

WETHERSFIELD PARISH COUNCIL

MINUTES of the Parish Council meeting held at Wethersfield Village Hall on Wednesday, 10th October 2018 commencing at 7.30pm.

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

In Attendance: Cllr P Schwier (Braintree District Council)
Cllr G Butland (Essex County Council)
Members of the Public: 6

111/18-19 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Tattersley and Cllr Daniel and accepted.

112/18-19 DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

113/18-19 MINUTES OF THE MEETING HELD ON 12th SEPTEMBER 2018

Cllr Barker proposed the approval of the minutes of the meeting held on 12th September 2018. They were seconded by Cllr Bowers, agreed by the Council as a correct record and signed by the Chairman.

114/18-19 PUBLIC PARTICIPATION SESSION

- A representative from Wethersfield Village Hall CIO asked the Council to consider the following:
 - (i) To have the leaves cleared from Wethersfield Village Green and the surrounding roads and pavements.
 - (ii) Creating a “no parking” area by the defibrillator as easy access must be available 24/7.
 - (iii) To agree to redecorate the front of Wethersfield Village Hall next year.

- A resident expressed concern at the state of the footpath which runs from West Drive beside the school playground into Old Mill Chase. It is choked with nettles and leaves and could cause the Village Hall Club to flood.

- A request was made to publish the balances held in the Parish Council's bank accounts on the website each month.
- The Parish Council was thanked for donating £50 to help with the advertising costs of the "Wethersfield Remembers WWI 1918-2018" event to be held on 10th November.

115/18-19 **REPORT FROM THE CLERK**

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

Wethersfield Village Hall: Grand Opening Afternoon

All are welcome on Sunday, 14th October from 3pm to look around the refurbished hall and enjoy a cup of tea.

Wethersfield Village Hall: Oil Tank

A new oil tank is being installed on Wednesday, 17th October.

Cllr Peter Schwier and Cllr Peter Tattersley have kindly donated £250 each from the Councillors' Community Grant Scheme.

The Village Hall Club is funding a complete refurbishment of the Club's kitchen facilities and is therefore unable to make a financial contribution to the new oil tank.

Courtenham's Site

Following the Parish Council's letter, DSR Logistics & Recycling promised to clear the forecourt as soon as possible and state that in future recycling will be placed to the rear of the site.

CROWS (Community Redevelopment of Wethersfield Shop)

A letter has been sent to CROWS confirming the Parish Council's support for the community shop project, inviting them to report back to the Parish Council via Cllr Buchan and encouraging them to expedite a meeting with the BDC planning officer.

Broadband in Blackmore End

A public meeting has been organised in Blackmore End Village Hall on 21st November by County Broadband to explore the possibility of putting fibre optic cabling in the village.

September 2018 Precept Payment

The 2nd instalment payment totalling £14,589 was received from Braintree District Council on 28th September 2018.

Devolution Pilot Scheme

Wethersfield Parish Council has expressed a wish to be considered for Essex County Council's Devolution Pilot Scheme which aims to review how certain services might be delivered via Parish/Town councils, and in the process of doing so significantly reduce costs. Three councils per district area will be selected.

Trees which blew down in the garden of Littleacres, Blackmore End

Cllr Vincent is still trying to establish ownership of the trees.

Dog Fouling Posters

Cllr Mrs Booth has prepared some posters which Cllr Martin will put up in Wethersfield.

Update on Planning Applications Listed in the Minutes dated 12th September 2018:

- 1. 18/00392/FUL: Hyde Farm, Gosfield Road, Wethersfield CM7 4DR**
Proposed barn conversion
STATUS: APPLICATION GRANTED
- 2. 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).
STATUS: PENDING CONSIDERATION
- 3. 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.
STATUS: APPLICATION GRANTED
- 4. 18/00182/TPOCON: The Broad, 1 Saffron Close, Wethersfield, CM7 4EY**
Notice of intent to carry out works to tree in a Conservation Area - Remove a Prunus Autumnalis.
STATUS: PENDING CONSIDERATION
- 5. 18/01385/VAR: Boydells Farm Nursery, Braintree Road, Wethersfield, CM7 4AQ**
Application for removal of condition 4 of planning permission BTE/328/78 - removal of agricultural tie.
STATUS: PENDING CONSIDERATION
- 6. 18/01370/ELD: Widleybrook Cottage, Widleybrook Lane, Blackmore End, Wethersfield, CM7 4FD**
Application for a Lawful Development Certificate for an Existing Use - Use of building as a single dwelling house.
STATUS: PENDING CONSIDERATION
- 7. 18/01357/FUL: Wethersfield Place, Braintree Road, Wethersfield, CM7 4BX**
Proposed single storey side extension with landscaping and associated works.
STATUS: APPLICATION GRANTED
- 8. 18/00207/TPOCON: Hillfoot House, Braintree Road, Wethersfield, CM7 4BU**
Notice of intent to carry out works to trees in a Conservation Area - 2 hazels to have height reduced by 4+m as overgrown and shading adjacent properties and 1 willow to be pollarded to previous level as close to house.
STATUS: APPLICATION GRANTED

- 9. 18/01403/LBC: Clevelands, Blackmore End, Wethersfield, CM7 4DG**
Install an en suite shower room in bedroom 3, where there is already a hand wash basin. This bedroom is the upper story of the C19 extension to the original farm house.
STATUS: APPLICATION GRANTED
- 10. 18/01450/ELD: Keepers Cottage, Poor Park, Hedingham Road, Wethersfield, CM7 4EQ**
Application for a Lawful Development Certificate for an Existing Use - Use of building as a single dwelling house and associated garden land and garage.
STATUS: APPLICATION GRANTED

Correspondence Received:

- (i) Royal Mail has written to raise awareness of scam mail in the community. Details are on the website.
- (ii) Details received from Essex Police Cyber Crime Unit on cyber safety are on the website.
- (iii) A letter of thanks has been received from The Royal British Legion for the Parish Council's donation of £50 to the 2018 Poppy Appeal.
- (iv) Notice of a Review of Polling Districts and Polling Places which runs from 1st – 31st October 2018 has been received from Braintree District Council. Any elector may contribute so details are on the website.
- (v) Details of public information events relating to the Braintree Integrated Transport Package project are on the website.
- (vi) Details of the Essex Police Local Community Officers who have responsibility for the Braintree area are:
 PC 74665 Clare Bailey Email address Clare.Bailey@essex.pnn.police.uk
 PC 2812 James Draper Email address James.Draper@essex.pnn.police.uk
 PCSO 70255 Sally Milton Email address Sally.Milton@essex.pnn.police.uk
 PCSO 73377 Jo Macmillan Email address Joanna.Macmillan@essex.pnn.police.uk
- (vii) The Aviva Community Fund offers funding from £1,000 to £25,000 to charities and not-for-profit organisations within the community. Details are on the website.
- (viii) A Highways Highlights Bulletin has been received and is on the community website.
- (ix) A Rural Crime Advice Day is being held on 14th November and is open to all. Details are on the website.
- (x) A letter of thanks has been received from Essex & Herts Air Ambulance thanking the Parish Council for the £200 donation.

116/18-19

REPORT FROM THE DISTRICT COUNCILLOR

The District Councillor highlighted the following matters of local interest:

- Cllr Schwier recently attended a tree planting ceremony to commemorate 100 years since the end of World War I held at Halstead Public Gardens. He urged people to visit the garden.
- The number of police officers in Essex is being significantly increased and there should be a noticeably greater police presence on the streets.

- Braintree District Council's apprenticeship programme has been very successful.
- Gigaclear continues to work in the district laying fibre optic cables.
- Cllr Schwier and Cllr Tattersley were pleased to be able to donate £250 each from the Councillors' Community Grant Scheme to help with the purchase of a new oil tank for Wethersfield Village Hall.

Cllr Butland (Essex County Council) reminded Members nominations for potholes in the area to be considered for the Local Pothole Repair Programme need to be received by 16th October.

117/18-19 WETHERSFIELD COMMUNITY WEBSITE

It was agreed to defer the motion proposed by Cllr Barker (minute reference: 81/18-19(ii)) until the mailshot newsletter facility has been activated.

The webmaster will be invited to attend the next meeting to update on progress.

118/18-19 CROWS (Community Redevelopment of Wethersfield Shop)

- (i) The motion to agree a grant of £310 to fund CROWS registration as a Community Benefit Society was proposed by Cllr Buchan, seconded by Cllr Taylor and agreed unanimously.
- (ii) Cllr Buchan updated the meeting:
 - Wethersfield Village Hall is still considered the most viable option.
 - The meeting with the planning officers at BDC will be arranged once drawings have been finalised.
 - A business plan is being developed.
 - All co-opted positions have been filled.
 - So far shares totalling £1,100 have been sold.
 - £1,500.02 has been raised from bingo nights and a community event on the playing field.

119/18-19 TREES

The motion to agree to have the two oak trees on the Lower Green at Blackmore End cut back and all the dead wood removed by Kerry's Tree Surgery for £800 was proposed by Cllr Vincent, seconded by Cllr Godley and agreed unanimously. This was the lower of two quotes received.

120/18-19 PLANNING

18/01741/FUL: 3, Meadside, Wethersfield, CM7 4BN

Proposed two storey side and single storey rear extension. New front porch.

NO OBJECTION

121/18-19 BEAZLEY END SIGN

- (i) The motion to approve the design of the sign was deferred as Cllr Daniel was not present.
- (ii) The motion to agree to pay a deposit of £1,400 to The Village Sign People was deferred as Cllr Daniel was not present.

122/18-19 FINANCE

The following cheque payments were made:

Item No.	Cheque No.	Cheque Date	Payee	Description	Amount
1	102151	26/09/2018	Victor Ridgewell Woodworking	Replace locks on notice boards at Blackmore End and Beazley End	£77.76
2	102152	26/09/2018	K Feveyear (Kerry's Tree Surgery)	Clearing lime tree on Wethersfield Village Green which blew down on 28th July	£90.00
3	102153	10/10/2018	PKF Littlejohn LLP	Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2018	£360.00
4	102154	10/10/2018	E.On	Footway lighting	£172.70
5	102155	10/10/2018	Mr E Butcher	Litter picking for September 2018	£95.00
6	102156	10/10/2018	Mrs A Lucas	Clerk's salary from 12th September to 9th October 2018 (39½ hrs @ £10.30 per hour)	£406.85
7	102156	10/10/2018	Mrs A Lucas	M&S voucher as a "thank you" to Mr R Cook who helped clear tree which blew down on Wethersfield Village Green on 28th July 2018 (minute ref: 100/18-19(vi))	£25.00
TOTAL					£1,227.31

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

123/18-19 DATA PROTECTION POLICY

The Chairman has prepared GDPR documents which have been circulated to members for comment. They will be adopted at the next meeting and then placed on the community website.

124/18-19 COMPLAINTS PROCEDURE, CODE OF CONDUCT AND STANDING ORDERS

The Code of Conduct and Complaints Procedure are now being updated.

125/18-19 CHRISTMAS TREE LIGHT SWITCH-ON

The Wethersfield Switch-On takes place on 8th December with 13 stalls booked in the hall. A tree is being sourced through Kerry's Tree Surgery.

The Blackmore End Switch-On takes place on 7th December followed by carols and a pub night.

126/18-19 MEETING DATES FOR WETHERSFIELD PARISH COUNCIL 2019

The following meeting dates were agreed:

Wednesday, 9 th January 2019 (already agreed)	Wednesday, 13 th February 2019
Wednesday, 13 th March 2019	Wednesday, 10 th April 2019 (Annual Parish Meeting)
Wednesday, 8 th May 2019 (Annual Meeting of the Parish Council)	Wednesday, 12 th June 2019
Wednesday, 10 th July 2019	Wednesday, 11 th September 2019
Wednesday, 9 th October 2019	Wednesday, 13 th November 2019
Wednesday, 8 th January 2020	

127/18-19 FOOTPATHS

- (i) The volunteers have started to walk the parish footpaths.
- (ii) It was agreed to invite the PROW and Localism Officer at Essex County Council to attend a future meeting to discuss the Parish Partnership Scheme.

128/18-19 ITEMS FROM COUNCILLORS TO BE ADDED TO THE NEXT AGENDA

Cllr Barker said the 2019/20 Precept/Budget should be included on the next agenda. Cllr Barker offered his apologies for absence at the November meeting.

Cllr Godley asked that the re-decoration of the front of Wethersfield Village Hall is discussed.

Councillors are asked to inform the clerk of any items by 6th November 2018.

129/18-19 NEXT MEETING OF THE PARISH COUNCIL: The next meeting of Wethersfield Parish Council will be held at Blackmore End Village Hall on Wednesday, 14th November 2018 commencing at 7.30pm.

130/18-19 The Council resolved to exclude the press and public from the remainder of the meeting due to confidential business (Public Bodies (Admission to Meetings) Act 1960, S1(2)).

131/18-19 RESPONSIBLE FINANCIAL OFFICER: The contract has been amended and approved and will be forwarded to the RFO together with the Grievance Procedure.

The Chairman thanked everybody for attending and declared the meeting closed at 8.45pm.

Signed:
Chairman

Date: