



FINCHINGFIELD PARISH COUNCIL

REPRESENTING FINCHINGFIELD AND CORNISH HALL END

Mark Nicholls | Clerk, RFO, & Proper Officer | Clerk to the Trusts | for Finchingfield Parish Council

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

Tel: 0777 1964 493: email: clerk@finchingfield-pc.gov.uk Website: <https://www.finchingfield-pc.gov.uk/>

-
- 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.

Members of the Parish Council are hereby requested to attend the Parish Council Meeting, **FINCHINGFIELD Village Hall on Tuesday, 26th May 2026, at 7:00 pm** for the purpose of transacting the following business:

iii. *Mark Nicholls* Clerk | Proper Officer - Posted: 20th May

AGENDA – ANNUAL PARISH COUNCIL MEETING

- | | |
|-----------------|--|
| 120/2026 | ELECTION OF CHAIRPERSON
To elect the Chairman of Finchingfield Parish Council for the civic year 2026/27 |
| 121/2026 | ELECTION OF VICE-CHAIRMAN
To elect the Vice-Chairman of Finchingfield Parish Council for the civic year 2026/27. |
| 122/2026 | DECLARATION OF ACCEPTANCE OF OFFER
To note completion of Declarations of Acceptance of Office where required, and, where the elected Chair/vice chair is present, for the Declaration of Acceptance of Office to be signed accordingly, or, if the elected Chairman is not present, to consider permitting the Declaration to be signed at a later date in accordance with statutory requirements. |
| 123/2026 | APOLOGIES FOR ABSENCE |
| 124/2026 | 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 |
| 125/2026 | TO CONFIRM AND SIGN THE MINUTES
Of the Parish Council's meeting held on the 28 th of APRIL at Finchingfield Village Hall |
| 126/2026 | REVIEW OF THE COUNCILLORS CODE OF CONDUCT
To reaffirm the Council's adopted Code of Conduct, to confirm members' continued compliance, and for councillors to sign a declaration acknowledging their agreement to abide by its provisions. |
| 127/2026 | REVIEW OF DELEGATED AUTHORITY
To review and confirm the Council's delegated authority arrangements for the civic year 2026/27, including delegated powers and responsibilities assigned to standing committees, working groups (where advisory only), the Clerk / Proper Officer, and the Responsible Financial Officer, together with any associated financial limits, operational authorities, and reporting requirements, to ensure effective governance, lawful administration, and continuity of Council business. |

- 128/2026 LOCAL NATURE RECOVERY WORKING GROUP**
To consider establishing a Local Nature Recovery Working Group to support the Council in identifying opportunities in regard to the Local Nature Recovery Strategy of ECC and relating to biodiversity, habitat enhancement, environmental stewardship, natural flood management, ecological partnerships and external funding opportunities across the area and to determine its scope, membership and reporting arrangements.
- 129/2026 REVIEW OF STANDING COMMITTEE COMMITTEES AND MEMBERS**
To confirm the continuation/dissolution of committees, membership and terms of reference of the Council's last year committees, namely:
- Neighbourhood Plan and Planning Committee
 - HR Committee
 - Cornish Hall End Playing Fields Committee
- 130/2026 REVIEW OF WORKING GROUPS**
To review and confirm the continuation or dissolution, scope and membership of the Council's working groups, including:
- Pond / Sluice / Gates Working Group
 - Parish Maintenance Working Group
- 131/2026 AREAS OF RESPONSIBILITY**
To discuss and review and confirm the councillor's Areas of Responsibility for the civic year 2026/27, including:
- Parish Parking
 - Speed / Noise
 - Public Transport
 - Footpaths
 - Weatherfield Airbase Scrutiny Committee
 - Braintree Association of Local Councils
 - Open Spaces & Outdoor Assets
 - Communications / Community Engagement
 - Guildhall Trust liaison
 - Finchingfield Bridge
 - Kempe / associated liaison roles
- 132/2026 STANDING ORDERS**
To re-adopt and review, or to review throughout the year the council's standing orders for the year ahead and to instruct the clerk to bring working changes to the meetings in the year ahead
- 133/2026 FINANCIAL REGULATIONS**
To re-adopt and review the Council's Financial Regulations.
- 134/2026 ASSET REGISTER**
To review and approve the council's asset register
- 135/2026 INSURANCE ARRANGEMENTS**
To note, the council approved in its last meeting a 3year discount deal with Zurich, and the council discharged the clerk to make payments and for the policy to come into effect on 1st May 2026
- 136/2026 BANKING, FINANCIAL AUTHORITIES AND RECURRING PAYMENTS**
To review and confirm the Council's banking arrangements, authorised signatories, online banking permissions, payment authorisation arrangements, recurring payments, payroll authorities, approved subscriptions, and delegated
- 137/2026 ORDINARY MEETING SCHEDULE**
To determine the time and place of ordinary meetings of the Council up to and including the next Annual Parish Council Meeting.
- 138/2026 CLERKS RECOMMENDATIONS**

- (i) **To consider and resolve whether to approve** the adoption of the Scribe accounting software package for the administration and management of the Parish Council’s financial records and accounts.
- (ii) **To consider and resolve whether to approve** directing the Clerk to obtain, hold and use a Council debit card, either [i] linked to the Unity Trust Bank current account[if possible – awaiting confirmation from unity] or through a dedicated [ii] Co-operative Bank current account maintained with a balance of up to £1,000, or [iii] A top up debit card, continually floated with £1000 to facilitate small operational purchases increasingly required by the Council, subject to the Councils Financial Regulations and Delegated Authority of the Clerk, in addition to monthly reporting and oversight of the full council. Upon the council resolving to suspend all preauthorised claims for reimbursement from members of the council
- (iii) **To consider and resolve whether to approve** the adoption of an Anti-Fraud, Bribery and Corruption Policy as part of the Council’s policies and upon resolving to do so , for the Clerk to present in the June meeting

139/2026

REVIEW OF GOVERNANCE AND OPERATION POLICIES

To review and, where appropriate, **to re-adopt** the Council’s governance, compliance and operational policies for the civic year 2026/27, [current authorities lapses with this meeting] including:

- Standing Orders
- Financial Regulations
- Risk Management Policy
- Risk Register
- Statement of Internal Control
- Reserves Policy
- Internet Banking Policy
- Data Protection Policy
- Privacy Notice
- Freedom of Information Policy
- Publication Scheme
- Complaints Policy
- Co-option Policy
- Grant Award Policy
- Email Policy
- Social Media Policy
- Health & Safety Policy
- Biodiversity Policy
- Commercial Filming and Photography Policy
- Accessibility Statement
- Anti-Fraud, Bribery and Corruption Policy (if adopted)

140/2026

CLOSURE OF THE ANNUAL PARISH COUNCIL MEETING

AGENDA – ANNUAL PARISH COUNCIL MEETING

COMMENCING IMMEDIATELY THEREAFTER

141/2026

APOLOGIES FOR ABSENCE

142/2026

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

- 143/2026 ESSEX COUNTY COUNCIL REPORT**
To receive the report. The full report will be available on the meetings section of the website.
- 144/2026 BRAINTREE DISTRICT COUNCIL REPORT – Cllr.M.Staines /Cllr.M.Ault**
To receive the full report. The full report will be available on the meetings section of the website.
- 145/2026 FINANCE**
(i)To receive the Bank reconciliations as at 31st April 2026
(ii)To approve the payment of Accounts for April 2026. Also, to agree a transfer of funds to meet the Parish Council’s financial requirements
(iii)To note year-to-date expenditure vs budget
- 0146/2026 PLANNING**
including any Current Planning Applications requiring a response – Planning Comments from the Parish Council
Ref. No: 26/01026/OHLSCR -Telecommunications at Ashwell Road, Walthams Cross
Planning Application
Installation of a leg pole to support the transformer
<https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TEOAHFBF00A00>
- 147/2026 NEIGHBORHOOD PLAN – A SHORT UPDATE**
- 148/2026 CORNISH HALL END PLAYING FIELDS – DITCH CLEARANCE QUOTES**
To consider quotations received for the clearance of the ditch surrounding the Cornish Hall End Playing Field, following the Council’s previous resolution [072/2026to obtain quotations, and to determine whether the Council wishes to appoint a contractor and authorise the works.
- 149/2026 CORNISH HALL END BUS SHELTER – DEMOLITION QUOTATIONS**
To consider quotations received for the demolition and removal of the bus shelter, following the Council’s previous resolution to obtain quotations [071/2026], and to determine whether the Council wishes to appoint a contractor and authorise the work, subject to the granting of a section 80 demolition order from Braintree District Council
- 150/2026 DOG BIN WASTE DISPENSERS – PUBLIC REALM REQUEST**
To consider a request from a local business to install and maintain dog waste bag dispensers at selected locations within the parish, at no cost to the Council, including on or adjacent to existing litter or dog waste infrastructure, with associated business branding. Council **to consider** the suitability of the proposal, any implications for public amenity, precedent, maintenance, advertising, and asset use, and **to determine** whether permission should be granted and on what terms.
- 151/2026 RIVERBANK TREES ADJACENT TO RIVERVIEW – OWNERSHIP, RESPONSIBILITY AND POTENTIAL ACTION**
To consider correspondence received from a resident concerning overhanging trees situated on the riverbank adjacent to Riverview, The Green, and to receive any update following the site visit undertaken by councillors. Council **To consider** the apparent ownership and maintenance responsibility for the riverbank and trees, any planning or conservation area implications, and **to determine** whether any further action should be taken, including the obtaining of quotations for arboricultural works, should the Council consider this appropriate and ownership remain unresolved.
- 152/2026 AGENDA ITEMS FOR JUNE MEETING**
[i]-STREET LIGHTING
To review the clerk's report regarding street lighting resolutions, and for the council to determine if LED bulbs should be used and, as such replaced in existing lamps going forward

[ii]-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.

[iii]-BRENT HALL ROAD SIGN– UPDATE- Cllr. Berry

To receive an update from Cllr Berry regarding the Brent Hall Road sign.

[iv]FINCHINGFIELD BRIDGE –PROTECTIVE BOLLARD INSTALLATION - Cllr Bide

To discuss whether the Council wishes to explore the potential installation of protective bollard measures at Finchingfield Bridge in response to repeated vehicle strike concerns. Initial discussion may include broad consideration of possible feasibility, likely locations, approximate scale, potential permissions or highways requirements, indicative costs, and whether there is sufficient public benefit to justify further investigation. Members are asked to determine whether they wish to take the matter forward for further assessment, including obtaining preliminary advice, quotations, or other relevant information, or to take no further action.

[v]-ROSPA, CALOO, CREATIVE PLAY

Reports, commissions and invoices

**153/2026 COUNCIL - Meetings - Date of next Full Council meeting:
To note, 23.06: 28.07: 22.09: 27.10: 24.11.26**

**154/2026 COUNCIL – Correspondence - The Clerk
To note, correspondence was received, and responses were sent by the Clerk since the last meeting**

**155/2026 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.**

**156/2026 COUNCIL - Closure of the Parish Council Meeting
To close. The meeting thanked members of the public for attending, having considered and determined all items of business.**

157/2026 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".

T1-75/2026 TRUST | Chairman’s Welcome to The Trust Meeting
T1-76/2026 TRUST | To confirm and sign the last meeting
T1-77/2026 TRUST | To receive members’ declarations of Interest
T1-78/2026 TRUST | To approve ONE invoice of the new Village Hall Project
**T1-79/2026 TRUST | To discuss, consider and approve the Scribe accountancy software for the new village
.....hall build**
T1-80/2026 TRUST | Close Meeting