

# WETHERSFIELD PARISH COUNCIL

**MINUTES of the Parish Council Meeting held at Blackmore End Village Hall on Wednesday, 14<sup>th</sup> February 2018 commencing at 7.30pm.**

Present: Cllr J Barker (Chairman)  
Cllr A Bowers (Vice Chairman)  
Cllr K Daniel  
Cllr N Godley  
Cllr D Martin  
Cllr Mrs E Newell  
Cllr B Vincent

In Attendance: 8 Members of the Public  
Cllr P Schwier (Braintree District Council)  
Mrs A Lucas (Clerk)

## **17/184 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Butland (Essex County Council).  
Cllr Godley stated he would have to leave early.

## **17/ 185 DECLARATIONS OF INTEREST**

Cllrs Godley and Martin declared a non-pecuniary interest in items 17/190 and 17/194.

Cllr Mrs Newell declared a non-pecuniary interest in item 17/205(i)

## **17/186 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10<sup>th</sup> JANUARY 2018**

The minutes of the Parish Council meeting held on 10<sup>th</sup> January 2018 were approved. Cllr Vincent proposed the approval of the minutes; they were seconded by Cllr Mrs Newell, agreed by the Council unanimously and signed by the Chairman.

## **17/187 PUBLIC PARTICIPATION SESSION**

- The owners of the village shop and post office explained their personal situation and asked Members to consider carefully before making a decision on whether to make the shop and post office an Asset of Community Value. The Chairman stated the matter would be discussed later in the meeting.

- The owner of the Old Brewery asked if excess soil from forthcoming excavation works could be temporarily left on the small green opposite West Drive. Members agreed this was not an option and suggested alternative locations be sought. He also mentioned he may need some further advice on drains that are being uncovered.

## 17/188 **REPORT FROM THE CLERK**

The following update on matters arising, together with correspondence received.

### **Closing one end of Dog Chase to traffic**

A letter has been sent to Cllr Butland formally requesting that the High Street end of Dog Chase is closed to traffic. The next meeting of the Local Highways Panel is on 29<sup>th</sup> March 2018 and it is hoped this matter will be considered then.

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

A response is still awaited from Braintree District Council and a follow up email was sent by the clerk on 5<sup>th</sup> February.

### **Section 106: Beazley End – various items**

A response is still awaited from Braintree District Council and a follow up email was sent by the clerk on 5<sup>th</sup> February.

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

Cllr Butland is aware of concerns about this footpath and has confirmed he is actively investigating it.

### **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. These are still awaited.

### **Dislodged kerbstone on the corner of Lower Green Road and Syers Green, Blackmore End**

This has now been replaced.

### **Blocked Drain in Slip Road alongside The Green\***

This has still not been cleared by Essex Highways.

*\* Cllr Schwier suggested a drain and gully map could be compiled and sent to all authorities.*

### Correspondence Received:

- |       |   |
|-------|---|
| (i)   | A letter dated 14 <sup>th</sup> January has been received from BEARS (Basics Essex Accident Rescue Services) to bring awareness of their services and explaining they rely solely upon public donations. (Agenda Item 22) |
| (ii)  | A letter dated 27 <sup>th</sup> January has been received from St Mary Magdalene Church requesting that the Parish Council award a maintenance grant for 2018. (Agenda Item 22)   |
| (iii) | Details and a link have been put on the community website about a six week consultation on proposed changes to car parking charges at a number of Essex country parks.  |

**17/189 CO-OPTION**

There was one member of the public present to observe the meeting with a view to being co-opted. There are currently two vacancies on the Parish Council.

**17/190 WETHERSFIELD VILLAGE HALL**

The Chair of Wethersfield Village Hall CIO has prepared a Report for the Year Ending 31<sup>st</sup> December 2017 which was issued to each councillor. The Chair will attend the next meeting to answer any questions which should be submitted to the clerk in advance.

**17/191 WETHERSFIELD VILLAGE STORE AND POST OFFICE**

The motion to apply to Braintree District Council to make the Village Store and Post Office an Asset of Community Value was proposed by Cllr Godley.

After discussion this motion was deferred until the next meeting as further clarification is required.

*\*\*As Cllr Godley had to leave the meeting, minute numbers 17/194 and 17/204(i) were brought forward.*

**17/192 DOG FOULING IN WETHERSFIELD**

Cllr Martin expressed concern about dog fouling on the pavements. A link to BDC's "report a dog fouling offender" is now on the website. Cllr Daniel suggested adding a reminder to all residents when the website launch letter drop is undertaken and it was agreed this was an excellent idea.

**17/193 PARKING IN SYERS FIELD, BLACKMORE END**

Cllr Vincent explained the difficulty some residents living in Syers Field are experiencing with the lack of parking and suggested a solution could be extending the lay-by. This recommendation will be put forward to the LHP for consideration.

**Action BV/clerk**

**17/194\*\* WETHERSFIELD VILLAGE HALL CLUB SIGN ON BUS SHELTER**

The motion to grant Wethersfield Village Hall Club permission to erect a sign on the back wall of the bus shelter was approved. The motion was proposed by Cllr Godley, seconded by Cllr Daniel and carried unanimously.

**17/195 WETHERSFIELD COMMUNITY WEBSITE**

- (i) The Chairman has received assurances that the requested updates will be made to the community website in the next week. Confirmation from BDC has also been received that the cost of printing a flyer to be sent to all residents will be covered by the remaining money which was received in 2015 from the Community Led Plan. Mr R Burdge has agreed to prepare a draft flyer.
- (ii) A prospective volunteer website administrator has been approached and is interested in taking over the role. It is anticipated it will take about ½ an hour a month and Mr Burdge has offered to provide training.
- (iii) The new administrator will be asked to draw up a set of rules and regulations to be agreed by all users of the community website.

**17/196 DATA PROTECTION POLICY**

Following an update received from EALC advising Councils not to make decisions before full information is available, it was agreed not to do anything further at the current time.

**17/197 INTRODUCTION OF 30mph SPEED LIMIT IN BEAZLEY END AND CODHAM**

Cllr Daniel reported that following a meeting with the LHP, Essex Highways are not prepared to introduce a 30mph speed limit where requested, but may consider it in a smaller, revised area where there is a higher density of housing. They are supportive of erecting “village gates” which would have to be funded by the Parish Council. He also reported that Codham Mill Lane is being considered for Quiet Lane status.

**17/198 EXTENSION OF 30mph SPEED LIMIT IN BLACKMORE END**

Cllr Vincent reported that following a meeting with the LHP, Essex Highways will not agree to extending the speed limit as there is not the required density of housing. Again, “village gates” would be supported.

**17/199 TREES IN WETHERSFIELD**

The Chairman will ask “Brambles” to give advice on dealing with the tree outside The Old Coach House when they attend to the trees on the village green.

**17/200 COMPLAINTS PROCEDURE, CODE OF CONDUCT AND STANDING ORDERS**

The Chairman is still working on this and hopes to have a draft ready for circulation next month.

**17/201 POLICY FOR EVENTS ON THE GREEN**

A final version has now been produced and circulated. The only outstanding matter is to check if the Council's insurance covers third party events. Once this is established, a copy of the policy will be sent to the resident who is organising an event in April. This item will now be removed from the agenda.

**Action: clerk**

**17/202 PLANNING****(i) Update on applications listed in minutes dated 10<sup>th</sup> January 2018:**

<b>17/01983/LBC</b>	<b>The Manse, The Green, Wethersfield CM7 4BS</b> Replacement front door.	<b>APPLICATION GRANTED</b>
<b>17/02055/FUL</b>	<b>Lower Green Farm (formerly Old Timbers), Lower Green Road, Blackmore End, Wethersfield CM7 4DU</b> Equestrian facilities for domestic enjoyment - Erection of 3no. stables, feed, rest and storage area, minor landscaping works and construction of ménage for domestic use.	<b>APPLICATION GRANTED</b>
<b>17/01942/LBC</b>	<b>Lower Green Farm (formerly Old Timbers), Lower Green Road, Blackmore End, Wethersfield CM7 4DU</b> To remove modern emulsion paint and wood stain from wooden beams to control infestation and restore to original wood.	<b>APPLICATION GRANTED</b>
<b>17/01908/FUL</b>	<b>Land Rear Of Fir Cottage, Braintree Road Wethersfield, CM7 4AG</b> Excavation works to create a parking area dug out of wooded area to rear of Fir Cottage.	<b>PENDING CONSIDERATION</b> (No objection email sent to BDC on 22/12/2017)
<b>Planning Inspectorate Ref: APP/Z1510/W/17/3189866</b>	<b>Land South of Silver Street, Wethersfield, Essex</b> Erection of 9 dwellings with associated access and landscaping.	<b>AN APPEAL HAS BEEN MADE TO THE SECRETARY OF STATE.</b> (A letter of objection was sent on 12/01/18)
<b>17/02253/FUL</b>	<b>Land South of Silver Street, Wethersfield Essex</b> Erection of 9 dwellings with associated access and landscaping.	<b>PENDING CONSIDERATION</b> (A letter of objection was sent to BDC on 18/01/18)
<b>18/00058/FUL</b>	<b>RSPCA Danaher Animal Home, Toppesfield Road, Wethersfield, CM7 4EQ</b> Conversion of the old rabbit house/store to office/reception together with a single storey side extension to provide 2 dog kennels for overnight accommodation/holding, and the conversion of the detached aviary building to provide 3 dog kennels with covered runs to the rear.	<b>PENDING CONSIDERATION</b> (No objection email sent to BDC on 22/01/18)

<b>18/00104/PLD</b>	<b>Wrights Farm Hedingham Road, Wethersfield, CM74EW</b> Application for a proposed lawful development certificate - Erection of extensions.	<b>FOR INFORMATION ONLY</b>
<b>18/00041/LBC</b>	<b>Mansard, Braintree Road, Wethersfield, CM7 4AQ</b> Replace 2 no. existing timber windows and frames to bedrooms on front elevation with new timber windows and frames all to match existing.	<b>PENDING CONSIDERATION</b> (No objection email sent to BDC on 12/02/18)

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

There were no applications which required consideration.

**17/ 203 PERSONNEL MATTERS**

- (i) Responsible Financial Officer: A prospective candidate has been identified but is yet to formally apply.
- (ii) Data Protection Officer: This appointment will be put on hold until further information is received from NALC.

**17/204 FINANCE**

- (i)\*\* The motion to settle the invoices from Cooper and Broome (Contracts) Ltd for necessary repairs to the boiler installation at the Wethersfield Village Hall and Wethersfield Village Hall Club in the sum of £1016.37 plus VAT of £203.27 making a total of £1219.64 was agreed. The motion was proposed by Cllr Godley, seconded by Cllr Bowers and agreed.

Cllr Vincent suggested a protocol should be established to approve emergency expenditure such as this when it arises between meetings.

- (ii) The motion to include in the 2018/19 budget an additional £1,500 to be used as match funding in support of a grant applications for a new village sign for Beazley End was proposed by Cllr Daniel.

The motion was deferred until the next meeting pending the receipt of more detailed information on the design and location of the proposed sign.

- (iii) The following cheque payments were made:

1	102101	21/01/2018	Holmes & Hills LLP	Final bill for work in connection with Wethersfield Village Hall Lease	£420.00
2	102102	14/02/2018	EALC	Data Protection Regulation Briefing on 25th January 2018 (Delegate: Cllr K Daniel)	£45.00
3	102102	14/02/2018	EALC	Data Protection Regulation Briefing on 25th January 2018 (Delegate: Clerk)	£45.00
4	102103	14/02/2018	Wethersfield Village Hall (CIO)	Hire of hall for meetings in April, May, July, Oct 2018 and Jan 2019	£100.00
5	102014	14/02/2018	Mr E Butcher	Litter picking for January 2018	£95.00
6	102015	14/02/2018	Mrs A Lucas	Clerk's salary (50 hrs @ £10 per hour)	£500.00
7	102015	14/02/2018	Mrs A Lucas	Expenses (mileage and parking to EALC for Data Protection Briefing on 25/01/18)	£11.90
8	102016	14/02/2018	Cooper & Brome (Contracts) Ltd	Call out for boiler repairs at Wethersfield Village Hall	£1,219.66
<b>TOTAL</b>					<b>£2,436.56</b>

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

**17/205 GRANTS/DONATIONS**

- (i) The Parish Council is unable to award a grant to St Mary Magdalene Church. This decision has been reached following receipt of a legal update, dated January 2018, received from NALC which advises Parish Council's not to give financial assistance to churches or other religious bodies. This clerk is to advise the Treasurer of Wethersfield PCC.  
**Action: clerk**
- (ii) The decision on whether to give a donation to BEARS will be discussed at the next meeting when donations to other organisations will be considered at the same time.

**17/206 PARISH COUNCIL ASSETS**

This schedule will be amended and re-issued.

**17/207 LOCAL SERVICES FUND**

Cllr Daniel made Members aware that up to £15,000 is available from the Local Service Fund over three years for new projects. Cllr Schwier suggested consideration could be given to hiring a handyman (eg for footpath maintenance) to be shared by neighbouring parishes.

**17/208 ITEMS FROM COUNCILLORS TO BE ADDED TO THE NEXT AGENDA**

Cllr Martin requested that potholes are discussed at the next meeting.

*Councillors are asked to inform the clerk of any items by 6<sup>th</sup> March 2018.*

**NEXT MEETINGS OF THE PARISH COUNCIL:** The next meeting of Wethersfield Parish Council will be held at Blackmore End Village Hall on Wednesday, 14<sup>th</sup> March 2018 commencing at 7.30pm.

The Chairman thanked everybody for attending and declared the meeting closed at 9.55 pm.

Signed: .....  
Chairman

Date: .....