

# WETHERSFIELD PARISH COUNCIL

**MINUTES of the Parish Council meeting held at Wethersfield Village Hall on Wednesday, 11<sup>th</sup> July 2018 commencing at 7.30pm.**

Present: Cllr B Vincent (Chairman)  
Cllr J Barker  
Cllr M Buchan  
Cllr K Daniel  
Cllr N Godley  
Cllr D Martin  
Cllr M Taylor  
Mrs A Lucas (Clerk to the Council)

In Attendance: 6 Members of the Public

## **68/18-19 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Butland (Essex County Council) and Cllr Bowers and accepted.

## **69/18-19 DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr Godley and Cllr Martin declared a non-pecuniary interest in Wethersfield Village Hall (minute reference 78/18-19).

## **70/18-19 MINUTES OF THE MEETINGS HELD ON 13<sup>th</sup> JUNE 2018**

Cllr Taylor proposed the approval of the minutes of the meeting held on 13<sup>th</sup> June 2018. They were seconded by Cllr Barker, agreed by the Council as a correct record and signed by the Chairman.

## **71/18-19 PUBLIC PARTICIPATION SESSION**

- A member of the CROWS (Community Redevelopment of Wethersfield Shop) committee updated the meeting as follows:
  - (i) The village hall remains the most viable option for a shop.
  - (ii) Initial quotes for building works and being sought and informal advice from an architect has been given.
  - (iii) CROWS request a grant of £400 from the Parish Council to hold a pre-application meeting with BDC.
  - (iv) A meeting between CROWS and the Plunkett Foundation is taking place on 18<sup>th</sup> July.
  - (v) It is planned to provide regular newsletter to residents to keep them informed.
  
- The developer for the approved site South of Silver Street addressed the meeting.

- (i) He enquired if there would be support from the Parish Council for submitting a new planning application which would be for 20 smaller units on the development site. He agreed to produce a plan and the Parish Council will then hold an Open Meeting to seek the views of residents.
- (ii) The verge owned by Essex Highways will have to be cleared of cars in advance of and during construction.
- (iii) The development will be known as Field View.

72/18-19

## **REPORT FROM THE CLERK**

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

### **Asset of Community Value: Wethersfield Shop and Post Office Premises**

A Decision Notice was received from Braintree District Council on 26<sup>th</sup> June confirming the former Wethersfield Shop and Post Office premises has been listed on the register as an Asset of Community Value.

### **Closing one end of Dog Chase, Wethersfield**

Following a request from Cllr Bowers, the results from the latest Essex Highways' survey have been received. A summary is as follows:

*"It shows that only 6 vehicles travelled the incorrect way along Dog Chase therefore we would not look to install a bollard at the High Street end as there is a possibility that it may be residents doing this. Also vehicles travelling the wrong way along a one way road would be an enforcement issue that should be raised with Essex Police".*

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

Cllr Daniel sent a letter to Essex Highways requesting another survey to be undertaken now that Bovingdon Road has reopened which should give a more realistic indication of the number of vehicles using the lane. A response is awaited.

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

A further email was sent to Cllr Butland on 2<sup>nd</sup> July and has been acknowledged.

### **Relocation of Laura's Bench**

Cllr Bowers contacted Laura's family who said they would like the bench to be relocated to the playing field. The Chairman of the DFPFA agreed to this and the bench has now been moved. The Chairman thanked Cllr Bowers for managing the relocation sensitively.

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

The scheme is still in the validation phase and a response from the Local Highways Panel 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 still waiting inspection.

**Alternative Diversion Route for the 5 Day Temporary Closure of Codham Mill Lane**

Following a request from the Parish Council, Essex County Council agreed to change the diversion route.

**Beazley End Sign**

A £500 grant, which will go towards a new village sign for Beazley End, has been received from Stansted Airport Passenger Community Fund.

**Update on Planning Applications Listed in the Minutes dated 13<sup>th</sup> June 2018:**

1. **18/00392/FUL: Hyde Farm, Gosfield Road, Wethersfield CM7 4DR**  
Proposed barn conversion  
**STATUS: PENDING CONSIDERATION**
  
2. **18/00726/FUL: Sandhills House, Braintree Road, Wethersfield, CM7 4AG**  
Erection of a single storey rear extension.  
**STATUS: APPLICATION GRANTED**
  
3. **18/00742/FUL: Little Thatch Brick Kiln Green Blackmore End Essex CM7 4DT**  
Erection of replacement garage and improvements to existing access and bridge.  
**STATUS: APPLICATION GRANTED**
  
4. **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.  
**STATUS: APPLICATION GRANTED**
  
5. **18/00762/FUL: Land Adjacent to 39 Saffron Gardens Wethersfield, Essex**  
Erection of 1no. 2 bedroom dwelling.  
**STATUS: APPLICATION REFUSED**
  
6. **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.  
**STATUS: PENDING CONSIDERATION**
  
7. **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.  
**STATUS: APPLICATION GRANTED**

8. **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.  
**STATUS: PENDING CONSIDERATION**
9. **18/00840/COUPA: Post Office, Silver Street, Wethersfield, CM7 4BP**  
 Notification for prior approval for a proposed change of use of a building.  
*Although notice of this application was FOR INFORMATION ONLY, the Parish Council has written to BDC requesting that the planning officer considers that a change of use to residential accommodation would have a detrimental impact on the prospect of the former shop being used as a retail premises in the future.*  
*A Licence application has been lodged with BDC for the premises to become Bankside Biers.*  
**STATUS: PLANNING PERMISSION IS REQUIRED**

Correspondence Received:

- (i) A letter has been received from the Chairman of Mid Essex Health Services NHS Trust. It seeks to recruit “members” of the MEHT amongst councillors and residents. Details are on the community website.
- (ii) A copy of Essex Heritage News 2018 has been received.
- (iii) A letter has been received from the Logan family thanking the Parish Council for handling the relocation of Laura’s bench sensitively.
- (iv) An announcement has been received regarding the appointment of a new Chief Constable of Essex Police.

*The Chairman changed the order of the agenda and brought forward the co-option item.*

**73/18-19**      **CO-OPTION**

There was one vacancy and three applicants.

Following a vote, Mrs Sharon Booth was co-opted onto the Parish Council by 4 votes to 3.

**IT WAS RESOLVED** that Mrs Sharon Booth be co-opted onto the Parish Council.

Mrs Booth signed the Declaration of Acceptance of Office and was welcomed to the Council by the Chairman.

**74/18-19**      **PROPOSED COMMUNITY SHOP**

- (i) Following the update in the public participation session, and the request for the Parish Council to provide funding for CROWS to hold a pre-application meeting with BDC, it was agreed to put forward a motion at an extraordinary meeting to be held on Tuesday, 17<sup>th</sup> July.

- (ii) The Chairman has received some legal advice regarding the Deed of Trust but there is some ambiguity in the interpretation. Cllr Godley confirmed there would be no problem with the Charity Commission but felt there could be local objection on planning grounds. The Chairman reiterated the Parish Council's support for the community shop project.

**75/18-19**      **COMMUNITY BUS SERVICE**

It was agreed that a letter drop to all properties in Blackmore End and Beazley End to gauge support for a possible community bus would be the best way forward. It was felt the current Wethersfield bus service is adequate.

Cllr Daniel was thanked for the work he has done on this.

**76/18-19**      **REPORT FROM THE DISTRICT COUNCILLOR**

There was not an update this month.

**77/18-19**      **PLANNING**

- (i)      **18/00885/FUL: The Brewery Tavern (Brookview School), Braintree Road, Wethersfield, CM7 4BU**  
Continuation of D1 Planning Use for a non residential institution for the purpose of a very small independent special day school for up to 10 students with social communication difficulties.  
**NO OBJECTION**
- (ii)      **18/01033/FUL: Land east of Fir Cottage, Braintree Road, Wethersfield**  
Excavation works to create a parking area dug out of wooded area to rear of Fir Cottage (Resubmission of planning application 17/01908/FUL).  
**NO OJECTION**
- (iii)      **18/01036/FUL: Unit Used By Castle Liquid Fuels Mushroom Farm, Hedingham Road Wethersfield, CM7 4EQ**  
Removal of 8 No 54k litre tanks and 2 No paraffin tanks, installation of 2 No 150k and 1 No 100k litre tanks  
**NO OBJECTION**
- (iv)      **18/01062/VAR: Brook Farm, Braintree Road, Wethersfield, CM7 4BX**  
Application for a variation of Condition 8 of planning permission 16/02057/FUL - Replace old wall with a lower wall and railings to allow visibility for vehicular movement in/out of farm.  
**NO OBJECTION**

## 78/18-19 WETHERSFIELD VILLAGE HALL

The motion to approve a grant of a further £3,000 to the Wethersfield Village Hall CIO to complete the funding for the forthcoming major renovation of the main hall was proposed by Cllr Godley, seconded by Cllr Barker and agreed unanimously.

## 79/18-19 FINANCE

The following cheque payments were made:

Item No.	Cheque No.	Cheque Date	Payee	Description	Amount
1	102127	21/06/2018	Plunkett Foundation	Registration fee regarding potential community shop	£240.00
2	102128	21/06/2018	Information Commissioner	Data protection registration (legal requirement to renew)	£40.00
3	102129	21/06/2018	Braintree District Council	Horticultural - Central costs	£2,904.00
4	102130	11/07/2018	EALC	Chairman's Day 3 Training held on 10th July 2018 (Delegate: Cllr Barry Vincent)	£85.00
5	102131	11/07/2018	C W Low & Son Ltd	Verge trimming (21.90 miles @ 0.35p per mile + VAT) (minute ref: 10/18-19(iv))	£919.80
7	102132	11/07/2018	Mr E Butcher	Litter picking for June 2018 (including Beazley End)	£120.00
8	102133	11/07/2018	E.ON	Footway lighting	£169.03
9	102134	11/07/2018	LetchWood	Reconciliation of Annual Return (assisting RFO with an historic VAT query)	£75.00
10	102135	11/07/2018	Mrs A Lucas	Clerk's salary (40½ hrs @ £10.30 per hour)	£417.15
11	102135	11/07/2018	Mrs A Lucas	M&S voucher for internal auditor (minute ref: 36/18-19(vi))	£50.00
12	102135	11/07/2018	Mrs A Lucas	Sundry expenses (mileage to Braintree to pay in cheque and 2 x paper for printer)	£13.83
<b>TOTAL</b>					<b>£5,033.81</b>

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

## 80/18-19 RESPONSIBLE FINANCIAL OFFICER

Cllr Barker will draft a contract for the new RFO and will shortly be passing all paperwork to her.

**Action: JB/clerk**

## 81/18-19 WETHERSFIELD COMMUNITY WEBSITE

- (i) The Chairman is working through the list of queries raised by the new webmaster, John Ballantyne, and will follow them up with him.
- (ii) The motion to approve the flyer to be distributed to all homes in the parish is to be deferred until September.

## 82/18-19 ASSETS OF COMMUNITY VALUE

It was agreed not to apply to make any other premises in the parish an Asset of Community Value. All the premises suggested by a resident had ceased to operate for several years and therefore did not meet the criteria under the Localism Act as in actual or current use or in use in the recent past.

## 83/18-19 DATA PROTECTION POLICY

Cllr Daniels is in the process of reviewing the policy documents.

**84/18-19**      **COMPLAINTS PROCEDURE, CODE OF CONDUCT AND STANDING ORDERS**

A review of these documents is nearing completion.

**85/18-19**      **VEHICLES SPEEDING THROUGH WETHERSFIELD**

It was agreed not to re-start the speed watch group as the only place the police would allow speed guns to be used is outside the school where speeding is not a problem due to the parked cars.

The Chairman reported that the flashing speed sign would be returned to Wethersfield from Blackmore End in the next few weeks.

**86/18-19**      **ITEMS FROM COUNCILLORS TO BE ADDED TO THE NEXT AGENDA**

Cllr Barker asked for the Christmas Tree Light Switch On to be added to the next agenda.

Cllr Martin requested Dog Fouling to be added to the next agenda.

*Councillors are asked to inform the clerk of any items by 4<sup>th</sup> September 2018.*

**NEXT MEETINGS OF THE PARISH COUNCIL:** The next meeting of Wethersfield Parish Council will be held at Blackmore End Village Hall on Wednesday, 12<sup>th</sup> September 2018 commencing at 7.30pm.

The Chairman thanked everybody for attending and declared the meeting closed at 9.15pm.

Signed: .....  
Chairman

Date: .....