit in Beazley End and Codham**

There is nothing further to report on this at the current time. *\*Please see update note below this report.*

**Speed Survey on Braintree Road near the Gosfield Road junction**

Due to the low level of non-compliance along the stretch of Braintree Road where the survey was conducted, the resident who requested the continuation of the 40mph speed limit has been advised there is little or no chance of Essex Highways agreeing to the introduction of a new speed limit.

**Request for a Mirror on The Green**

The resident who made the request has been advised Essex Highways do not give approval for mirrors.

**Extension of 30mph Speed Limit at either end of Blackmore End**

There is nothing further to report on this at the current time.

**Growing a Rural Community for Essex**

The clerk completed the survey on the Parish Council's behalf.

**Twisted "Wethersfield" sign on Braintree Road**

The Chairman and Cllr Bowers have inspected the sign but unfortunately they are unable to straighten it. It will need the concrete around the bent post to be broken, a new post inserted and then re-concreting. As the defect is still listed on Essex Highways' website as having been inspected and not requiring urgent action, it cannot be reported again.

**Footpath from Nortofts Farm to Petches Bridge junction**

Numerous residents have complained about the state of this footpath which is in the Parish of Finchingfield and has been reported to Essex Highways on several occasions without success. Cllr Butland has been approached to see if he can assist.

**Purchase of Telephone Box PC01, Syers Field, Blackmore End**

The contract for the purchase of this telephone box has been signed by the Chairman and returned to BT. *\*Please see update note following this report.*

**Braintree District Council's Funding Fayre held on 19<sup>th</sup> October 2017**

Cllr Barry Vincent attended the Fayre on behalf of the Parish Council. A number of funding opportunities were explained during the evening and a short summary can be found on the community website.

**Wethersfield Village Hall Club: Water Leak**

Wethersfield Village Hall Club has been asked to provide at least two quotations for consideration by the Parish Council.

**Defibrillator and Basic Life Support Training in Blackmore End**

This is due to take place on 14<sup>th</sup> November. *\*Please see update note following this report.*

***\*Update Notes:***

***Missing Directional Sign:*** Cllr Vincent has spoken to the Local Highways Panel as this sign has been missing for some while. Whilst Essex Highways are aware of it, replacement is not considered a priority.

***30mph Speed Limit in Beazley End and Codham:*** Cllr Daniel reported that monitoring of speed, volume and classification of vehicles has started. Whilst this is encouraging he has concerns about the timing of the survey and location of equipment. Cllr Daniel received unanimous support to draft a letter to Essex Highways highlighting these concerns.

***Purchase of Telephone Box PC01, Syers Field, Blackmore End:*** Purchase of the telephone box by the Parish Council is confirmed.

***Defibrillator and Basic Life Support Training in Blackmore End:*** This event was very successful with over 40 residents attending.

**Correspondence Received:**

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|-------|---|
| (i)   | A letter has been received from the Chairman of Blackmore End Playing Field thanking the Parish Council for the loan to assist with the purchase of fireworks for the display.  |
| (ii)  | Details of Essex Heritage Trust's latest funding opportunities have been received. Applications up to £10,000 are invited and the closing date is 25 <sup>th</sup> January 2018. Further information can be found on <a href="http://www.essexheritagetrust.co.uk">www.essexheritagetrust.co.uk</a> . |
| (iii) | A Paying for Policing Survey has been received from Roger Hurst the Police, Fire and Crime Commissioner for Essex. A link to the survey is on the website and the closing date is 19 <sup>th</sup> November.  |
| (iv)  | Full details of events taking place in Braintree District over Christmas can be found at <a href="http://www.braintree.gov.uk/christmas">www.braintree.gov.uk/christmas</a> .   |
| (v)   | Details have been received about the new Local Services Fund which is to be funded by Essex County Council but administered by the Essex Association of Local Councils. A link is on the community website.   |

**17/141 ASSETS OF COMMUNITY VALUE (ACV)**

It was unanimously agreed that the Parish Council would not apply to make The Bull, Blackmore End an ACV. Cllr Vincent stated that 21 signatories could apply to the District Council to have The Bull listed as an ACV if they wished. The community should be made aware of this possibility by notices being put on the notice boards and website. A response to the letter from the current owners of The Bull dated 13<sup>th</sup> November would be sent informing them of the Parish Council's decision.

**Action: clerk**

**17/142 DOG CHASE, WETHERSFIELD**

Cllr Bowers reported that the letters sent to the residents of Dog Chase and Barrack Cottages have been collected and of the responses, 12 were in favour that the lower end of Dog Chase is blocked off to traffic and 2 disagreed with the proposal. As only a majority is required a formal motion will be put forward at the next meeting.

**Action: AB**

**17/143 WETHERSFIELD VILLAGE HALL**

Cllr Mrs Newell has received the lease ready for signature. A copy will be scanned for circulation and approval by all councillors prior to being signed.

**Action: All**

Following some research, Cllr Burdge asked if the CIO would consider a potential opportunity to secure larger funding to carry out major improvements to the village hall. This could be achieved by increasing the precept over a set number of years, which would then allow monies to be borrowed from banking institutions against the precept income. Cllr Godley agreed to put this suggestion to the CIO.

**Action: NG**

**17/144 BROADBAND IN WETHERSFIELD**

Cllr Bowers reported that a new fibre enabled cabinet has arrived in Wethersfield. Despite numerous requests for up-to-date information, he has not been given a confirmed timescale.

**17/145 WETHERSFIELD COMMUNITY WEBSITE**

Cllr Burdge confirmed the new community website is live and a few minor adjustments have been made following feedback. A formal launch will be delayed until all stakeholders are comfortable updating the site.

New data protection rules come into force in May 2018 and the Parish Council need a data protection policy and disclaimer before collecting email addresses from parishioners. A draft policy was circulated for consideration.

Cllr Burdge confirmed administration support for the website can be received from: David Keats-Croft  
Email: [hello@dmkc.uk](mailto:hello@dmkc.uk)  
Website: <http://www.dmkc.uk/>

Cllr Burdge stated that all councillors should have separate, secure and confidential email addresses for all parish council business. He agreed to assist with setting this up.

**Action: RB**

Cllr Burdge has received a letter from the DFPFA questioning some decisions made with regard to the new website. Cllr Burdge has circulated a draft response and he requested approval, subject to a minor amendment, before sending it. Of the councillors present at the meeting, five gave their approval and one councillor (Cllr Godley) opposed sending it.

**17/146 FOOTPATH NEAR THE FIRE STATION IN WETHERSFIELD**

The Chairman agreed to clear this footpath which is overgrown.

**Action: JB**

**17/147 CLEARING VEGETATION COVERING BEAZLEY END SIGN**

Cllr Daniel expressed concern that the sign “disappears” in summer months as it is covered with vegetation. It was agreed that when a contractor is appointed in the spring to cut the verges, Beazley End must be included in the cutting route.

**Action: clerk**

**17/148 GULLY IN SLIP ROAD ALONGSIDE THE GREEN**

This blocked gully has been reported to Essex County Council and a response is still awaited.

**17/149 LEAVES IN THE VICINITY OF THE GREEN**

Cllrs Barker, Bowers and Godley agreed to form a working party to clear the leaves.

**Action: JB, AB, NG**

**17/150 LITTER PICKING IN BEAZLEY END**

Cllr Daniel asked if the litter picking route could be extended to include Beazley End and Codham every other month. The Chairman agreed to speak to the litter picker in the first instance and report back.

**Action: JB**

**17/151 SECTION 106 PUBLIC OPEN SPACE**

The clerk is to approach Braintree District Council to see if the replacement or refurbishment of two benches in Beazley End could be covered by S106 funds.

**Action: clerk**

**17/152 CHRISTMAS TREE LIGHT SWITCH ON**

The Chairman provided an update on this event which is taking place on Saturday, 2<sup>nd</sup> December. A tree has been sourced but advertising is important as Finchingfield and Shalford have events on the same day.

**17/153 EVENTS POLICY FOR USE OF THE GREEN**

This policy needs to be finalised. The requirement of a PRS Licence needs to be included and the finish time will be altered to 8.30pm. Once these adjustments have been made the policy will be re-issued for approval.

**Action JB/clerk**

**17/154 COMPLAINTS PROCEDURE, CODE OF CONDUCT AND STANDING ORDERS**

The Chairman has started amending this and it will be circulated prior to the next meeting.

**Action: JB/clerk**

**17/155 TREES IN WETHERSFIELD**

(i) Ownership of this tree has not been established. Cllr Bowers has contacted BT and confirmed they are aware of the problem. Cllr Godley has also raised enquiries with ECC and NPNW but so far has not had a response.

**Action: AB/NG**

(ii) Two quotes have been received and a formal motion to appoint Brambles, who provided the lower quote, will be put forward at the next meeting.

**Action: JB/clerk**

**17/156 PLANNING**

(i) **Update on applications listed in minutes dated 11<sup>th</sup> October 2017:**

17/00098/TPOCON	St Georges House, High Street, Wethersfield, CM7 4BY Application to carry out work on trees affected by the Conservation Area.	<b>PENDING CONSIDERATION</b> (No objection email sent to BDC on 10/04/17)
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17/00184/TPOCON	<b>1 Sims Cottage, Braintree Road, Wethersfield, CM7 4BX</b> To carry out work on trees affected by the Conservation Area.	<b>PENDING CONSIDERATION</b> (No objection email sent to BDC on 15/06/17)
17/02036/FUL & APP/Z1510/W/17/3176810	<b>Rear of 2 Upper Barn Cottages, Hedingham Road, Wethersfield, Essex</b> Proposed change of use of outbuilding to residential use including alterations and extension to existing building.	<b>DECISION AND OUTCOME: DISMISSED</b>
17/00257/TPOCON	<b>Woodland, Braintree Road, Wethersfield, Essex</b> Notice of intent to carry out works to trees in a Conservation Area.	<b>PENDING CONSIDERATION</b> (No objection email sent to BDC on 06/09/17)
17/00285/TPOCON	<b>1 Sims Cottage, Braintree Road, Wethersfield, CM7 4BX</b> Application to carry out work on trees affected by the Conservation Area.	<b>PENDING CONSIDERATION</b> (No objection email sent to BDC on 21/09/17)
17/01621/FUL	<b>Land South Of Silver Street, Wethersfield</b> Erection of 9 dwellings with associated access and landscaping.	<b>APPLICATION REFUSED</b>
17/01643/FUL	<b>17 Hereward Way, Wethersfield, CM7 4EG</b> Demolition of existing conservatory and proposed single storey extension.	<b>APPLICATION GRANTED</b>
17/01767/FUL	<b>The Farm Cottage, Braintree Road, Wethersfield CM7 4AQ</b> Erection of first floor rear extension, replacement of porch and erection of garaging and storage.	<b>APPLICATION GRANTED</b>
17/01781/FUL	<b>OS Field 5185 Land at Hedingham Road, Wethersfield, Essex</b> Erection of new agricultural barn for the purposes of storing grain, straw and other agricultural activities.	<b>PENDING CONSIDERATION</b> (No objection email sent to BDC on 30/10/2017)

(ii) **New applications received since the October meeting:**

17/01927/FUL	<b>The Old Brewery, Braintree Road, Wethersfield CM7 4BU</b> Extension into a basement, minor internal alterations and minor external alterations to the existing building and approved extensions.	<b>PENDING CONSIDERATION</b> (Comments to BDC required by 30/11/2017)
17/01968/PLC	<b>Wrights Farm, Hedingham Road, Wethersfield CM7 4EW</b> Application for a proposed lawful development certificate – erection of extensions.	<b>FOR INFORMATION ONLY – NO RESPONSE REQUIRED</b>
17/01983/LBC	<b>The Manse, The Green, Wethersfield CM7 4BS</b> Replacement front door.	<b>PENDING CONSIDERATION</b> (Comments to BDC required by 06/12/2017)

**Action to be taken on applications awaiting consideration:**

- **17/01927/FUL:** There were no objections to this application.
- **17/01983/LBC:** There were no objections to this application.

**Land South of Silver Street, Wethersfield:** Cllr Burdge agreed to draft a letter to BDC to request any future applications on this site should include affordable housing.

**Action: JB**

**17/157 GRANT APPLICATIONS/DONATIONS**

- (i) The motion to donate £20 to the Royal British Legion Poppy Appeal 2017 was agreed. The motion was proposed by Cllr Mrs Newell, seconded by Cllr Godley and carried unanimously.

It was agreed that formal representation from the Parish Council should be present at the 2018 Remembrance Service which will be taking place in Shalford.

- (ii) The motion to award a grant of £1,400 to Blackmore End Playing Field to cover the cost of grass cutting during 2017 was agreed. The motion was proposed by Cllr Burdge, seconded by Cllr Bowers and carried unanimously.

**17/158 FINANCE**

- (i) The following cheque payments were made:

Item No.	Cheque No.	Cheque Date	Payee	Description	Column1
1	102087	12/10/2017	Blackmore End Playing Field	Grant to cover the cost of grass cutting during 2017 as agreed at meeting held in November 2017 (minute no: 17/157(ii))	£1,400.00
2	102088	15/11/2017	Wethersfield Village Hall (CIO)	Invoice No: 031 relating to hire of hall for PC "surgery" held in September 2017	£20.00
3	102089	15/11/2017	Electric Websites	Fee for updates, hosting website and domain name	£239.50
4	102090	15/11/2017	Mrs A Lucas	Clerk's salary (47 hrs @ £9.74 per hour)	£457.78
5	102090	15/11/2017	Mrs A Lucas	Expenses (stamp and files)	£17.55
6	102091	15/11/2017	Mr E Butcher	Litter picking for October 2017	£95.00
7	102092	15/11/2017	The Royal British Legion	Donation to the 2017 Poppy Appeal as agreed at meeting held in November 2017 (minute no: 17/157(i))	£20.00
<b>TOTAL</b>					<b>£2,249.83</b>

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

- (ii) The Chairman presented a draft budget and requested comments as soon as possible. He reminded Members that the Localism Fund amounting to £1,181 ceases in 2019/20. The 2018/19 precept form needs to be completed, certified and returned to BDC by 29<sup>th</sup> January 2018.

**17/159 RESPONSIBLE FINANCIAL OFFICER**

The draft advert for this vacant position will be amended to include data protection before being circulated for approval.

**Action: JB/clerk**

**17/ 160 ITEMS FROM COUNCILLORS TO BE ADDED TO THE NEXT AGENDA**

Cllr Bowers will propose a formal motion regarding changes to Dog Chase to resolve traffic issues.

Councillors are asked to inform the clerk of any items by 2<sup>nd</sup> January 2018.

**NEXT MEETINGS OF THE PARISH COUNCIL:** The next meeting of Wethersfield Parish Council will be held at Wethersfield Village Hall on Wednesday, 10<sup>th</sup> January 2018 commencing at 7.30pm.

The Chairman thanked everybody for attending and declared the meeting closed at 10.00 pm.

Signed: .....  
Chairman

Date: .....