

FINCHINGFIELD PARISH COUNCIL



The Coach House, The Village, Great Waltham, Essex. CM3 1AS

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REPRESENTING FINCHINGFIELD AND CORNISH HALL END

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- I. The meeting will be open to the public unless the Council directs otherwise. Members of the public are invited to address the Council during the Public Participation session.
 - II. Under the 2014 Openness of Local Government Bodies Regulations, the meeting will be recorded by the Clerk for the accuracy of the minutes. The recording will be destroyed once the minutes have been confirmed.
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Members of the Parish Council are hereby requested to attend the Parish Council Meeting, **Cornish Hall End Village Hall on Tuesday, 24th March 2026, at 7.30 pm** for the purpose of transacting the following business:

Mark Nicholls - Clerk/Proper Officer - Posted: 18th March 2026

AGENDA

- 062/2026 CHAIRMAN'S WELCOME**
- 063/2026 APOLOGISES FOR ABSENCE**
a) Statement to be read regarding Prettying up Finchingfield -Cllr. Berry
- 064/2026 TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST.**
In accordance with the council's code of conduct. Unforeseen interests must be declared similarly at the appropriate time
- 065/2026 TO CONFIRM AND SIGN THE MINUTES**
Of the parish Council's meeting held on the 24th of February at Finchingfield Village Hall
- 066/2026 PUBLIC PARTICIPATION SESSION. WITH RESPECT TO ITEMS ON THE AGENDA**
Public Question Time. Members of the public are invited to address the Council, give their views, and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chair). Members of the public may not take part in the Council meeting itself. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair. Members of the public should address their representation through the Chair of the meeting. A maximum of 15 minutes shall be allowed for public question time, and it is requested that each member of the public speak for a maximum of 3 minutes
- 067/2026 ESSEX COUNTY COUNCIL REPORT – Cllr.G.Butland**
The full report will be online in the agenda section of the website.
- 068/2026 BRAINTREE DISTRICT COUNCIL REPORT – Cllr.M.Staines /Cllr.M.Ault**
The full report will be online in the agenda section of the website.
- 069/2026 FINANCE**
1) To receive the Bank reconciliations as at 31st. February2026
2) To receive the comparison of Actual against the Budget 2025/2026
3) To approve the payment of Accounts for March 2026. Also, to agree a transfer of funds to meet the Parish Council's financial requirements
4) Charitable Donation – Saxons Christmas Lights Hosting
As part of the finance update, to consider and resolve whether the Council wishes to approve a donation of £200 to Saxons in recognition of their hosting and support of the village Christmas lights, the expenditure to be made under Section 137, the Council being satisfied that the payment is in the interests of and will bring benefit to the area and its inhabitants.

- 070/2026** **CORNISH HALL END | PLAYING FIELDS – Ditch Clearance**
To consider obtaining quotations for the clearance of the ditch surrounding the playing field, noting that provision for this work has been included within the next financial year’s budget, and to determine whether the Council wishes to authorise the seeking of quotes to the Clerk
- 071/2026** **CORNISH HALL END | BUS SHELTER – Ownership Enquiry**
To receive an update from Cllr M. Staines regarding enquiries into the ownership of the bus shelter and to consider whether any further action should be taken should the structure no longer be required.
- 072/2026** **CORNISH HALL END | PLAYING FIELDS - Horse & Groom Festival**
a) To consider requests relating to the use of the Cornish Hall End Playing Field in connection with the H & G Festival, including a proposal from Grill Master to host a small number of BBQ training events associated with the festival, involving up to 20 participants and the temporary use of tents and BBQ equipment. Dates to be submitted and agreed by the Council
b) To consider whether permission should be granted subject to appropriate arrangements, including confirmation to the Clerk of adequate public liability insurance, consideration of any resident comments or objections, and a voluntary donation from Grill Master via the Clerk towards improvements to the pavilion. Any permission granted is subject to the organiser ensuring that the field and surrounding area are left in good condition, any damage is made good, and that all activities are conducted in a manner that minimises disturbance to nearby residents.
- 073/2026** **20’s PLENTY CAMPAIGN**
a) To note that the Parish Council is registered with the 20’s Plenty for Essex campaign
b) To consider any further action the Council may wish to take in relation to local speed reduction initiatives.
c) To consider the council’s drafting of a 20’s Plenty Parish Council policy to be prepared by the Clerk for consideration at a future meeting. Such a policy would set out the Council’s support for the 20’s Plenty for Essex campaign, call on Essex County Council to implement 20mph speed limits in appropriate areas of the parish, and request that 20mph become the default speed limit on streets where people live, work, shop, play or learn, with 30mph remaining the exception where a higher limit is appropriate. Council to further consider contacting Essex Highways with a consolidated list of residents’ requests regarding traffic speeds and safety.
- 074/2026** **WETHERSFIELD AIRBASE AND WASC UPDATE- update Cllr R. Duffin**
To receive and update the council and **to agree** on any next steps
Any report will be available on the minutes section of the council’s website
- 075/2026** **NEIGHBOURHOOD PLAN | PARISH ACTION PLAN – UPDATE CLLR R. DUFFIN**
To receive an extended update from February and that of March, and **to agree** and next steps
Any report will be available on the minutes section of the council’s website
- 076/2026** **PLANNING**
including any Current Planning Applications requiring a response – Planning Comments from the Parish Council
- 050/202626/00428/TPOCON** -The Overlook, Old Vicarage,5 Vicarage Road.
Notice Of Intent to carry out works in a tree conservation area.
- T1. Ornamental Plum - Reduce crown of tree, bringing height down by up to 4 metres and cutting side branches in by up to 2 metres. Reason: Reduce crown to help maintain size of tree and to allow more room for mature trees, to spread
<https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TAZ2RBBFGCJ00>
- 26/00507/LBC** - 2 Hillside Cottage, Church Hill, Finchingfield
Repainting exterior and window frames.
<https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBFKZMBF0P700>
- 077/2026** **PLANNING DECISIONS**
Planning Decision/s made by BDC

- 078/2026 FINCHINGFIELD | SLUICE GATES – Cllr.Bide**
a)To receive an update & Note on the replacement of the two sluice gate worm drives, previously approved by Council at a cost of £900.32 (ex. VAT), confirming that the council has paid for the worm drives. To receive an update on the order status and when the replacement mechanisms are planned to be installed.
b)Consider any further action if required. Original ref (050/2026)
- 079/2026 DEDICATED RECORDING DEVICE FOR MEETINGS – Cllr.D.Bide**
a)To receive an update. (deferred from February) on the investigation into suitable dedicated digital audio recording devices to support accurate minute-taking and good governance, including indicative options and costs at the request of the Clerk. **To consider** the options and whether the Council wishes to proceed with the purchase.
b)To consider any next steps
- 080/2026 May Day Fête and Tractor Run – Cllr Gill**
To agree, following consultations, that the May Day Fête is now Monday 4 May 2026, noting that the tractor run is no longer able to coordinate with the event they have on 10 May.
To receive an update on current planning arrangements, including liaison with event organisers and coordination of the events.
To consider and resolve any anticipated costs associated with the event, subject to a breakdown being circulated where possible ahead of the meeting. Else, in principle agree the anticipated costs of the event, subject to final budget figures to the council and budget provision
To agree on any further actions or arrangements required by the Council and/or councillors to facilitate the planning and delivery of the events.
- 081/2026 FINCHINGFIELD | OPEN GARDEN EVENT – Guildhall Fundraising**
To consider a request from the organisers of the Open Gardens charitable event, planned for Saturday 30 May between 11:00 and 16:00, seeking the Parish Council’s permission to display two promotional banners on the fencing on either side of the village pond to advertise the event. The banners (approximately 2m x 50cm) would be installed from 15th May until the event date.
Council to consider and determine whether permission should be granted.
- 082/2026 FINCHINGFIELD | PUMP TRACK- FinCHE Community Group Proposal – Cllr Gill**
(i) **To note** correspondence received from FinCHE Community Group regarding the proposed pump track project, including reference to previous Parish Council discussions, planning permission granted to proceed, and the previously agreed use of Section 106 funding.
(ii) **To discuss** the current position of the Council in light of previous discussions and commitments, and **to receive an update** on enquiries made into how a public vote may be conducted should the Council wish to pursue this option.
(iii) **To consider and resolve** whether the Council is in a position at this time to agree that a public vote should take place.
- 083/2026 FINCHINGFIELD | Pond - Water Quality Sampling Request.**
To consider a request from Dr Sarah Brockless (Brockless Ecological Land Management) seeking permission to place temporary water quality sampling equipment within Finchingfield Pond between 13 and 22 April 2026 as part of an NERC-funded PhD research project led by Oxford University, investigating wetland water quality and invertebrate populations. The monitoring would complement research being undertaken at Spain’s Hall Estate, and Oxford University would take full responsibility for the equipment, with no liability falling to the Parish Council. **Council to consider whether to grant permission.**
- 084/2026 FINCHINGFIELD | CCTV CAMERA BRIDGE- Location Licence and Electricity Supply – Cllr. Strange**
To consider correspondence regarding the proposed licence required to affix a CCTV camera to Unit 1 (The Greedy Duck / The Stores) and to access an internal electricity supply for the recorder. Members are to note that a previously undeclared licence preparation fee quoted by *Lambert-Smith-Hampton, property consultants acting on behalf of Essex County Council*, has been cited and is £500 plus VAT, with the estimated electricity cost being approximately £1 per month ongoing.
Council to review the proposal, consider whether to proceed with the licence arrangement, and determine any further actions.

- 085/2026 FINCHINGFIELD | Village Pond – Dredging Works – Cllr.Bide**
To consider whether the Council wishes to obtain quotations for dredging works to the village pond, with a view to reviewing quotations and determining any next steps at the April meeting and that such licences as deemed necessary are available or should be applied for beforehand.
- 086/2026 Energy Reduction – Street Lighting Replacement Programme - Cllr.Bide**
To consider the introduction of an energy reduction programme for parish street lighting, whereby existing lighting units will be replaced with high-efficiency LED units as and when current units fail. Council to consider the potential benefits, including reduced energy consumption and maintenance costs, and to determine whether to adopt this approach as an ongoing replacement policy and to consider next steps for this item
- 087/2026 MATTERS DEFERRED TO APRIL**
a)Finchingfield Green Rubbish Bins Replacement Proposal
To receive a proposal and indicative costings from Cllr Berry regarding the potential replacement of ageing rubbish bins located on the Village Green, following a review of their current condition, and to consider whether the Council wishes to proceed with replacement.

b)Brent Hall Road Sign – Update
To receive an update from Cllr Berry regarding the Brent Hall Road sign.
- 088/2026 COUNCIL - Policy - The Clerk**
a) Vexatious, Persistent or Abusive Complaints Policy
To consider the draft Vexatious, Persistent or Abusive Complaints Policy and, on the advice of the Clerk, **determine** whether the Council wishes to adopt the policy.
- 089/2026 COUNCIL - Resignation - Cllr.Braithwaite**
To note, the resignation of Cllr.Braithwaite following the meeting og 24th February 2026
- 090/2026 COUNCIL - Vacancy - Notice of Casual Vacancy**
To note that the Clerk, as Proper Officer, has published the Notice of Casual Vacancies from 1 March 2026. If no election is called and upon any written confirmation from the Elections Officer at Braintree District Council that no request for an election has been received within the statutory period, and that the Parish Council may proceed to fill the vacancy by co-option. Then, following a period of days to allow for the statutory notices to be issued, and upon receipt of advice to Braintree District Council that the Co-option process has begun. The Clerk will issue the relevant notices inviting applications and allow a period of 14 days (excluding Sundays and bank holidays) for eligible parishioners to request application forms and to submit applications to the Clerk only for consideration by the Council at their next full meeting. The Clerk will keep the council informed on progress
- 091/2026 Council Audit – Internal Audit Arrangements**
To note that the Clerk has provisionally arranged for the Council’s annual Internal Audit of the Council and Trust accounts to take place on 12 June 2026, and to consider and confirm the appointment of *Ann C Wood LL.B, Cert. HE, DMS, PIALC* as the Council’s Internal Auditor for the 2025/26 financial year.
- 092/2026 COUNCIL - Meetings - Date of next Full Council meeting**
To note, 28.04 Annual Parish Assembly Finchingfield Village Hall: 26.05 FPC AGM: 23.06: 28.07: 22.09: 27.10: 24.11.26
- 093/2026 COUNCIL – Correspondence – The Clerk**
To note, correspondence was received, and responses were sent by the Clerk since the last meeting
- 094/2026 COUNCIL – Publication -The Clerk**
To consider any council items for publication through Print/ Social media,/Website, excluding statutory notices and other publications issued by the Clerk in the course of their duties.
- 095/2026 COUNCIL - Closure of the Parish Council Meeting**
To close the meeting, thank members of the public for attending, having considered and determined all items of business.

T062.1/2026

TRUST MEETING - Exclusion of the Public and Press – Trust Meeting

The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies".

T063/2026

TRUST | Chairman’s Welcome to The Trust Meeting

T064/2026

TRUST | To confirm and sign the last meeting

T065/2026

TRUST | Sole Trustee Previous Matters

T066/2026

TRUST | New Village Hall Working Group Recommendation

T067/2026

TRUST | New Village Hall – Correspondence

T068/2026

TRUST | Pump Track - Correspondence

T069/2026

TRUST | Close Meeting