

**Minutes of the Clavering Parish Council meeting held on Monday 9<sup>th</sup>. February 2015 at 7.30pm in the Christian Centre Clavering**

**Present** - Cllrs: Stephanie Gill (Chairman), Richard Carter, Jenny Allan, Mike Patmore, Stuart Boardman, Ron Couchman & Rebecca Stanford (RFO)  
Also present - District Councillor Oliver and 5 parishioners

The Chairman welcomed everyone to the meeting

**2. Apologies for Absence were received and accepted by the Council**

Cllr Barrow and Cllr Gooding (ECC)

**3. Declaration of Interest**

Cllrs Allan and Gill declared a non-pecuniary interest in the Jubilee Field

**4. Public Participation Session**

Cllr Oliver gave his report here as he had to leave early for another meeting. He informed the meeting that the consultation on the Gypsy & Travellers had finished on 2<sup>nd</sup>. January and that over 500 comments had been received by UDC. Uttlesford District Council will be considering the outcome on 23<sup>rd</sup>. February 2015. Cllr Oliver thanked everyone and left the meeting.

Mr. Smith (Speedwatch) thanked all who attend the presentation of the Police & Crime Commissioner at Colchester Football Club. He passed around the High Commended framed certificate that the team had won. A letter addressed to Mr. Webster was given to the Councillors regarding a development at Barn at Orchard Farm Rickling Saffron Walden Essex CB11 3YL. The Councillors were surprised that this had not come through to the Clerk with the other planning applications from UDC. It was also noted that UDC planning officers may have thought that Rickling postcode meant it was not in the Clavering Parish. The Clerk was asked to contact UDC and advise them of the oversight. It was noted that as this was for a conversion of an agricultural building to a dwelling, there may be no ability for the Parish Council to comment. Mike Rowley volunteered to set hazel bushes at the entrance to Dick Ball meadow. Cllr Carter raised the maintenance work to The Dick Ball entrance gate and fence. Cllr Carter to write a specification for the work and send to Clerk the names and addresses of 3 tradesman who might undertake work

**5. To approve the minutes of the meeting held on Monday 12<sup>th</sup>. January 2015**

These minutes were agreed and signed by the Chairman as a true and accurate record

**6. Planning Applications**

**UTT/15/0297/FUL** - The Cricketers Hill Green Clavering CB11 4QT

Removal of external staircase and erection of single storey rear extension with roof guard rail and external staircase – **The Council had No Objection**

**UDC Decisions**

**UTT/14/3360/HHF** – 15 Pelham Road CB11 4PQ

Demolition of garden shed and erection of detached annexe – **Refuse**

**UTT/14/3524/HHF** – Midmills House Mill End CB11 4RR

Conversion of garage to playroom, erection of extensions and detached garage

**Approve with Conditions 15<sup>th</sup>. January 2015**

**UTT/14/3569/HHF** - Pleasant View Hill Green Clatterbury Lane

Proposed single-storey side and rear extension with balcony to rear at first floor level

**Approve with Conditions - 27 January 2015**

**UTT/14/3611/P3MPA** – Barns at Brocking Farm Roast Green CB11 4SH

Prior notification of change of use of two agricultural buildings to two dwellings

**Application WITHDRAWN – 21<sup>st</sup>. January 2015**

**7. Report from RFO**

Credit Rec January	Bench refund			£550.00
	Allotments			£ 19.50
	EALC clerk bursary			£ 50.25
Inv. No.	Payee	Cost	VAT	Total

960					
1414		Clavering Village Hall	£150.00		£150.00
1415	4899	Paul Abrahams	£100.00	£20.00	£120.00
1416	12276	Acumen	£ 18.50	£ 3.70	£ 22.20
1417	Dec -14	Kevin Money Expenses inc. mileage	£ 63.55		£ 63.55
1418	02/12/2015	Jubilee Field. Accounts rec	£200.00		£200.00
1419	4598	EALC – S. Gill Finance Reg. Course	£ 45.00		£ 45.00
1419	4761	EALC – Half cost CiLCA course	£150.00		£150.00
1420		Kevin Money. Salary adj./overtime and increase	£ 29.08		£ 29.08
s/o		Clerk	£287.17		£287.17
1421	49490	UDC – Green waste	£968.94		£968.94
1422		S. Gill – Reimbursement for 5 Acre Flyer	£ 26.50	£5.30	£ 31.80
1423		T. Gingell (Jubilee Field)	£250.00		£250.00
		Total	£2288.74	£29.00	£2259.74
		31.01.15 NatWest Balance	£7019.61		
		Still to Clear £0 - After Cheques	£7019.61		
		Balance	£6102.61		

Cllr Stanford informed the meeting that UDC had refunded the Parish council an extra £5 regarding the RBL seat. Cllr Couchman asked whether the £5 could be given to the History Group. At this stage Cllr Gill declared a non-pecuniary interest in the History Group and left the meeting. Cllr Carter asked for a seconder to this motion and as there were no seconds Cllr Carter stated that this motion had failed. The Clerk was asked to write to UDC and point out the overpayment by £5. Cllr Gill then rejoined the meeting.

At this point in the meeting Cllrs Gill and Allan left the meeting declaring a non-pecuniary interest in the Jubilee Field. The PC agreed to pay 1/6<sup>th</sup> of the grass cutting costs for the Jubilee Field.

Cllr Carter read out a statement. *As a result of the sad death of Tim Gingell T.R. Gingell has ceased trading and thus an invoice for cutting and bailing the hay on Lower Hill Green cannot be raised. To honour his wish I propose that a donation of £250.00p be made to the Jubilee Field fund as this is the wish of his wife.*

Proposed by Cllr Carter and Seconded by Cllr Patmore. **Carried unanimously**

The power that this money can be paid under is section 35 as honouring a verbal contract. Cllrs Gill and Allan rejoined the meeting

Election costs. The council agree to move £275 to the election fund. Repairs and renewals.

The council agrees to sweep £2000 from reserves to this fund. This should cover costs incurred next year for work on the greens. Cllr Carter proposed and Cllr Boardman seconded that the above cheques be agreed

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### 8. Bus Shelter

The clerk produced a quotation from Littlethorpe of Leicester for the additional costs to the bus shelter. The additional cost to the Council is £2394.00 inc. VAT. To come from Easement monies. The power that this money can be paid will be confirmed by the RFO at next meeting. Cllr Carter proposed and Cllr Allan seconded that this amount be agreed.

**This was carried unanimously**

### 9. Clerks report

Cllr Gill left the meeting when the correspondence of Lindsay Sharp was being discussed as she declared a non-pecuniary interest as a school governor

#### GENERAL CORRESPONDENCE – 9<sup>th</sup>. February 2015 meeting

Writer	Subject	Outcome
Clavering emails	All emails received have been passed to all Councillors	
1. Lindsay Sharp 5 Starlings Green	Permission to erect an advertising board at the rear of her property to promote the School Quiz	CPC has no objections

**961**

2. Littlethorpe of Leicester	Quotation for the New Bus Shelter £2394.00p inc. VAT	CPC agreed to pay – see agenda item 8
3. Mrs Beryl Smith	Requesting some dog litter bins be provided in Stortford and Pelham Roads	Clerk to contact UDC dog warden section
4. ECC	Erection of Seasonal Decorations, Banners, Signs	Councillors noted
5. EALC	Legal Update and New NALC log in details	Councillors noted
6. Jill Young	Thank you letter from Clavering Care regarding the £103 donation	Filed by Clerk
7. John Brand	Thank you letter from Clavering Churches Council and PCC for the donation of £700	Filed by Clerk
8. Peter Snow UDC Electoral Services Manager	UDC Election meeting at UDC on 10.03.15	Councillors informed of meeting Clerk to attend meeting
9. Greenbarnes Ltd	Information on replacing the PC noticeboard Clerk to obtain 2 additional quotes	Agenda Item
10. Bob Weston of Weston Homes	Invitation to Launch at Jubilee Works Thursday 12.02.15	Councillors informed of launch date

Cllr Gill rejoined the meeting after item 1 above

The Clerk also circulated the Monthly “Matters from Prior meetings” report

Cllr Gill gave an update on the Green report and the clerk was instructed to write letters thanking those who helped maintain the greens. Cllr Gill to forward names and addresses to the clerk

### **10. Representative Reports**

**Allotments:** Cllr Patmore informed the meeting that there about 10 allotment holders who had not paid their annual subscriptions. He hoped that they would pay ASAP so that it can be deposited before the “year end”. The water meter could not be read due to excessive condensation inside the glass meter. Remedial works are required soon to attend to the allotments and surrounding area. Cllr Carter and Cllr Patmore agreed to move this works forward.

**Village Hall:** Cllr Couchman had nothing to report as the meeting is due to take place next week.

**Jubilee Field:** Cllr Allan informed the meeting that a new secretary had been appointed. The tennis and bowls club are going to be charged “ground rent”. The swing posts have been damaged and there is still some motorbike trouble. The quiz night raised over £1000.

**Jubilee Field Working Party:** Cllr Boardman asked whether, as Mark Wilkinson had resigned from the Council, another Councillor could assist him on the committee. After Cllr Boardman had informed the meeting what was need and the commitment Cllr. Couchman offered his services.

**District Councillor Oliver report:** This was given earlier in the meeting

**Cllr Carter** stated that the Charity Commissioners had found the 17<sup>th</sup> Century original bequest of The Haynes Barlee Charity. A copy will come to the parish and the original will be lodged with The ECC Archive.

He also reported that 4x4 drivers had pulled out the locked posts at both ends of Chalkpit Lane set for the winter closure. Cllr Carter was asked to give the Clerk an accurate address for the problem so that the Clerk could inform ECC Highways.

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

### **11. Litter Picking event**

Cllr Stanford suggested that Saturday 7<sup>th</sup>. March 2015 at 10am at the village hall. This was agreed by the Councillors

**12. "Meet the Councillors"**

Monday 2<sup>nd</sup>. March 2015 at 8pm in the Village Hall was agreed by the Councillors so that any person interested in becoming a Councillor in May can gain valuable advice. Cheese & Wine evening is also held using the community event budget. Cllrs Gill and Stanford to arrange purchase. The Clerk is to source 10 new up-to-date booklets on the roles and responsibilities of a Councillor. Cllr Gill to make available the Election information she summarised previously. A discussion took place as to the whereabouts of the definitive Parish Map, which had been passed to the previous clerk. If lost, the Clerk was instructed to obtain a new one.

**13. Asset Community Value update**

It was suggested that Cllr Gill give the file to the clerk for submission to UDC

**14. Employment Committee**

Due to the resignation of Mark Wilkinson from the employment committee it was proposed by Cllr Patmore and seconded by Cllr Stanford that Cllr Carter be appointed to the employment committee. **This was carried unanimously**

**15. Risk Assessment Book**

Cllr Stanford informed the meeting that ECC are working in Elmstreet Lane.

**16. Items for next Agenda**

Donations to organisations, Stortford Road 30mph sign

Date of Next **EXTRA Meeting** Monday 23<sup>rd</sup>. February 2015 at 7.30pm in the Village Hall to discuss the "Yellow lines" in Stortford Road

Date of Next **Full Council Meeting** Monday 9<sup>th</sup>. March 2015 at 7.30pm in the Village Hall

There being no other formal business the meeting was closed at 9.55pm

Signed:..... *S.M. Gill* .....Chairman Date:.....9<sup>th</sup>. March 2015

**Stephanie M. Gill**