

# WETHERSFIELD PARISH COUNCIL

**MINUTES of the Parish Council meeting held at Blackmore End Village Hall on Wednesday, 13<sup>th</sup> June 2018 commencing at 7.30pm.**

Present: Cllr B Vincent (Chairman)  
Cllr A Bowers (Vice Chairman)  
Cllr J Barker  
Cllr M Buchan  
Cllr K Daniel  
Cllr N Godley  
Cllr D Martin  
Cllr M Taylor

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

## **48/18-19 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr G Butland (Essex County Council), Cllr P Tattersley (Braintree District Council) and Mrs A Lucas (Clerk to the Parish Council) and accepted.

## **49/18-19 DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr Godley and Cllr Martin declared a non-pecuniary interest in Wethersfield Village Hall (minute reference 61/18-19).

## **50/18-19 MINUTES OF THE MEETINGS HELD ON 9<sup>th</sup> MAY 2018**

Cllr Daniel proposed the approval of the minutes of the meeting held on 9<sup>th</sup> May 2018. They were seconded by Cllr Buchan, agreed by the Council as a correct record and signed by the Chairman.

## **51/18-19 PUBLIC PARTICIPATION SESSION**

- The Chair of Wethersfield Village Hall CIO suggested it may be better to relocate the defibrillator to the Pavilion rather than the Wethersfield Village Hall.
- An update was received from the newly formed CROWS (Community Redevelopment of Wethersfield Community Shop). Members were informed that Wethersfield Village Hall appeared to be the most viable location but further discussions would be required with BDC. The Plunkett Foundation has been approached and a grant from The Prince's Countryside Fund has been applied for. Links have also been established with other community shops.

- A Dog Chase resident confirmed yet another counter has been installed to establish if cars are travelling in the wrong direction and speeding.
- A Beazley End resident explained the history of the area and supported the request for monies towards a village sign for Beazley End and Codham.

## 52/18-19 **REPORT FROM THE CLERK**

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

### **Codham Mill Lane: Quiet Lane Status**

This has now been through the validation process which has indicated that the average daily volume of traffic is too high to consider a Quiet Lane at this location. The Highway Practice Note for Quiet Lanes states that there has to be less than 1000 vehicles using the lane a day and the speed and volume survey results for Codham Mill Lane show that the average amount of vehicles that use the lane exceeds this at 1113.

Cllr Daniel reported that the traffic survey had been carried out when Bovingdon Road was closed for roadworks and therefore the traffic volume through Codham Mill Lane which was part of the diversion route was artificially high. A letter will be sent requesting that the traffic survey be repeated now that Bovingdon Road has reopened.

The Chairman reported that a letter had been sent to Essex Highways regarding the closure of Codham Mill Lane for 'patching' work during the w/c 25th June recommending that the diversion route that had been published was unsuitable and would lead to traffic problems through Oak Hill and Gosfield Road.

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

Confirmation has been received from BDC that contractors can now be appointed to start on this project.

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

There is nothing further to report. *A further letter will be sent.*

### **Parking Problems in Syers Field, Blackmore End**

The Local Highways Panel Request was submitted to BDC on 17<sup>th</sup> April. This will now go through the formal validation process and a response is awaited.

### **Stile on Footpath 36**

The damaged stile has been reported to Essex Highways and can be tracked with reference number: 2566761. It is currently awaiting inspection.

### **Informal Public Meeting held on 17<sup>th</sup> May 2018 to discuss the loss of the Shop and Post Office in Wethersfield**

A meeting was held in the village hall and was attended by approximately 120 residents. Brief notes from the meeting can be found on the community website. A committee of volunteers has been formed to look into creating a community shop.

**Community Agents (formerly Village Agents)**

This service which supports older people and their carers to find and implement independent living solutions was highlighted in the public participation session of the May meeting. A link has now been put on the community website.

**Update on Planning Applications Listed in the Minutes dated 9<sup>th</sup> May 2018:**

1. **18/00392/FUL: Hyde Farm, Gosfield Road, Wethersfield CM7 4DR**  
Proposed barn conversion  
**PENDING CONSIDERATION**
2. **18/00618/FUL: 13 Meadside Wethersfield, CM7 4BN**  
Amendments to approved garage (application reference 17/00486/FUL) including the addition of first floor studio with north-facing dormer window and other associated alterations.  
**APPLICATION GRANTED**
3. **18/00726/FUL: Sandhills House, Braintree Road, Wethersfield, CM7 4AG**  
Erection of a single storey rear extension.  
**PENDING CONSIDERATION**
4. **18/00742/FUL: Little Thatch Brick Kiln Green Blackmore End Essex CM7 4DT**  
Erection of replacement garage and improvements to existing access and bridge.  
**PENDING CONSIDERATION**
5. **18/00783/FUL: Mission Cottage, Blackmore End, Wethersfield, CM7 4DD**  
Erection of single storey rear extension to enlarge kitchen and provide utility. Repositioning of existing kitchen window in new extension. Repositioning existing side door in new extension. Infill existing site door opening.  
**PENDING CONSIDERATION**
6. **18/00762/FUL: Land Adjacent to 39 Saffron Gardens Wethersfield, Essex**  
Erection of 1no. 2 bedroom dwelling.  
**PENDING CONSIDERATION**
7. **18/00840/COUPA: Post Office, Silver Street, Wethersfield, CM7 4BP**  
Notification for prior approval for a proposed change of use of a building.  
**FOR INFORMATION ONLY**

## Correspondence Received:

- (i) A letter has been received from BEARS (Basics Essex Accident Rescue Service) thanking the Parish Council for the recent donation of £200.
- (ii) A request to complete the 2018 National Rural Crime Survey 2018 has been received. A link to the survey is on the website.

- (iii) An email from Essex Highways dated 14<sup>th</sup> May has confirmed Gosfield Road is an historic highway and maintainable at public expense. It is a through road and should be available for public use.
- (iv) An introductory letter dated 29<sup>th</sup> May has been received from the newly formed CROWS (Community Redevelopment of Wethersfield's Shop).

### **53/18-19**      **CO-OPTION**

One application has been received so far and co-option will take place at the meeting in July.

### **54/18-19**      **REPORT FROM THE DISTRICT COUNCILLOR**

The District Councillor highlighted the following matters of local interest:

- Fibre optic cables are currently being installed throughout the local area by Gigaclear Limited.
- “Option D” has been chosen as the route to link the A120 with the A12.
- Taxi cabs in Braintree now have CCTV installed.
- Cllr Schwier suggested Wethersfield Parish Council should consider purchasing refurbished iPads for councillors to use solely for parish council business.

### **55/18-19**      **PLANNING**

(i)      **18/00870/VAR: Fairy Farm, Toppesfield Road, Wethersfield, CM7 4EP**

Application for a variation of Condition 8 of planning permission 10/01693/FUL - To allow the retention of an existing dwelling for non-residential agricultural use.

**NO OBJECTION**

(ii)      **18/00118/TPOCON: Hillfoot House, Braintree Road, Wethersfield, CM7 4BU**

Notice of intent to carry out works to tree in a Conservation Area - Fell hazel tree because of low amenity value. Replant in same place with specimen tree to be consistent with existing laurel and apple trees and maintain a wooded area in centre of garden.

**NO OBJECTION**

(iii)      **18/00922/VAR: Parsonage Farmhouse, Hedingham Road, Wethersfield, CM7 4EQ**

Application for a variation of Condition 2 of planning permission 16/00051/FUL - Replacement of drawing showing size and roof profile of unit to provide DDA access.

**NO OBJECTION**

*Note:*

*The Chairman is trying to establish with BDC whether the Parish Council can comment on 18/00840/COUPA.*

*The Chairman agreed to look into whether any other premises in the parish should be made an ACV.*

## **56/18-19 FINANCE**

- (i) The motion to include in the 2018/19 budget an additional £800 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, seconded by Cllr Taylor and was approved unanimously.

- (ii) The following cheque payments were made:

Item No.	Cheque No.	Cheque Date	Payee	Description	Amount
1	102123	13/06/2018	EALC	Chairman's Day 1 Training on 23rd 2018 (Delegate: Cllr Barry Vincent)	£85.00
2	102014	13/06/2018	Mr E Butcher	Litter picking for May 2018	£95.00
3	102015	13/06/2018	Mrs A Lucas	Clerk's salary (50½ hrs @ £10.30 per hour)	£520.15
4	102015	13/06/2018	Mrs A Lucas	Expenses: Mileage to BDC and stamps	£19.77
5	102016	13/06/2018	EALC	Chairman's Day 2 Training on 19th June 2018 (Delegate: Cllr Barry Vincent)	£85.00
<b>TOTAL</b>					<b>£804.92</b>

Payment of the invoices was proposed by Cllr Godley, seconded by Cllr Bowers and approved unanimously.

### ***ADDENDUM ITEM:***

- (iii) *The motion to approve payment of £240 to the Community Redevelopment of Wethersfield Shop (CROWS) for its registration with the Plunkett Foundation was proposed by Cllr Vincent, seconded by Cllr Taylor and approved unanimously.*

## **57/18-19 RESPONSIBLE FINANCIAL OFFICER**

An application has now been received for this position. Cllr Barker is meeting the applicant who seems ideal and will report further at the next meeting.

**Action: JB**

## **58/18-19 WETHERSFIELD COMMUNITY WEBSITE**

- (i) The new webmaster was unable to attend the meeting but has sent some questions/queries. The Chairman agreed to investigate.  
**Action: BV**
- (ii) The motion to approve the flyer to be distributed to all homes in the parish informing them about the new community website and inviting them to subscribe to a newsletter was deferred.  
**Action: JB**

## **59/18-19 CLOSING THE HIGH STREET END OF DOG CHASE**

ECC meet quarterly but seem to have misunderstood the Parish Council's requirements. Despite the installation of a speed survey to obtain data, cars continue to travel along Dog Chase the wrong way. It would appear that

funding from ECC is not currently available to block off the road. Cllr Bower's agreed to investigate further.

**Action: AB**

**60/18-19**      **MOVING THE DEFIBRILLATOR**

Although the defibrillator can be located outside any building, it was unanimously agreed to relocate it outside Wethersfield Village Hall rather than the Pavilion as it needs to be as centrally located as possible.

The CIO will advise when the electrician is available to transfer the defibrillator.

**Action: JB**

**61/18-19**      **WETHERSFIELD VILLAGE HALL**

The requests made by the CIO for the outside of the building will be discussed further once the potential development of the community shop has been finalised.

**Action: NG**

**62/18-19**      **DATA PROTECTION POLICY**

The clerk at Canewdon and Ashingdon Parish Councils has kindly provided documents relating to GDPR. Cllr Daniel agreed to review these and report back at the meeting in July.

**Action: KD**

**63/18-19**      **COMPLAINTS PROCEDURE, CODE OF CONDUCT AND STANDING ORDERS**

It is hoped the final draft will be available at the July meeting although it will still have to be reviewed and approved by EALC.

**64/18-19**      **VEHICLES SPEEDING THROUGH WETHERSFIELD**

It has been established that the equipment is owned by Essex Police. Further investigation is required.

**Action: NG**

**65/18-19**      **RELOCATION OF LAURA'S BENCH**

Cllr Bowers agreed to have a discussion with the family to establish their preferred location.

**Action: AB**

**66/18-19**      **ALTERNATIVE DIVERSION ROUTE FOR THE 5 DAY  
TEMPORARY CLOSURE OF CODHAM MILL LANE  
COMMENCING ON 25<sup>th</sup> JUNE 2018**

A suggested alternative route has been provided by the Parish Council and this is currently being considered by Essex Highways.

**67/18-19**      **ITEMS FROM COUNCILLORS TO BE ADDED TO THE NEXT  
AGENDA**

Planning issues relating to the proposed community shop to include reviewing the Deed of Trust to confirm the use of Wethersfield Village Hall is possible before proceeding with any planning discussions with BDC.

*Councillors are asked to inform the clerk of any items by 3<sup>rd</sup> July 2018.*

**NEXT MEETINGS OF THE PARISH COUNCIL:** The next meeting of Wethersfield Parish Council will be held at Wethersfield Village Hall on Wednesday, 11<sup>th</sup> July 2018 commencing at 7.30pm.

The Chairman thanked everybody for attending and declared the meeting closed at 9.40 pm.

Signed: .....  
Chairman

Date: .....

