

WETHERSFIELD PARISH COUNCIL

MINUTES of the Parish Council meeting held at Blackmore End Village Hall on Wednesday, 12th September 2018 commencing at 7.30pm.

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

In Attendance: Cllr P Schwier (Braintree District Council)
Mr J Ballantyne (Volunteer Webmaster for the Community Website)
Members of the Public: None

87/18-19 APOLOGIES FOR ABSENCE

Apologies were received from Cllr K Daniel and accepted.

88/18-19 DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Godley and Cllr Martin declared a non-pecuniary interest in Wethersfield Village Hall (minute reference 98/18-19) and Cllr Vincent declared a non-pecuniary interest in Blackmore End Playing Field (minute reference 99/18-19 and 100/18-19(i)).

89/18-19 (i) MINUTES OF THE MEETING HELD ON 11th JULY 2018

Cllr Barker proposed the approval of the minutes of the meeting held on 11th July 2018. They were seconded by Cllr Godley, agreed by the Council as a correct record and signed by the Chairman.

(ii) MINUTES OF THE EXTRAORDINARY MEETING HELD ON 17th JULY 2018

Cllr Barker proposed the approval of the minutes of the extraordinary meeting held on 17th July 2018. They were seconded by Cllr Godley, agreed by the Council as a correct record and signed by the Chairman.

90/18-19 PUBLIC PARTICIPATION SESSION

None present.

91/18-19

REPORT FROM THE CLERK

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

“Pop Up” Post Office in Wethersfield Village Hall

From Tuesday 11th September, a “pop up” post office service will be offered in Wethersfield Village Hall between 2pm and 4pm each Tuesday and Friday. Flyers have been distributed to all homes in the parish.

Extending 30mph Speed Limit in Blackmore End

The proposal to extend the existing 30mph speed limit has now been through Essex Highways’ validation process. It has been agreed to extend the speed limit at the southern end of the village, however at the northern end it has been noted that the speed limit actually goes out too far and is not in line with the Essex Speed Management Strategy. If the southern approach is altered then the northern approach will be reduced. The proposal is to move the terminal signage to just behind the “dragons teeth” as this will have a better visual impact on drivers when they are entering the village.

This scheme will now be shown as “good to go” on the potential schemes list.

CROWS (Community Redevelopment of Wethersfield Shop):

Co-option

Cllr Mark Buchan has been co-opted onto the CROWS Committee as the Parish Council’s representative.

Link on Community Website

There is now a link to the CROWS website on the front page of the community website.

Courtenham’s Site

Following a complaint, a letter has been sent requesting that the forecourt of the site is tidied up.

Codham Mill Lane: Quiet Lane Status

There is nothing further to report on this.

Footpath from Nortofts Farm to Petches Bridge junction

There is nothing further to report on this.

Parking Problems in Syers Field, Blackmore End

Due to the number of underground services in the area, Essex Highways propose to undertake a feasibility study in the first instance to make sure extending the lay-by is a feasible option.

This has now been added to the potential schemes list for funding recommendations in the future.

Stile on Footpath 36

The damaged stile has been reported to Essex Highways and has now been assigned an initial assessment which may include a site visit. This issue can be tracked with reference number: 2566761.

Trees on Wethersfield Village Green

The most northerly tree on Wethersfield Village Green blew down in the wind on Saturday, 28th July with a large part falling across and blocking the road. Luckily nobody was hurt and there was no damage to cars or property.

Although all trees on the Green were inspected in September 2017, the Parish Council asked for a further inspection to be undertaken by BDC following this incident. They were duly looked at on 1st August and although the remaining trees are not showing any signs of fungal infection, BDC will be keeping them on a monitoring list and returning at a later date this year when fruiting bodies are more likely to be present.

Braintree District Council Housing Need

Cllr Tattersley has confirmed the following:

As of 31st March 2018, a remaining 12,424 dwellings are needed by the end of the plan period. However, a number of sites are already under construction or have planning permission and site allocations have been made through the draft local plan to meet this need.

Total target 2013-2033 (at 716 dpa): 14,320

Completions 1 April 2013 to 31 March 2018: 1,896

Total remaining need: 14,320 – 1,896 = 12,424

This information is taken from the five year supply statement as of 31 March 2018.

Speed Watch Equipment

At the request of Shalford Parish Council, the speed watch equipment has been handed over to Cllr Adrian Gurnett.

Update on Planning Applications Listed in the Minutes dated 11th July 2018:

1. **18/00392/FUL: Hyde Farm, Gosfield Road, Wethersfield CM7 4DR**
Proposed barn conversion
STATUS: PENDING CONSIDERATION

2. **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: APPLICATION GRANTED

3. **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: APPLICATION GRANTED

4. **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.
STATUS: APPLICATION GRANTED

5. **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

6. **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.
STATUS: APPLICATION GRANTED
7. **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: PENDING CONSIDERATION
8. **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
9. **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
10. **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
11. **18/01357/FUL: Wethersfield Place, Braintree Road, Wethersfield, CM7 4BX**
Proposed single storey side extension with landscaping and associated works.
STATUS: PENDING CONSIDERATION
12. **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: PENDING CONSIDERATION
13. **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: PENDING CONSIDERATION

Correspondence Received:

- (i) Details of a group buying scheme for solar panels - "Solar Together Essex" – launched by Essex County Council were received. An information poster is on the website.
- (ii) A request for a £50 donation has been received to help with advertising costs for an event to celebrate Wethersfield's contribution to the 1914-18 Great War which is being held on 10th November 2018 in Wethersfield Village Hall.

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| <ul style="list-style-type: none"> (iii) The L'Etape London Cycle event will be passing through Wethersfield on 23rd September between approx 10am and 1pm. Further details are on the website. (iv) Details of Local Community Meetings held by Essex Police have been received and are on the website. (v) Details of the Orchards East Heritage Lottery Fund Project, headed by The University of East Anglia, were received on 10th August. They wanted to know if any PC's had considered establishing a community orchard. (vi) Details of the EALC Annual General Meeting and Essex County Council and EALC Join Conference 2018 to be held on 20th September were received and circulated. (vii) Details of "Essex Crowd" a new funding initiative from Essex County Council have been received and are on the website. (viii) Updates on the A120 Millennium Way road works have been received and are on the community website. |
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92/18-19

REPORT FROM THE DISTRICT COUNCILLOR

The District Councillor highlighted the following matters of local interest:

- The slip road scheme for the A120 Millennium Way, which is being part funded by Braintree District Council, will ease congestion at the Galleys Corner roundabout.
- "Xplorer" orienteering, an activity for primary and pre-school children and their families organised over the summer holiday has proved to be a great success.
- Braintree Food Market has also been very successful and may be extended to Witham.
- Comments on the development of Manor Street can be made on BDC's website and are welcome from individuals and organisations.

93/18-19

WETHERSFIELD COMMUNITY WEBSITE

- (i) Mr John Ballantyne (JB) was introduced and informed the meeting about the following:
 - Some of the information pages require updating. Cllr Godley agreed to look at the pages for Wethersfield, Cllr Vincent agreed to check the Blackmore End pages and Cllr Daniel will be asked to update information on Beazley End and all will advise JB accordingly.
 - The mailshot facility has not yet been activated. JB was asked to look into this as soon as possible.
 - JB would like to take over hosting the website in the UK (it is currently hosted via Germany). This was agreed and JB will contact Simon Olney to initiate the process. There will be a cost implication and JB was asked to advise the clerk accordingly.

Cllr Mrs Booth offered to help with editing.

The Chairman thanked JB for all the work he has done.

- (ii) 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.

Mr Ballantyne left the meeting.

94/18-19 **CROWS (Community Redevelopment of Wethersfield Shop)**

- (i) The grant of £310 had been agreed by the emergency expenditure procedure over the summer, although as payment had not been requested this was subject to a motion to formalise the agreement. The motion was deferred as Cllr Buchan was not present at the meeting.
- (ii) There was not a report from CROWS as Cllr Buchan was not present at the meeting. It was stressed that it was important for the Parish Council to receive regular updates to enable its ongoing support and the clerk will contact CROWS.
- (iii) The request to put a temporary shop unit on the grass at the corner of West Drive and Braintree Road did not receive support.

95/18-19 **COMMUNITY BUS SERVICE**

Following enquiries in Blackmore End and Beazley End, it was agreed that a community bus service for Blackmore End and Beazley End would not be supported.

96/18-19 **TREES**

- (i) The clerk will ask Kerry's Tree Surgery and Brambles to quote for cutting the turkey oak on The Green, Blackmore End.
- (ii) Kerry's Tree Surgery has already been asked to quote to remove the 3 trees which have blown down into the garden of Littleacres, Blackmore End. The Chairman will look into whose responsibility this is as ownership of the trees is uncertain.

97/18-19 **PLANNING**

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.

A LETTER OF SUPPORT FOR THIS APPLICATION WILL BE SENT TO BDC

98/18-19 **WETHERSFIELD VILLAGE HALL**

The motion to agree to the urgent replacement of the oil tank with a new bunded tank following the discovery of a leak around the outlet union was proposed by Cllr Godley, seconded by Cllr Bowers and agreed unanimously. Three quotes will be obtained and an order placed with the lowest.

The clerk was asked to approach the Wethersfield Village Hall Club to see if they would consider contributing financially towards a new tank.

99/18-19 **BLACKMORE END PLAYING FIELD**

It was agreed to fund the replacement of 3 toddler swings and the Playing Field Committee will be asked to provide three competitive quotes.

100/18-19 **GRANT APPLICATIONS/DONATIONS/GIFTS**

- (i) The motion to approve a general maintenance grant request from the Blackmore End Playing Field Committee for £1,400 was proposed by Cllr Taylor, seconded by Cllr Bowers and agreed unanimously.
- (ii) The motion to approve a grant request from Wethersfield Village Hall CIO for £50 to cover some of the printing costs to advertise an event to remember Wethersfield's contribution to the 19-14-18 Great War which is being held on 10th November 2018 was proposed by Cllr Vincent, seconded by Cllr Martin and agreed unanimously.
- (iii) The motion to approve a donation of £200 to Essex & Herts Air Ambulance was proposed by Cllr Bowers, seconded by Cllr Vincent and agreed unanimously.
- (iv) The motion to approve the purchase of two commemorative wreaths from The Royal British Legion priced at £18.99 plus p&p for Wethersfield and Blackmore End memorials, together with an additional donation of £50 to The Royal British Legion Poppy Appeal 2018 was proposed by Cllr Vincent, seconded by Cllr Barker and agreed unanimously.
- (v) The motion to approve a donation of £50 to Support4Sight, a small local charity based in Saffron Walden which supports visually impaired people and families in Essex, was proposed by Cllr Vincent, seconded by Cllr Godley and agreed unanimously.
- (vi) The motion to approve a "thank you" gift up to the value of £25 for Mr R Cook who helped cut up and clear away the tree which blew down blocking the road in Wethersfield on 28th July was proposed by Cllr Barker, seconded by Cllr Bowers and agreed unanimously.

101/18-19

FINANCE

The following cheque payments were made:

| Item No. | Cheque No. | Cheque Date | Payee | Description | Amount |
|--------------|------------|-------------|-------------------------------|---|-------------------|
| 1 | 102136 | 23/07/2018 | D Hart | Strimming brambles on the Causeway and disposing of cuttings | £105.00 |
| 2 | 102137 | 23/07/2018 | Holmes & Hills LLP | Professional charges for the provision of legal services in relation to advice given regarding the Wethersfield Village Hall lease | £543.00 |
| 3 | 102138 | 02/08/2018 | EALC | Defibrillator Workshop on 29th July 2018 (Delegate: Cllr Daniel) | £55.00 |
| 4 | 102139 | 02/08/2018 | Mr K Daniel | Sundry expenses (varnish, brush, sandpaper and drawing pins) relating to the refurbishment of the notice board at Beazley End. | £48.06 |
| 5 | 102140 | 02/08/2018 | Roof-Check | Works carried out to roof of Wethersfield Village Hall (minute reference: 42/18-19 agreed in May 2018) | £380.00 |
| 6 | 102141 | 02/08/2018 | Wethersfield Village Hall CIO | Grant to complete refurbishment of Main Hall (minute references: 17/92 and 78/18-19 [£5,000 agreed in September 2017 and a further £3,000 agreed in July 2018]) | £8,000.00 |
| 7 | 102142 | 12/09/2018 | EALC | Councillor Training Day 1 on 10th November 2018 (Delegate: Cllr Mrs Booth) | £90.00 |
| 8 | 102142 | 12/09/2018 | EALC | Councillor Training Day 2 on 24th November 2018 (Delegate: Cllr Mrs Booth) | £90.00 |
| 9 | 102142 | 12/09/2018 | EALC | Advanced Councillor Training Day 1 on 27th November 2018 (Delegate: Cllr Mrs Booth) | £85.00 |
| 10 | 102142 | 12/09/2018 | EALC | Advanced Councillor Training Day 2 on 11th December 2018 (Delegate: Cllr Mrs Booth) | £85.00 |
| 11 | 102142 | 12/09/2018 | EALC | Election Course on 29th November 2018 (Delegate: Cllr Vincent) | £85.00 |
| 12 | 102142 | 12/09/2018 | EALC | Election Course on 29th November 2018 (Delegate: Clerk) | £85.00 |
| 13 | 102143 | 12/09/2018 | Electric Websites | Fee for updates, hosting website and domain name | £172.33 |
| 14 | 102144 | 12/09/2018 | Mr E Butcher | Litter picking for July 2018 (£95) and August 2018 (£120 including Beazley End) | £215.00 |
| 15 | 102145 | 12/09/2018 | Blackmore End Playing Field | Grant towards general maintenance (minute reference: 100/18-19(i)) | £1,400.00 |
| 16 | 102146 | 12/09/2018 | Wethersfield Village Hall CIO | Grant to cover some of the printing costs to advertise an event to remember Wethersfield's contribution to the Great War (minute reference: 100/18-19(ii)) | £50.00 |
| 17 | 102147 | 12/09/2018 | Essex & Herts Air Ambulance | Donation (minute reference 100/18-19(iii)) | £200.00 |
| 18 | 102148 | 12/09/2018 | The Royal British Legion | Donation to the 2018 Poppy Appeal (minute reference: 100/18-19(iv)) | £50.00 |
| 19 | 102149 | 12/09/2018 | Support4Sight | Donation (minute reference 100/18-19(v)) | £50.00 |
| 20 | 102150 | 12/09/2018 | Mrs A Lucas | Clerk's salary from 11th July to 11th September (88 hrs @ £10.30 per hour) | £906.40 |
| 21 | 102150 | 12/09/2018 | Mrs A Lucas | Two Royal British Legion "Thank you" Centenary Wreaths for Wethersfield and Blackmore End (£18.99 each plus p&p) (minute reference 100/18-19(iv)) | £41.97 |
| 22 | 102150 | 12/09/2018 | Mrs A Lucas | Expenses: Two books of 2nd class stamps | £13.92 |
| TOTAL | | | | | £12,750.68 |

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

102/18-19

DATA PROTECTION POLICY

The Chairman will now be reviewing these documents.

103/18-19

COMPLAINTS PROCEDURE, CODE OF CONDUCT AND STANDING ORDERS

The Standing Orders have now been updated and circulated to Members for final comments. EALC will then be asked to review and approve them before they are put on the website.

104/18-19

DOG FOULING

Cllr Mrs Booth agreed to create and laminate some posters which Cllr Martin will put up in Wethersfield.

105/18-19 **CHRISTMAS TREE LIGHT SWITCH-ON**

Cllr Barker confirmed that Mr Darren Pitt is the Chairman for this year's event which will be held on 8th December 2018 with all proceeds going to the DFPFA.

106/18-19 **FOOTPATHS**

Cllr Barker agreed to walk footpaths in Wethersfield, Cllr Vincent and Cllr Taylor agreed to walk footpaths in Blackmore End and Cllr Daniel will be asked if he is willing to walk the footpaths in Beazley End. All will report back at the next meeting.

107/18-19 **ITEMS FROM COUNCILLORS TO BE ADDED TO THE NEXT AGENDA**

Cllr Barker would like to give a further update on the Christmas Tree Light Switch-on at the next meeting.

Councillors are asked to inform the clerk of any items by 2nd October 2018.

108/18-19 **NEXT MEETING OF THE PARISH COUNCIL:** The next meeting of Wethersfield Parish Council will be held at Wethersfield Village Hall on Wednesday, 10th October 2018 commencing at 7.30pm.

109/18-19 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)).

110/18-19 **RESPONSIBLE FINANCIAL OFFICER:**

Although Councillor Barker has circulated a contract of employment for the new RFO, he asked if he could make it less onerous and it was agreed a shorter contract would be drawn up and circulated.

The Chairman thanked everybody for attending and declared the meeting closed at 9.35pm.

Signed:
Chairman

Date: