

# WETHERSFIELD PARISH COUNCIL

**MINUTES of the Parish Council meeting held at Blackmore End Village Hall on Wednesday, 14<sup>th</sup> November 2018 commencing at 7.30pm.**

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

In Attendance: Cllr P Schwier (Braintree District Council)  
Members of the Public: 30

## **132/18-19 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Barker and accepted.

## **133/18-19 DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr Godley and Cllr Martin declared an interest in item 140/18-19 by virtue of being members of the Wethersfield Village Hall CIO. Cllr Vincent declared an interest in item 142/18-10 by virtue of being a member of Blackmore End Playing Field Committee.

## **134/18-19 MINUTES OF THE MEETING HELD ON 10<sup>th</sup> OCTOBER 2018**

The minutes of the meeting held on 10<sup>th</sup> October 2018, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

## **135/18-19 PUBLIC PARTICIPATION SESSION**

- Several Beazley End residents spoke in support of including “Codham” on the proposed sign. Historical evidence of the hamlet was explained and letters of support from the MP for Braintree and the Leader of Essex County Council were read out.
- A Beazley End resident said she was unaware of the proposed sign.
- A member of the public asked the Parish Council to consider setting up a Facebook page as she considers the current website is not particularly user friendly and Facebook would appeal to younger residents.

- A delegation of Wethersfield residents expressed their strong objection to Wethersfield Village Hall as the location for the proposed community shop. These concerns were highlighted in a report, signed by 21 residents, which had already been circulated to Members.

The Chairman clarified the Parish Council's position in relation to the shop

- The Chair of Wethersfield Village Hall CIO advised that use of the hall had been agreed in principle only.
- A representative from Codham Park Equestrian advised the Council she intends to seek a variation to the full planning permission granted in 2013. This would extend the months events could take place to include February and November and also provide a catering kiosk which would not be visible from the road. She confirmed there was no intention to install floodlights.

## **136/18-19 REPORT FROM THE CLERK**

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

### **Wethersfield Village Hall: Oil Tank**

The new oil tank was installed on Wednesday, 17<sup>th</sup> October.

### **Broadband in Blackmore End**

A public meeting is taking place on 21<sup>st</sup> November in Blackmore End Village Hall to explore the possibility of County Broadband putting fibre optic cabling in the village.

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

The recent survey undertaken by the Local Highways Panel has concluded that Codham Mill Lane meets the guidance required to be considered for Quiet Lane status. The five Quiet Lanes which were installed in the Braintree District in the last financial year are still being trialled. When this trial has finished, and if further Quiet Lanes can be installed, this scheme will be placed in the validation process to determine if there are suitable locations for the signage.

### **Trees in Blackmore End**

The trees which have fallen into the garden of Littleacres will be cleared by Kerry's Tree Surgery on 26<sup>th</sup> November.

### **Update on Planning Applications Listed in the Minutes dated 10<sup>th</sup> October 2018:**

- 1. 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: APPLICATION GRANTED**
- 2. 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**

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| 3. | <p><b>18/01385/VAR: Boydells Farm Nursery, Braintree Road, Wethersfield, CM7 4AQ</b><br/>         Application for removal of condition 4 of planning permission BTE/328/78 - removal of agricultural tie.<br/> <b>STATUS: APPLICATION REFUSED</b></p>                            |
| 4. | <p><b>18/01370/ELD: Widley Brook Cottage, Widleybrook Lane, Blackmore End, Wethersfield, CM7 4FD</b><br/>         Application for a Lawful Development Certificate for an Existing Use - Use of building as a single dwelling house.<br/> <b>STATUS: APPLICATION GRANTED</b></p> |
| 5. | <p><b>18/01741/FUL: 3, Meadside, Wethersfield, CM7 4BN</b><br/>         Proposed two storey side and single storey rear extensions. New front porch.<br/> <b>STATUS: PENDING CONSIDERATION</b></p>   |
| 6. | <p><b>18/01578/FUL: 39 Saffron Gardens, Wethersfield, CM7 4BL</b><br/>         Proposed new 2 bedroom detached dwelling.<br/> <b>STATUS: PENDING CONSIDERATION</b></p>   |

Correspondence Received:

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| (i)    | A copy of a letter sent to CROWS has been received by the Parish Council objecting to the proposal to locate the community shop in the village hall.                                 |
| (ii)   | A letter of thanks for the Parish Council's recent donation of £50 has been received from Support4Sight.   |
| (iii)  | A letter has been received from the Wethersfield Club enclosing a cheque for £200 as a retrospective donation towards the new oil tank at the village hall.                          |
| (iv)   | Braintree District Council, working with Essex County Council, is offering composting workshops in February or March 2019 if there is sufficient demand.                             |
| (v)    | Essex County Council's latest Transport & Travel Update has been received and posted on the community website.   |
| (vi)   | Braintree District Council has launched a scheme to combat loneliness called MeetUpMondays. Details are on the website.  |
| (vii)  | A Highways Highlights Bulletin from Essex County Council has been received, circulated and placed on the community website.  |
| (viii) | An EALC Strategic Plan Questionnaire has been received and circulated. It can be completed by Councils, Clerks or Councillors and needs to be returned by 7 <sup>th</sup> December.  |
| (ix)   | A letter of thanks has been received from the Chairman of Blackmore End Playing Field for the grant of £1,400 which was awarded and will go towards the upkeep of the playing field. |
| (x)    | A timetable for Chelmsford's Park & Ride Christmas Sundays and service over the Christmas period at Sandon and Chelmer Valley has been put on the website.                           |
| (xi)   | A message from Roger Hirst the Police, Fire and Crime Commissioner for Essex with a link to the Policing Precept Survey has been posted onto the website.                            |
| (xii)  | A report has been received with 21 signatures, strongly objecting to the proposed location of the community shop.  |

**137/18-19**      **REPORT FROM THE DISTRICT COUNCILLOR**

The District Councillor highlighted the following matters of local interest:

- BDC has been included as a pilot area for voter ID at polling stations for the District and Town/Parish elections scheduled for 2<sup>nd</sup> May 2019.
- Stansted Airport has received approval for expansion.
- Notification of Council Tax for 2019/20 will be received by residents in Jan/Feb 2019.

**138/18-19**      **WETHERSFIELD COMMUNITY WEBSITE**

- (i) The volunteer webmaster was unable to attend the meeting or provide a written update, but will be invited to attend the meeting in January.
- (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.

**139/18-19**      **CROWS (Community Redevelopment of Wethersfield Shop)**

Cllr Buchan updated the meeting:

- Plans have been drawn up offering 3 different options.
- A meeting with BDC will now be arranged.
- Money continues to be raised from regular bingo nights.

**140/18-19**      **WETHERSFIELD VILLAGE HALL**

- (i) The Council considered a request to fund the redecoration of the front of the village hall.

**RESOLVED** that a sum in the budget can be used for the redecoration of the front of the hall.

- (ii) The Council considered creating a permanent “no parking” area in front of the defibrillator.

Cllr Godley agreed to make informal enquires with Essex Highways to see if yellow hatched markings by the defibrillator could be installed together with marked parking bays which may help to resolve parking problems in this area.

- (iii) Cllr Godley advised that although security of the twice weekly Post Office is not the responsibility of the Parish Council, the service will in future operate from the small hall.

**141/18-19**      **LEAF CLEARANCE & OVERGROWN PATH**

- (i)      The Council considered leaf clearance from the Wethersfield Village Green locality.

**RESOLVED** that Cllr Godley and Bowers volunteered to clear leaves.

- (ii)     The Council considered the overgrown path running from West Drive to Old Mill Chase.

**RESOLVED** that Cllr Martin volunteered to clear the path.

**142/18-19**      **BLACKMORE END PLAYING FIELD**

Consideration was given to the lowest quotation received for the replacement toddler swings at Blackmore End Playing Field (minute ref: 99/18-19).

**RESOLVED** that the swings be replaced by Yates Playgrounds Ltd at a cost of £3,582 (including VAT, delivery and installation).

**143/18-19**      **PARISH PLAN 2019**

Consideration was given to carrying out a parish plan consultation.

**RESOLVED** that a new parish plan consultation would be carried out in 2019.

**144/18-19**      **TREES**

- (i)      Consideration was given to a quotation received to cut up and remove the trees which blew down into the garden of Littleacres, Blackmore End.

**RESOLVED** that the trees be cut up and removed by Kerry's Tree Surgery for £250.

- (ii)     Consideration was given to the suggestion to plant a fir tree to replace the tree which blew down in July 2018 on Wethersfield Village Green.

Cllr Godley agreed to make some enquiries about acquiring a tree and will report back at the next meeting.

**145/18-19**      **PLANNING**

**RESOLVED** that the District Council be informed of the comments as set out below for the following applications:

- (i)      **Application No:**      **18/00310/TPOCON**  
**Location:**              Playing Field, High Street, Wethersfield  
**Proposal:**              Notice of intent to carry out works to trees in a Conservation Area – Crown reduce 9 Pine trees by approx 10 foot.

**NO ADVERSE COMMENTS**

- (ii)      **Application No:**      **18/01970/FUL**  
**Location:**              Wavers Farm, Blackmore End, Wethersfield, CM7 4DP  
**Proposal:**              Demolition of existing industrial buildings and re-development of site to form 9 new residential dwellings.

**NO ADVERSE COMMENTS**

- (iii)      **Application No:**      **18/01914/ELD**  
**Location:**              George Ann Cottage, School Green, Blackmore End, CM7 4DS  
**Proposal:**              Application for a lawful development certificate for an existing use: Occupation of outbuilding as a residence for over 4 years.

**NO ADVERSE COMMENTS**

**146/18-19**      **SECTION 106**

The Council considered applying to BDC to include a new bench and planters for Beazley End in the Open Spaces Action Plan 2019.

**RESOLVED** that the clerk would submit the necessary form to BDC.

**147/18-19**      **BEAZLEY END SIGN**

The Council considered approving the design of a new sign for Beazley End as circulated on 26<sup>th</sup> September 2018.

**RESOLVED** to approve the design without reference to Codham. One member abstained.

**148/18-19**      **GRANT APPLICATIONS/DONATIONS/GIFTS**

The Council considered approving the purchase of a £25 gift voucher as a gesture of thanks to Mr S Lowman for his invaluable contribution to the Beazley End clean-up.

**RESOLVED** that a gift voucher be purchased.

**149/18-19**      **WETHERSFIELD CHRISTMAS TREE LIGHT SWITCH-ON, 8<sup>th</sup> DECEMBER 2018**

The Council considered funding the purchase of a Christmas tree following notification that it has not been possible to source one free of charge.

**RESOLVED** that funding of £120 will be made available for a tree.

**150/18-19**      **FINANCE**

The list of payments due were received.

**RESOLVED** that the following payments be made:

Item No.	Cheque No.	Cheque Date	Payee	Description	Amount
1	102158	14/11/2018	Wethersfield Village Hall CIO	Hire of hall for meetings in April, May, July, Oct 2019 and Jan 2020	£150.00
2	102159	14/11/2018	Anglia Heating Solutions	To supply and install a new oil tank for Wethersfield Village Hall (minute ref: 98/18-19)	£3,000.00
3	102160	14/11/2018	Mr E Butcher	Litter picking for October 2018 (extended route to include Beazley End)	£120.00
4	102161	14/11/2018	Mrs A Lucas	Clerk's salary from 10th October 2018 to 13th November (53½ hrs @ £10.30 per hour)	£551.05
5	102161	14/11/2018	Mrs A Lucas	M&S voucher as a "thank you" to Mr S Lowman whose help during the Beazley End clear-up was invaluable (minute ref: 148/18-19)	£25.00
6	102161	14/11/2018	Mrs A Lucas	Expenses: 4 Colour Ink Multipack	£76.43
<b>TOTAL</b>					<b>£3,922.48</b>

**151/18-19**      **BUDGET & PRECEPT 2019/20**

Consideration was given to approving the budget and precept for 2019/20 and whether to put the budget on the website.

**RESOLVED** that:

- (i) The budget for 2019/20 be approved. One member abstained.
- (ii) A precept of £29,180 be levied for 2019/20.
- (iii) The budget for 2019/20 should be placed on the community website.

**152/18-19**      **GENERAL DATA PROTECTION POLICY**

The General Data Protection Regulations (GDPR) took effect in the UK from 25<sup>th</sup> May 2018, the Parish Council considered policies/forms relating to the regulations.

**RESOLVED** that the following policies be approved and adopted:

- General Privacy Notice
- Data Protection Policy
- Data Breach Policy
- Subject Access Request Policy
- Information Consent Form
- Document Retention and Disposal Policy

**153/18-19**      **COMPLAINTS PROCEDURE, CODE OF CONDUCT AND STANDING ORDERS**

These documents should be ready for approval and adoption at the meeting in January.

**154/18-19**      **FOOTPATHS**

- (i)      Several footpaths have already been identified as requiring attention but not all have been walked by the volunteers yet.
- (ii)     Cllr Bowers, Cllr Taylor and Cllr Vincent agreed to attend a meeting on 10<sup>th</sup> December with the PROW and Localism Officer at Essex County Council and report back at the next meeting.

**155/18-19**      **RUBBISH BEING DUMPED IN THE ROAD LEADING TO THE SEWAGE WORKS**

Cllr Godley agreed to look into the feasibility of installing a litter bin and/or erecting a sign. Permission from the landowner would be required.

**156/157**        **AUTUMN VERGE CUTTING**

The Council considered whether to book a second cut of the verges in the parish.

**RESOLVED** that the clerk should contact the contractor who undertook the spring cutting to see if he is available to carry out the work.

**157/18-19**      **ITEMS FROM COUNCILLORS TO BE ADDED TO THE NEXT AGENDA**

Nothing.

*Councillors are asked to inform the clerk of any items by 2<sup>nd</sup> January 2019.*

**158/18-19**      **NEXT MEETING OF THE PARISH COUNCIL:** The next meeting of Wethersfield Parish Council will be held at Wethersfield Village Hall on Wednesday, 9<sup>th</sup> January 2019 commencing at 7.30pm.

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

Signed: .....  
Chairman

Date: .....

