

## Minutes of the Clavering Parish Council meeting held on Monday 14<sup>th</sup>. December 2015 at 7.30pm in the Clavering Village Hall

Present – Cllrs S. Gill (Chairman), B. Barrow, R. Couchman, M. Patmore, R. Carter, L. Williams, R. Clayton and R. Stanford

Also present ECC R. Gooding, District Councillor E. Oliver and 3 Parishioners

1. **Chairman welcome:** The chairman welcomed all to meeting and thanked everyone who attended the Gladman enquiry. She informed the meeting that the Inspector could be making a decision by 23<sup>rd</sup>. December 2015. She also thanked Mr. Greenall, Mr. Rouse, Mr. Howland, Mr. Welch and Mr. Dyster for the Christmas tree at Blacksmiths Corner

### 2. **Apologies for absence**

Apologies were received from Cllr Boardman

### 3. **Declaration of Interest**

To declare any Disclosable Pecuniary, Pecuniary or non-pecuniary interests relating to items on the agenda

Cllr Carter declared an interest in item 14 on the agenda – Land South of Oxleys Close

Cllr Couchman declared a disclosable Pecuniary interest in Item 18 on the agenda – Clavering PCC

Cllr Gill declared a non-pecuniary interest in the Jubilee Field

### 4. **Public Participation Session**

The Chairman will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed

Mr. Howland informed the meeting of the bus shelter at Blacksmith Corner. It appears that bottles & cans are being left in the shelter. Is it possible for this to be placed on Facebook and to inform local PCSO? Mr. Howland also mentioned that the link for the minutes on the website is broken.

Mrs Carter asked if an update could be placed on the Clavering Facebook page regarding the Christmas carols event. Also she asked if anyone can supply mince pies sausage rolls etc. for the evening. Mrs Carter asked if any Councillors attending carol singing event could collect monies on the night. She also asked the Chairman if Ben Gill could help set up the pavilion with Cllr Patmore. The chairman thanked Mrs. Carter for organising Christmas Carol event.

### 5. **To approve the Minutes of the last meeting of Clavering Parish Council**

To receive and agree the minutes of the last meeting held on Monday 9<sup>th</sup>. November 2015

An amendment to page 1017 "Tree safety" section be "for tree number 410" to be inserted to now read: For safety related tree work to tree number 410 under the current year's budget. After the alteration was made the minutes were proposed by Cllr Carter and seconded by Cllr Stanford **F8 Ag0 Ab0**

### 6. **Clerks report**

The clerk had received from EALC "New Audit regime from 2017". This had been circulated to Councillors before the meeting and would be fully discussed at the January meeting. The clerk confirmed to the meeting that the latest minutes on the website could not be viewed. The clerk would make further enquiries with the website company.

### 7. **District Council report** given by Edward Oliver

Cllr Oliver stated that he was always unhappy with the old accounting system where the same rules applied to a town council such as Bishops Stortford with a budget of some £2million and Clavering with its budget of under £20,000. It appeared to be odd not to have "de minimus" rules as are in place for charities.

Call for sites – landowners have sent in over 20 sites for application. UDC Planning Group will meet on Wednesday 16<sup>th</sup>. December 2015 at 7pm

Over 30,000 houses have been suggested to UDC already. Cllr Oliver apologised that he should have "called in" the Ashtree Market Garden application.

### 8. **Essex County Councillor report** given by Ray Gooding

Cllr Gooding informed the meeting about the Government spending review. It appears that everyone will be worse off. UDC will be slightly worse off than Essex County Council. 2% of ECC budget has been ring fenced for adult social care. Business rates will be retained by Local authorities. ECC has a new Chief Executive who is Gavin Jones. An astonishing fact is that children are more overweight in UDC than most districts and do less exercise.

### 9. Village Green update given by Cllr Gill

A report had been circulated to Councillors. There are 4 items still outstanding and tenders for Lower Hill Green / Stickling Green / Ditch will be sent out by the clerk. Mr. Peter Balaam does not wish to enter into tendering process but has the equipment to deal with Stickling Green. Hill Green would be cut and flailed but not baled. Cllr Carter informed the meeting that Jon Frans has the identical equipment as Mr. Peter Balaam

Cllr Gill offered to talk to Mr. Law and Mr. Rouse for an indication of the costs.

Cllr Carter hoped he would have seen the third party insurance from Mr. Balaam but is happy for Mr. Balaam to go ahead with the jobs.

Cllr Gill proposed and Cllr Couchman seconded that CPC suspend financial regulation regarding "going out to tender" number 11(i) (c) to obtain best value for money **F7 Ag 0 Ab 1**

Mr. Balaam to spray off the docks and cow parsley and thistles to be removed in May & June in the area specified and marked out by the PC (Cllr Carter to mark out area) on Lower Hill Green

Proposed by Cllr Carter and seconded by Cllr Barrow **F6 Ag 0 Ab2**

Cllr Stanford proposed and Cllr Patmore seconded that Mr. Balaam cut and bale Stickling Green and remove the bales at the traditional haymaking period **This was carried unanimously**

Cllr Patmore proposed and Cllr Carter seconded that Mr. Balaam cut and bale Lower Hill Green and remove the bales, or flail if appropriate, at the traditional haymaking period having liaised with the PC in conjunction with Cllr Carter to preserve the wild flowers **This was carried unanimously**

### 10. Trees report from Cllrs Carter and Clayton on Stickling Green

The Councillors agreed for Cllr Clayton and Cllr Carter to remove the small dead trees near Monks Cottage & the Pump and continue monitoring the larger trees. It was proposed by Cllr Couchman and seconded by Cllr Patmore that Cllrs. Carter and Clayton proceed with the jobs. **This was carried unanimously**

### 11. Weekend Garden Waste Skip Service for 2016.

Cllr Stanford in her survey found that 18 residents had responded to her Facebook request on how many used the Green waste service. The residents felt that even though the cost was higher they felt that the service on a fortnightly basis was warranted. Mr. James Balaam has informed the Chair he will make the concrete pad available for the waste vehicle as usual. Residents to be canvassed further, Arkesden and Langley PCs to be chased for their agreement to continue to part share £215 each Parish Council. The final decision will be left until all information is available in January 2016.

### 12. Salt spreading scheme –

The clerk informed the meeting that the scheme is in place and that Mark Wilkinson, again, has agreed to receive the salt when or if it is to be delivered. Cllr Couchman asked if any more volunteers could be found.

### 13. Emergency plan – To update information supplied to UDC

The clerk informed the meeting that a new emergency plan is required by UDC. The clerk will ask for further details before responding to the plan template

### 14. Planning Applications:

**UTT/15/3513/FUL** – Clavering Lakes and Lodge Mill Lane Clavering CB11 4RL

Erection of single storey rear extension

**CPC has No Comment**

**UTT/15/3569/HHF** - Burnie Stortford Road Clavering Saffron Walden Essex CB11 4PE

Proposed erection of dormers to front and rear of property

**CPC has No Comment**

**UTT/15/3577/HHF** – Fox & Hounds PH High Street CB11 4QR

RETROSPECTIVE application for replacement of extraction flue

**CPC has No Comment**

**UTT/15/3578/LB** - Fox & Hounds PH High Street CB11 4QR

Retention of replacement extraction flue

**CPC has No Comment**

**UTT/15/3594/FUL** – Oaklands Middle Street CB11 4QL

Construction of new 3.5m wide access bridge and replacement of existing access bridge with new 3.5m wide access bridge

**CPC is AGAINST this application**

Siting that it is a major access variation from the original granted application. It is to rebuild the existing bridge and also build another new one to access the two extra dwellings going in. The original application was passed as a 3 houses in total on the existing site as the original bridge was 3m wide and could accommodate all traffic to pass over it. The new extra access is going onto a protected lane. More

importantly it crosses over a river which is known to rise and floods. Bridges have the effect of “narrowing” a river flow. The Environment Agency should be included in the new application process. Original GEN1 Objection was the proposed bridge access would be insufficient for 3 dwellings and that relates to the GEN 1 policy not sufficient for access. Development granted at appeal.

**Cllr Carter leaves the meeting**

**UTT/15/2606/DFO** – Land South Oxleys Close Stortford Road

Details following outline UTT/13/0327/OP. Provision of principle access off Stortford Road, provision of landscape details, layout and scale details comprising 13 new dwellings, detail of scale and appearance of the proposed dwellings

**CPC continues its objection to this application**

**Cllr Carter re-joined the meeting**

**Decision made by UDC:**

**UTT/15/3006/FUL** – Ashtree Market Garden – **Unconditional Approval**

**UTT/15/3035/LB** – Ponds Manor Deers Green – **Approve with conditions**

**UTT/15/2348/FUL** – Land adjacent to The Hazels – **Refuse**

**UTT/15/2661/FUL** – Brocking Farm Langley Green – **Approve with conditions**

15. **To discuss any other planning applications** received subsequent to the agenda being published and/or shown on the Uttlesford District Council website up until 2pm on the day of the meeting  
No new applications have been received by the clerk

**16. Finance report from RFO**

The RFO circulated the financial reports and budget figures to the Councillors

**17. To authorise cheques below**

Credit Received: UK Power £287.16p : Allotments £97.50p : VAT refund £1101.00p					
Chq No	Inv. No	Payee	Cost	VAT	Total
***	s/o	Kevin Money salary	£ 343.02	£0	£ 343.02
1486		HMRC payment	£ 85.80	£0	£ 85.80
1487	2125	Paul Abrahams Grass cutting (13.10)	£ 100.00	£20.00	£ 120.00
1488	4788 (30.04.14)	Paul Abrahams Grass cutting (16.04 & 07.05.14)	£ 200.00	£40.00	£ 240.00
1489		RCCE membership 01.07.15 – 30.06.16	£ 55.00	£11.00	£ 66.00
1490	CPC01/241115/18	Corsto Web Design	£ 93.99	£18.80	£ 112.79
1491	0252	Ellen Willmott Payroll services	£ 17.50	£0	£ 17.50
1492	5404	EALC Good Councillor books	£ 23.50	£0	£ 23.50
1493	November 2015	Clerk expenses Nov '15	£ 49.58	£0	£ 49.58
		<b>Total:</b>	£ 968.39	£89.80	£1058.19

Cllr Stanford proposed and Cllr Barrow seconded that the above cheques be paid.

**This was carried unanimously**

**At 9.30pm the Chairman asked, and the Councillors agreed, to continue with the business of the Council**

Cllr Couchman handed out to the Clerk a statement regarding item 18 on the agenda – Clavering PCC and then Cllr Couchman left the meeting – asking the Clerk to read it aloud.

The Chairman stated that as Cllr Couchman is employed by Clavering PCC to cut the grass she felt that the letter should not be read out as she believed this would place the Councillor in breach of the code of conduct. This was agreed by the Councillors.

18. **Clavering Parochial Church Council** requests £600 donation for the grass cutting and church clock maintenance - £315.90p + £238.00p + £174.00p = £727.90

Cllr Barrow proposes and Cllr Stanford seconded that CPC donates £660 to Clavering PCC

**This was carried unanimously**

Cllr Couchman re-joined meeting

Cllr Gill leaves the meeting and Cllr Stanford as vice-chairman takes the chair

19. **Jubilee Field Grass cutting** requests £255 donation for grass cutting 2015  
(15 cuts @ £85 = £1275) 1/5<sup>th</sup>. Share of £1275 = £255.00p

Cllr Stanford proposes that this amount of £255.00p be paid to Clavering Jubilee Field. This is seconded by Cllr Carter **F5 Ag0 Ab 2**

Cllr Gill re-joined meeting

**20. Representative reports**

**Allotments** report given by Cllr Patmore

The noticeboard needs re-erecting and a contact for Mr. Balaam stated that the trees will not be done before Christmas and contracted work

**Village Hall** report given by Cllr Couchman

The water leaking into the toilets has been repaired but please keep a look out for any leaks. The gutter over the back door has come apart and will be mended. The BBQ apparatus was successful at the bonfire night and is of course available for other village activities. Little more to report apart from the various seasonal activities which are going ahead at full steam.

**Jubilee Field** report given by Cllr Gill

No meeting since last report

**Jubilee Field working party** report by Cllr Couchman

Nothing to report

**Employment Committee** given by Cllr Gill

A meeting was held that day with the clerk and the employment committee as to whether the Clerk's work and responsibilities undertaken post CiLCA qualification would indicate a higher SPC point should be awarded.

The clerk is happy where he is at moment (SCP17) and the annual review will take place in April '16. Ellen Willmott, payroll administrator, is working out the back pay owed to the clerk.

**21. Risk Assessment Section 5**

The Councillors amended section 5 of the risk assessment and then agreed unanimously to adopt the policy. The clerk to circulate the final document to Councillors

**22. Risk Assessment book**

Cllr Gill inserted *"Footpath past Fox & Hounds from High Street to Fox meadow inspected and reported blocked. Cllrs felt the fence encroached on the footpath. Needs to be reported to Essex Highways"*

**23. Items for next agenda:**

Green update, Transparency Code & Council only Designated Website, Emergency Plan, Green waste, Budget, Grass Cutting (to continue with tender), To Consider asking for parking restrictions in Stickling Road

**Date of next meeting Monday 11<sup>th</sup>. January 2016 at 7.30pm in the Village Hall**

There being no more business the Chairman closed the meeting at 10.10pm and thanked everyone for attending

Signed.....11<sup>th</sup>. January 2016  
**Stephanie M. Gill**