

WETHERSFIELD PARISH COUNCIL

REPRESENTING WETHERSFIELD, BLACKMORE END & BEAZLEY END



MINUTES of the Parish Council Meeting held at Wethersfield Village Hall on Wednesday, 11 May 2022 commencing at 7:30pm.

Present: Cllr N Godley (Chairman)
Cllr J Barker (Vice Chairman)
Cllr B Vincent
Cllr P James
Cllr E James
Cllr S Short
Donna Roder (Deputy Clerk)
Cllr Tattersley (District Councillor)
Cllr Butland (County Councillor)

In Attendance: Members of the Public: >30

The Deputy Clerk opened the meeting as the Chairman was absent and there was no Vice Chairman appointed.

1/22-23 ELECTION OF THE CHAIRMAN

RESOLVED: Cllr N Godley was appointed as Chairman. Proposer Cllr B Vincent, seconder Cllr E James.

2/22-23 TO RECEIVE THE CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE.

The Chairman signed the declaration of office.

3/22-23 ELECTION OF THE VICE CHAIRMAN

RESOLVED: Cllr J Baker was appointed as Vice Chairman. Proposer Cllr P James, seconder Cllr B Vincent.

4/22-23 APOLOGIES FOR ABSENCE

Apologies received from Cllr A Phillips, Cllr D Wilson, Cllr J Pearce.

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- 5/22-23 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
None
- 6/22-23 **TO RECEIVE MEMBERS DECLARATION OF INTEREST FORMS.**
All members forms were received.
- 7/22-23 **MINUTES OF THE PREVIOUS MEETING**

RESOLVED that the minutes of the meeting held on 9th of March 2022, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman. Proposer Cllr J Barker, seconder Cllr B Vincent.
- 8/22-23 **TO ACKNOWLEDGE THE RESIGNATION OF THE CLERK**
The resignation of the Clerk was acknowledged and accepted.
- 9/22-22 **PUBLIC PARTICIPATION SESSION**
 - Questions were asked on the percentage increase of the parish council tax and the reasons behind it. It was explained that the increase was due additional costs of the Deputy Clerk to scrutinise the prison proposal, and the addition of the Parish Ranger.
 - Many concerns were raised about why the discussion on the club lease was excluded from the public.
 - Concerns were raised about the lack of support from the council in organising the Platinum Jubilee this June.
- 10/22-23 **A MOTION WAS PROPOSED BY THE CHAIRMAN TO CHANGE THE ORDER OF THE AGENDA AND MOVE TO ITEMS 27 AND 28.**
RESOLVED: Proposer Cllr J Barker, seconder Cllr E James.
- 11/22-23 **THE COUNCIL WILL RESOLVE TO EXCLUDE THE PRESS AND PUBLIC FROM ITEM 28 ON THE AGENDA REGARDING THE CLUB LEASE.**
It was felt that on this occasion, it was in the public interest to hold this item open to the public. It was declared by the Chairman that the council had unanimously over ruled this decision, and advice of the Clerk.
- 12/22-23 **THE CLUB**
RESOLVED: It was agreed, subject to legal approval, the new lease would be for a period of seven years, commencing on the expiration date of the current lease. The use of the building extended to include the shop, and that maintenance responsibilities would be for the interior only. Furthermore, and

by agreement between the parties, the use might be varied as and when required. Proposer Cllr E James, seconder Cllr John Barker.

13/22-23 REPORT FROM THE DISTRICT/COUNTY COUNCILLOR

Cllr Tattersley highlighted on the Annual Report, and planning enforcement underway.

Cllr Butland highlighted that the budget would increase by 2.68%. Some of this increase was £350,000 for planning enforcement and recruitment had already begun. The County Council has allocated £1.083,000,000 on adult social care which is 43% of the total budget plus 13% on children's services. Collectively 56% or > £600,000,000 is used for 1% of the total County population. A member of the public asked what would be done about repairing the footpaths in the Country, Cllr Butland said he would follow-up on that matter.

14/22-23 TO AGREE THE MEETING DATE SCHEDULE FOR 2022-2023.

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

15/22-23 TO AGREE THE TERMS OF THE REFERENCE FOR COMMITTEE'S

- 1. PERSONNEL COMMITTEE**
- 2. WETHERSFIELD AIRBASE SCRUTINY COMMITTEE (WASC)**

RESOLVED: The Terms of reference were agreed for both Committees
Proposer Cllr J Baker, seconder Cllr P James.

16/22-23 TO AGREE APPOINTMENTS TO COMMITTEE'S.

RESOLVED: It was agreed the following Councillors would be on the Committee's:

- Personnel Committee – Cllr J Baker, Cllr B Vincent and Cllr N Godley
Proposer Cllr E James, seconder Cllr P James
- WASC Committee – Cllr J Pearce and Cllr Sue Short.
Proposer Cllr P James, seconder Cllr B Vincent.

17/22-23

REPRESENTATIVES OF ORGANISATIONS

1. Wethersfield Village Hall – Cllr Edward James
2. Blackmore End Village Hall and Blackmore End Playing Field – Cllr D Wilson
3. Wethersfield Hub Development Group – Cllr J Pearce
4. Fitch and Mott Charity, Richard Walford Charity and Wiltshire Lecture Charity – Cllr J Pearce
5. Wethersfield Pavilion, and The Derek Flannery Playing Fields Association – Cllr N Godley.

RESOLVED: Proposer Cllr P James, seconder Cllr S Short.

18/22-23

TO REVIEW COUNCILLOR RESPONSIBILITIES

1. Wildlife Coordinator – covering footpaths, open spaces and trees – Cllr P James.
2. Highways Coordinator – covering transport, street footpaths and highways – Cllr J Barker.
3. Neighbourhood Plan Team – Cllr J Pearce.

RESOLVED: Proposer Cllr S Short, seconder Cllr P James

19/22-23

POLICIES

1. To review the Standing Orders
2. To review the Financial Regulations

RESOLVED: The policies were approved. Proposer Cllr J Barker, seconder Cllr E James.

20/22-23

FINANCE

1. To agree to pay salaries and associated costs on the 28th of every month.

RESOLVED: The above was agreed. Proposer Cllr B Vincent, seconder Cllr E James.

2. To receive the Finance Report and approve payments

RESOLVED: The payments were approved. Proposer Cllr J Barker, seconder Cllr E James.

Wethersfield Parish Council Finance

5th May 2022

Cash Book Balance From 01/04/2022 £ **19,014.11**

Payments Made

Date	Payee	Description	Amount
28/04/2022	Payroll	Salaries, NI, Pension	£ 1,898.90
27/04/2022	Bell Fencing	Playground Installation	£ 720.00
27/04/2022	Sedley Place	WASC	£ 2,565.00
27/04/2022	EALC	Affiliation	£ 385.15

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27/04/2022	Wethersfield Village Hall	Hire	£ 20.00
27/04/2022	Blackmore End Village Hall	Hire	£ 90.00
27/04/2022	N Power	Street Lighting	£ 355.25

Petty Cash Payments

Date	Payee	Description	Amount
29/04/2022	Swan Service Statipn	Petrol	£ 18.14
02/05/2022	Inkcredible	Ink Catridges	£ 70.96

Payment Received

Date	Payer	Description	Amount
11/04/2022	Little Barfield PC	Donation	£ 300.00
08/04/2022	The Field Association	Grant	£ 5,000.00
01/04/2022	Shalford PC	Inv	£ 25.90
28/04/2022	BDC	Precept	£ 20,791.00

£ 39,007.61

Bank Balances on 05/05/2022

Barclays Current Account	£	6,828.49	
Unity Current Account	£	8,620.89	
Unity Reserves Account	£	23,059.33	
Equals Prepay Cards	£	210.90	
			£ 38,719.61
Plus Un-Cleared Cheques			
	£	288.00	
Adjustment			£ 288.00
Reconciled Total			£ 39,007.61

Payments for Approval

Date	Payee	Description	Amount
11/05/2022	E Butcher	Litter Picking	£ 50.00
11/05/2022	A Culmer	Litter Picking	£ 70.00
11/05/2022	Saffron Services	Inv 0320 & 0321	£ 7,140.00
11/05/2022	S Boydell	Audit Fees	£ 100.00

Cash Book Balance After Payments **£ 31,647.61**

WASC Finance
Updated 05/05/2022

Invoices Received

Date	Supplier	Description	Amount ex VAT
27/02/2022	Capitall Road Safety	Traffic Monitoring	£ 600.00

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10/03/2022	Sedley Place	Prison Model	£	2,137.50
01/03/2022	CBA	Mobilisation Payments	£	2,000.00
28/02/2022	Andrew Martin Planning	Briefing note and research	£	1,000.00

Total	£	5,737.50
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Income Received

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
21/02/2022	Shalford Parish Council	10% Contribution 21/22	£ 2,150.00
14/03/2022	Toppesfield Parish Council	Contribution	£ 500.00
11/04/2022	Little Bardfield Parish Council	Contribution	£ 300.00
08/04/2022	The Fields/SWAP	Grant	£ 5,000.00
		Total	£ 7,950.00

Current Position	£	2,212.50
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3. To review and approve the Asset Register.

RESOLVED: The Asset Register was approved. The bin near the sewer works to be added, plus the ranger equipment to be itemised. Proposer Cllr B Vincent, seconder Cllr E James.

WETHERSFIELD PARISH COUNCIL ASSETS		
ASSET DESCRIPTION	Cost	Previous value
Wethersfield Village Hall including Wethersfield Village Hall Club	1	1000000
Blackmore End Village Hall and adjoining house	1	600000
38no Streets lights all as per attached schedule	38000	38000
Speed indicator sign	6000	6000
Notice board at Wethersfield	2500	2500
Notice board at Blackmore End	2500	2500
Notice board at Beazley End	2500	2500
General office equipment computers, printers etc	2500	2500
Ranger tools	700	700
WETHERSFIELD		
Village sign	10000	10000
Lean-to bus shelter and seat in Wethersfield attached to the village hall	8000	8000
Waste bin in front of village hall	300	300
Waste bin in front of playing field	300	300
Mini feeder pillar for switch on control	1000	1000
Seat on the green in front of village hall	750	750
Seat on the green at the top by village sign	750	750
Seat in front of Meadside	750	750
Grit bin on West Drive	1000	1000
Grit bin on green at Hereward Way	250	250
Grit bin in nosing at Saffron Gardens	250	250
Dog bin at end of Dog Chase	300	300
Dog bin on the green in Saffron Gardens	300	300
Dog bin in front of playing field	300	300
Dog bin opposite Meadside	300	300
Dog bin up lane by Upper Barns	300	300
Dog bin in West Drive	300	300
Phone box by the church	1000	1000
BLACKMORE END AND BEAZLEY END		
Benches x 3	1800	1800
Bench and planters Beazley end	1250	1250
2no Wooden seats on green	600	600
Seat on upper green	400	400
Waste bin on green	300	300
Phone box	1000	1000
Dog Bin by notice board	300	300
Dog bin opposite Toppenfield sign	300	300
Village Hall sign post	1000	1000
Wooden Seat by Gosfield junction Beazley End	600	600
Dog bin by Gosfield junction Beazley End	250	250
2no wooden planters near Toppenfield sign	330	330
TOTAL	78984	1689490
Updated: 27/04/2022		

4. To receive and approve the Annual Internal Auditors Report 21-22.

RESOLVED: The Annual Internal Auditors Report was received and approved. Proposer Cllr J Barker, seconder Cllr B Vincent.

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5. To receive and approve the Annual Governance Statement 21-22.
RESOLVED: The Annual Governance Statement was received and approved. Proposer Cllr B Vincent, seconder Cllr E James.
 6. To receive and approve the Accounting Statement 21-22.
RESOLVED: The Accounting Statement 21-22 was approved. Proposer Cllr P James, seconder Cllr E James.
 7. To receive and approve the notice of the period for the exercise of public rights.
RESOLVED: The notice of the period for the exercise of public rights was approved for 13th June 2022 until 22nd July 2022. Proposer Cllr P James, seconder Cllr J Barker.
 8. To receive and approve the variances explanation, and bank reconciliation 21-22.
RESOLVED: The variances explanation and bank reconciliation 21-22 was approved. Proposer Cllr J Barker, seconder Cllr B Vincent.
 9. To assign the Deputy Clerk a petty cash card with a value of up to £150.00.
RESOLVED: The petty cash card was approved. Proposer Cllr J Barker, seconder Cllr P James.

CLERKS REPORT

REPORT FROM THE CLERK

21/22-23 SALT BINS
The salt bin are awaiting delivery.

ANNUAL PARISH COUNCIL MEETING

The annual parish council meeting will be held on the 25th of May at 7pm. There will be a guest speaker from SWAP.

S106

The planters and bench has been installed at Beazley End and are awaiting inspection from Braintree Council.

PARISH RANGER

The Parish Ranger installed the benches and planters at Beazley end. He has also restored the old bench to replace the damaged bench on Bovingdon Road. Next month work is going to begin on the phone boxes.

Update on Planning Applications Listed in the Minutes:

21/02546/FUL- Sunninghill Cottage Hudsons Hill Wethersfield
Change of use of land from agricultural to residential curtilage
PENDING DECISION

21/03603/HH - Old Cottage Brick Kiln Green Blackmore End
Single storey rear extension
PENDING CONSIDERATION

21/03690/FUL - Beazley End Orchard, Beazley End, Wethersfield
Conversion of first-floor of existing agricultural building to create 1no. dwelling for a rural worker.
PENDING CONSIDERATION

22/00008/HH - 10 Syers Field Blackmore End
Formation of vehicular access and dropped kerb.
PENDING CONSIDERATION

21/03755/TPOCON - Saffron House High Street Wethersfield
Notice of intent to carry out works to trees in a Conservation Area - 2x Lawson (about 10-15m) cypress on rear boundary of garden to be felled to ground level (one of which is leaning dangerously across boundary and towards electricity pylon). To be replaced with native hedgerow.
PENDING CONSIDERATION

22/00209/HH - The Old Post Office High Street Wethersfield
Conversion of existing basement to habitable accommodation, including the improvement of the basement fabric and ventilation.
PENDING CONSIDERATION

22/00196/TPOCON - 2 Sims Cottage Braintree Road Wethersfield
Notice of intent to carry out works to tree in a Conservation Area - T1 - Lawson cypress Fell to ground level and replace with native specimen. The tree has exceeded its room for lateral growth and has started to outcompete other adjacent specimens.
PENDING CONSIDERATION

21/02861/FUL - Cottage Farm Silver Street Wethersfield
Construction of concrete clamp and associated hardstanding, including a change of use from agricultural land to forestry use.

2/00395/FUL - Unit 1 Ponyacres Rotten End
Change of use of existing barn to 1No. self-contained 3-bedroom dwelling.

22/00435/FUL - Oakland Barn Bakers Farm Lane Blackmore End
Conversion of barn to 1no. residential dwelling.

WASC

WASC update for Wethersfield PC 11 May 2022
The WASC Technical Committee met Thursday 21st April and the full committee met on Monday 25th April. The Phase 1 work program has progressed as intended.

Various consultants are appointed to undertake work and/or advise on specific aspects of the potential prison application in particular landscape impact, traffic, heritage, digital modelling. Given that there is so much to cover, with only a short time allowed for a response should a planning application come in, it was felt necessary to progress the work needed to submit a sound response. Several items of work on the Phase 1 Work Program have been completed.

Traffic counts have taken place and it is estimated from activity at other prisons that the current 2,400 vehicles per day passing the site would increase by 3,200. This would be in addition to further organic growth from new build development taking place in local villages. More work will be done on traffic impact including the growth of heavy vehicles connected with a very substantial supply chain to support the prisons.

All local and national planning policy is being researched as well as prison policy. Evidence is emerging that in the past the prison service have recognized that large prisons are difficult to manage and recommended best practice is for prisons to house no more than 500 residents. More research is being done.

Where possible WASC are engaging with other bodies that may do their own research that we can use and thus make best use of our own limited resources. Natural England who will have an interest in the flora and fauna, including ancient woodlands, rare grasses, skylarks, crested newts etc. Historic England and ECC are taking an interest in the military heritage and buildings including the cold war hangers and weapon storage facilities.

A meeting took place between the Defense Infrastructure Organisation and WASC on 21st March. The DIO need to complete the sale of the airbase by 2025 but are committed to letting the MOJ prison application run its course as a first option. This would occupy circa 120 acres of the airbase and does not overlap with the existing 150 acres of buildings, still leaving 500 acres for potential future development. They are however willing to engage with WASC as representatives of the residents of the wider community and we expect to have future meetings with DIO.

Initially reluctant to allow WASC and our consultants access to the airfield they now accept that we are a statutory body and are willing to allow access, albeit it's still a bit slow.

There are now 12 PC members of WASC with Sible Hedingham being the latest to join.

WASC has written to the district councilor for five of the most affected parishes for clarification of why he has advised both the MOJ and BDC officers that parishes welcome the idea of the prison. All five parishes have been contacted, meeting minutes and memories thoroughly checked and all confirmed that they have never expressed this view either formally or informally. The councilor in question will be written to again to give every opportunity for the record to be corrected.

Four of the WASC Technical Committee, met with the two most senior planning and economic development officers at BDC on 25th April. An in depth meeting took place focusing on policy and procedure. The distinction between SWAP and WASC was made clear.

BDC confirmed that they are involved in pre-application discussions with MOJ which will remain confidential. There is agreement that there is a need for a masterplan for the site, but the MOD are reluctant to develop this till the prison application is resolved. At this stage it is still not certain when an application will come forward if at all. MOJ and their consultants are working through the requirements of the Environmental Impact Assessment scoping response from BDC.

BDC were interested in the work WASC have been doing on jobs, impact on the local economy, remoteness and accessibility, traffic levels and the digital model all of which is in progress. However anything we provide to BDC will be shared with MOJ so there is a decision to be made as to if and how much we should share in advance of any application coming in.

BDC envisage an enormous amount of work arising from such a large build project and have several consultants lined up to assist if and when an application does come in.

A presentation on WASC was given to the BALC chairman and a colleague earlier in April. All parishes that are members of WASC other than Wethersfield are also members of BALC. The connection is therefore made and the two organisations expect to be mutually supportive going forwards.

A FOI request recently processed has produced a great deal more information to work through but it appears Essex CC have already expressed concerns over heritage, landscape and transport.

Fields Association petition to stop the prison development has now reached 9,000 signatures. There was a bit of a boost when Chris Packham posted on FB in opposition to the development. At 10,000 it is called in by government to look at and respond.

Fundraising by SWAP has been going well and along with the income from a number of parishes have made financial contributions, is getting close to sufficient for immediate needs. However, there will be a great deal more financial support needed as the application progresses.

22/22-23 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.

NO OBJECTION.

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 .

NO OBJECTION.

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.

NO OBJECTION.

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

NO OBJECTION.

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

NO COMMENT.

23/22-23 **BRAINTREE ASSOCIATION OF LOCAL COUNCILS (BALC) MEMBERSHIP:** To agree to join at a cost of £40.00.

RESOLVED: It was agreed to join BALC. Proposer Cllr S Short, seconder Cllr B Vincent.

24/22-23 **TREE PLANTING AT SAYERS FIELD AND LOWER GREEN BLACKMORE**
END: To agree to plant two trees.

RESOLVED: It was agreed to plant a Jubilee Tree on Sayers Green, no planning permission is required. A Mounting Ash, funded by either BDC or local residents. It was agreed to replace the deceased tree outside 13 Sayers with a metal surround for protection.

25/22-23 **THE FIELDS ASSOCIATION / SWAP:** To agree to purchase and display a banner at a cost of £45.00.

RESOLVED: It was agreed to purchase the banner and display above the bus shelter next to the village hall. Proposer Cllr P James, seconder Cllr S Short.

26/22-23 **JUBILEE CELEBRATIONS:**

1. To agree to purchase a beacon at a cost of £500.00.
2. To agree to give a contribution toward the cost of the beacon at Blackmore End.

RESOLVED: It was agreed to purchase a beacon and give a contribution toward the cost of the beacon at Blackmore End. Proposer Cllr S Short, Seconder Cllr P James.

27/22-23 **NEIGHBOURHOOD PLAN:** To receive an update.
Cllr N Godley advised that based on the idea that a Neighbourhood plan incorporates the airbase, a joint plan has been discussed with the DIO and been well received in principle, and has been raised with BDC chief officers, and at WASC. This is complicated by the fact that the airbase falls within four parishes including Wethersfield, but is to be discussed at WASC probably at the next meeting. The matter needs to be resolved before a Neighbourhood Plan Working Group starts work, to submit a neighbourhood plan area to BDC.

28/22-23 **PARISH SURVEY:** To receive an update.
Cllr B Vincent advised on the background of the requirement of a survey, explaining that CROWS sought to find premises for a new village store. CROWS then morphed into The Hub who proposed to extend the front of the village hall, reposition the bus shelter, and open a community store. During lockdown, and the subsequent Club closure, The Club opened a shop. The plan for a Parish Survey is for The Hub proposal. The group met twice and a final draft of the survey document should be available for circulation in June 2022.

29/22-23 **PARISH RANGER:** To agree the purchase of a strimmer up to the value of £300.00.
RESOLVED: It was agreed to purchase a petrol strimmer up to the value of £300.00. Proposer Cllr B Vincent, seconder Cllr S Short.

30/22-23 **ITEMS FROM COUNCILLORS TO BE ADDED TO THE NEXT AGENDA**

- Ground Force bulbs and flowers.
- Personnel Committee Meeting

Councillors are asked to inform the clerk of any items by 30th of May 2022.

31/21-22 **NEXT MEETING OF THE PARISH COUNCIL:** The next meeting of Wethersfield Parish Council will take place at Blackmore End Village Hall on Wednesday, 8 June 2022 commencing at 7.30pm.

The Chairman thanked everybody for attending and declared the meeting closed at 8:48pm.

Signed:
Chairman

Date: