

WETHERSFIELD PARISH COUNCIL



REPRESENTING WETHERSFIELD, BLACKMORE END & BEAZLEY END

Members of the Parish Council are hereby summoned to attend The Annual Parish Council Meeting to be held at Wethersfield Village Hall, 11 May 2022 commencing at 7:30pm, for the purpose of transacting the following business:

The meeting will be open to the public unless the Council directs otherwise.

AGENDA

1. **Election of the Chairman.**
2. **To receive the Chairmans Declaration of Acceptance of Office.**
3. **Election of the Vice Chairman.**
4. **Apologies for absence.**
5. **To receive member's declarations of interest and dispensations in items on the agenda.** Dispensations should be requested from the Clerk up to the day before the meeting.
6. **To receive Declarations of Interest Forms.**
7. **Minutes:** Acceptance of the minutes from the Wethersfield Parish Council Meeting held on 9 March 2022.
8. **To acknowledge the resignation of the Clerk.**
9. **Public participation session** with respect to items on the agenda and other matters that are of mutual interest or local concern: A maximum of 15 minutes shall be allowed for public question time, and it is requested each member of the public speak for a maximum of 3 minutes.
10. **To receive a report from the District and/or County Councillors.**
11. **To agree the meeting date schedule for 2022 – 2023.**

<u>2022</u>		<u>2023</u>
8th June		11th January
13th July		8th February
8th September		8th March
12th October		12th April
9th November		10th May

12. To agree the Terms of Reference for Committees:

- I. Personnel Committee.
- II. Wethersfield Airbase Scrutiny Committee (WASC).

13. Appointments to committees: To agree appointments to the following committees.

- I. Personnel Committee.
- II. Wethersfield Airbase Scrutiny Committee (WASC).

14. Representatives of organisations: To agree representatives of the following organisations.

- I. Wethersfield Village Hall.
- II. Blackmore End Village Hall and Blackmore End Playing Field.
- III. Wethersfield Hub Development Group
- IV. Fitch and Mott Charity, Richard Walford Charity and Wiltshire Lecture Charity.
- V. Wethersfield Pavilion, and the Derek Flannery Playing Field Association.

15. To review Councillor responsibilities:

- I. Wildlife Coordinator - covering footpaths, open spaces and trees.
- II. Highways Coordinator - covering transport, street footpaths and highways.
- III. Neighbourhood Plan Team.

16. Policies:

- I. To review the Standing Orders.
- II. To review the Financial Regulations.

17. Finance:

- I. To agree to pay salaries and associated costs on the 28th of every month.
- II. To receive the Finance Report and approve payments (appendix 1)
- III. To review and approve the Asset Register: (appendix 2)
- IV. To receive and approve the Annual Internal Auditors Report 21-22.
- V. To receive and approve the Annual Governance Statement 21-22
- VI. To receive and approve the Accounting Statements 21-22
- VII. To receive and approve the notice of the period for the exercise of public rights. (14th of June 2022 until 23rd July 2022)
- VIII. To receive and approve the variances explanations, and bank reconciliation 21-22.
- IX. To assign the Deputy Clerk a petty cash card with a value of up to 150.00

18. Clerks Report: To receive the clerks report.

19. Planning: To agree a response to the following applications:

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78 Site Address: Cottonwood Lodge Widleybrook Lane Wethersfield Essex CM7 4FD Description of Development: Variation of Condition 7 (Permitted Development Rights) of permission 20/00681/FUL granted 29/09/2020 for Demolition of existing dwelling and construction of replacement dwelling and cartlodge. Variation

would allow the removal of reference to Class A and B of the Town and Country Planning (General Permitted Development) Order 2015. Planning Application Ref: 21/02818/VAR Appellant's Name: Mr J Quaterman Planning Inspectorate Ref: APP/Z1510/W/22/3290540 Appeal Start Date: 29 April 2022

22/00537/HH | Proposed two storey and single storey extension, alterations, landscaping works and erection of private garaging | Lower Common House Lower Green Road Blackmore End Wethersfield Essex CM7 4DU

22/00557/HH | Proposed single-storey rear and side extension and proposed annex to replace an existing outbuilding. | Ennelmore Blackmore End Wethersfield Essex CM7 4DD

22/00943/HH | Replacement of internal boiler and oil tank in garden. | Top Shop High Street Wethersfield Essex CM7 4BZ

02/00423/TPO | Notice of intent to carry out works to trees protected by Tree Preservation Order No. 2/92 - 15% crown reduction and thinning to one oak tree | 21 Saffron Gardens Wethersfield Braintree Essex CM7 4BL

20. **Braintree Association of Local Councils (BALC) Membership:** To agree to join at a cost of £40.

21. **Tree planting at Sayers Field and Lower Green Blackmore End:** To agree to plant two trees.

22. **The Fields Association / SWAP:** To agree to purchase and display a banner at a cost of £45.

23. **Jubilee Celebrations:**

- I. To agree to purchase a beacon at a cost of £500.00.
- II. To agree to give a contribution toward the cost of the beacon at Blackmore End.

24. **Neighbour plan:** To receive an update on the Neighbourhood Plan.

25. **Parish survey:** To receive an update.

26. **Parish Ranger:** To agree the purchase of a strimmer up to the value of £300.

27. **The Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business (Public Bodies (Admissions to Meetings) Act 1960, S1(2)).**

28. **The Club:** To agree the renewal of the Lease.

29. **Items for the next agenda.**

30. **Next Meeting:** 8th June 2022.

D. Roder

Donna Roder
Deputy Clerk
Wethersfield Parish Council

5 May 2022