

WETHERSFIELD PARISH COUNCIL

MINUTES of the Parish Council Meeting held at Wethersfield Village Hall on Wednesday, 11th April 2018 following the Annual Parish Meeting.

Present: Cllr J Barker (Chairman)
Cllr A Bowers (Vice Chairman)
Cllr N Godley
Cllr D Martin
Cllr Mrs E Newell
Cllr B Vincent
Mrs A Lucas (Clerk to the Council)

In Attendance: Cllr G Butland (Essex County Council)
Cllr P Tattersley (Braintree District Council)
5 Members of the Public

01/18-19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr K Daniel and for lateness from Cllr P Schwier (Braintree District Council).

02/18-19 DECLARATIONS OF INTEREST

Cllr Godley and Cllr Martin declared a non-pecuniary interest in Wethersfield Village Hall (Minute ref: 13/18-19 (i) and (ii)).

Cllr Vincent declared a non-pecuniary interest in Blackmore End Village Hall (Minute ref: 14/18-19).

03/18-19 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14th MARCH 2018

Cllr Bowers proposed the approval of the minutes of the meeting held on 14th March 2018. They were seconded by Cllr Mrs Newell, agreed by the Council as a correct record and signed by the Chairman.

04/18-19 AN UPDATE FROM THE CHAIRMAN RELATING TO ISSUES RAISED IN THE PUBLIC PARTICIPATION SESSION AT THE MEETING IN MARCH

An item has been on past agendas to review the Standing Orders, Code of Conduct and Complaints Procedures. A subcommittee has been formed to carry out this exercise and, once completed, will be reviewed by Joy Darby, Chief Executive Officer at EALC before a motion is put forward to Full Council for approval. The progress on this will be further updated under minute reference 18/18-19.

The Chairman has received a complaint from a member of the public which was duly read out together with a draft response. It was proposed by the Chairman that this response should be sent and this was seconded by Cllr Bowers. A vote was taken and all were in favour.

05/18-19 PUBLIC PARTICIPATION SESSION

A member of the public raised an issue relating to a lapsed planning permission. The District Councillor agreed to discuss the situation and the Council would offer some support.

06/18-19 REPORT FROM THE CLERK

The following update on matters arising, together with correspondence received was approved:

Closing one end of Dog Chase to traffic

An officer from the LHP has been in contact with the clerk and said she has requested that a speed survey is undertaken shortly. She also said if closure of the High Street end of Dog Chase were to happen it would not be before 2019/20.

Section 106: Blackmore End Playing Field access improvements and Section 106: Beazley End – various items

There is nothing further to report.

Footpath from Nortofts Farm to Petches Bridge junction

Some work has been done and this path can now be walked along with care.

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.

Blocked Drain in Slip Road alongside The Green

This has still not been cleared by Essex Highways.

Parking Problems in Syers Field, Blackmore End

Cllr Vincent's report has been sent to the Local Highways Panel and copied to Cllr Butland.

Manhole Cover in West Drive

The broken manhole cover has been photographed and reported to Essex Highways. The reference number is 2563337.

Update on Planning Applications Listed in the Minutes dated 14th March 2018:

1. **Planning Inspectorate Ref: APP/Z1510/W/17/3189866**
Land South of Silver Street, Wethersfield, Essex
 Erection of 9 dwellings with associated access and landscaping.
APPEAL DISMISSED
2. **17/02253/FUL**
Land South of Silver Street, Wethersfield Essex
 Erection of 9 dwellings with associated access and landscaping.
PENDING CONSIDERATION

- 3. 18/00058/FUL**
RSPCA Danaher Animal Home, Toppesfield Road, Wethersfield, CM7 4EQ
 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.
APPLICATION GRANTED
- 4. 18/00041/LBC**
Mansard, Braintree Road, Wethersfield, CM7 4AQ
 Replace 2 no. existing timber windows and frames to bedrooms on front elevation with new timber windows and frames all to match existing.
APPLICATION GRANTED
- 5. 18/00337/FUL**
Brook Farm, Braintree Road, Wethersfield, CM7 4BX
 Demolition of existing barn and erection of new barn for the storage of agricultural machinery.
PENDING CONSIDERATION
- 6. 18/00392/FUL**
Hyde Farm, Gosfield Road, Wethersfield CM7 4DR
 Proposed barn conversion.
PENDING CONSIDERATION
- 7. 18/00542/HHPA**
Upper Wrights Farm Hedingham Road Wethersfield Essex CM7 4EW
 Erection of single storey rear extension. Extension will extend beyond rear wall of the original house by 4.739m & 5.191m with a maximum height of 4.000m and max 2.768m to the eaves of the extension.
FOR INFORMATION ONLY – NO COMMENTS REQUIRED

Correspondence Received:

- (i) Details of new off-street car parking charges for Braintree & Witham have been received and are on the website.
- (ii) A letter from the Chairman of EALC enclosing the County Update and details of the 2018/19 affiliation fee has been received and circulated.
- (iii) Notification of upcoming highway works can be accessed by subscribing to: Area6Comms@osborne.co.uk. Details are on the website.
- (iv) Details of the Annual Governance and Accountability Returns have been received from PKF Littlejohn. These must be completed by Monday, 11th June.
- (v) Independent Advisory Groups for Essex Police are being held on 20th and 30th April at Causeway House, Braintree. Details are on the website.
- (vi) An agenda for Braintree & Witham Fundraisers' Network Group meeting to be held on Tuesday 17th April 2018 is on the website.

07/18-19 **CO-OPTION**

- (i) The motion to adopt the co-option policy (Appendix II) dated 11th April 2018 was proposed by Cllr Barker seconded by Cllr Vincent and agreed unanimously.
- (ii) The dates when the co-option notices and advertisements were placed on the website and notice boards were verified and confirmed as correct.
- (iii) Co-option: There were two vacancies and three applicants.

Following a vote for the first vacancy, Mr Mark Taylor was co-opted onto the Parish Council by 4 votes to 2.

IT WAS RESOLVED that Mr Mark Taylor be co-opted onto the Parish Council.

Following a vote on the second vacancy, Mr Mark Buchan was co-opted onto the Parish Council unanimously.

IT WAS RESOLVED that Mr Mark Buchan be co-opted onto the Parish Council.

Mr Buchan signed the Declaration of Acceptance of Office and was welcomed to the Council by the Chairman.

08/18-19 **PLANNING**

- (i) There were no planning applications requiring consideration.
- (ii) Keepers Cottage, Poor Park, Wethersfield: Following the discussion in the public participation session, the Chairman reiterated the Council's support for the residents.

09/18-19 **DIVERSION OF FOOTPATHS 36 and 28**

It was agreed that the proposed diversion appeared sensible and Members unanimously agreed to support it.

Action: clerk

10/18-19 **FINANCE**

- (i) It was unanimously agreed to defer the motion proposed by Cllr Daniel at the February meeting until the meeting in May.

(iii) The following cheque payments were made:

Item No.	Cheque No.	Cheque Date	Payee	Description	Column1
1	102111	11/04/2018	EALC	Ten copies of the latest edition of "Good Councillor Guide" (2017)	£39.90
2	102111	11/04/2018	EALC	One copy of "Local Councils Explained" (discounted by EALC)	£20.00
3	102111	11/04/2018	EALC	2018/2019 affiliation fees to EALC and NALC	£352.80
4	102112	11/04/2018	E.ON	Footway lighting	£148.66
5	102113	11/04/2018	Mr E Butcher	Litter picking (for March 2018)	£95.00
6	102114	11/04/2018	Mrs C Tillbrook (Village Store)	Contribution to cost of electricity to defibrillator	£35.00
7	102115	11/04/2018	EALC	Advanced Councillor Training Day 1 on 24th April 2018 (Delegate: Cllr Keith Daniel)	£85.00
8	102116	11/04/2018	Mrs A Lucas	Clerk's salary (54 hrs @ £10 per hour)	£540.00
TOTAL					£1,316.36

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

- (iv) The motion to approve C W Lowe & Son Ltd's quotation dated 2nd March 2018 for grass verge trimming was proposed by Cllr Barker, seconded by Cllr Martin and approved unanimously.
- (v) It was agreed to renew the Street Cleaning Agreement with Braintree District Council for a further 12 months.
- (vi) Approval of Emergency Expenditure: Cllr Godley agreed to draft a protocol.
Action: NG

11/18-19 GRANTS/DONATIONS

It was agreed to donate £200 to BEARS. This will be the subject of a motion at the meeting in May.

12/18-19 RESPONSIBLE FINANCIAL OFFICER

The Chairman is currently Acting Responsible Financial Officer but is no longer a signatory on cheques.

The position will be re-advertised.
Action: clerk

13/18-19 WETHERSFIELD VILLAGE HALL

- (i) An EPC certificate will be obtained for the village hall when improvement works have been completed in September 2018.
- (ii) There were no questions for the Chair of Wethersfield Village Hall CIO.

14/18-19 BLACKMORE END VILLAGE HALL

The clerk is to see if there is an EPC certificate for the rented house attached to the village hall.
Action: clerk

15/18-19 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 seconded by Cllr Vincent and agreed by the Council.

Action: clerk

It was noted that the defibrillator will need to be relocated once the shop has closed. Cllr Godley suggested it is moved to the outside wall of Wethersfield village hall.

Action: JB

16/18-19 WETHERSFIELD COMMUNITY WEBSITE

(i) Approval of the flyer is being deferred until the meeting in May. The Chairman is going to reconfirm it complies with Data Protection Regulations.

Action: JB

(ii) A new webmaster has come forward and all passwords will be transferred to him in the forthcoming week.

17/18-19 DATA PROTECTION POLICY

(i) The Chairman updated members on the latest GDPR requirements.

(ii) Although a Data Protection Officer will need to be employed, EALC has advised that various DPO training courses will be available very soon where a pool of officers may become available to be shared between councils.

18/18-19 COMPLAINTS PROCEDURE, CODE OF CONDUCT AND STANDING ORDERS

Cllr Vincent confirmed a working party has started updating the Standing Orders. They will be checked by EALC before being brought before the Parish Council for adoption.

19/18-19 PARKING ON VERGE IN BEAZLEY END

The wording of a notice to put on cars parked on the grassed area in Beazley End was approved.

20/18-19 POTHoles

Following a lengthy discussion on potholes at the Annual Parish Meeting this was not discussed further.

21/18-19 VEHICLES SPEEDING THROUGH WETHERSFIELD

Moving the speed sign and investigating setting up a speed watch group were discussed. This will be looked into further and reported back at the next meeting.

Action: BV

22/18-19 ITEMS FROM COUNCILLORS TO BE ADDED TO THE NEXT AGENDA

Councillors are asked to inform the clerk of any items by 1st May 2018.

NEXT MEETINGS OF THE PARISH COUNCIL: The next meeting of Wethersfield Parish Council will be the Annual Meeting of the Council to be held at Wethersfield Village Hall on Wednesday, 9th May 2018 commencing at 7.30pm.

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

Signed:
Chairman

Date: