

Minutes of the Clavering Parish Council meeting held on Monday 9th. March 2015 at 7.30pm in the Village Hall Clavering

Present - Cllrs: Stephanie Gill (Chairman), Richard Carter, Jenny Allan, Mike Patmore, Stuart Boardman, Ron Couchman & Peter Smith. Kevin Money (Clerk).
Also present - District Councillor Oliver and 9 parishioners

The Chairman welcomed everyone to the meeting and said that there was a disappointing attendance at the "Meet the Councillors" evening and asked for volunteers to become Councillors in May this year.

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

Cllr Barrow and Cllr Stanford (RFO)

3. Declaration of Interest

Cllr Boardman declared a non-pecuniary Interest in the Village Hall

Cllr Carter declared a non-pecuniary interest in Gladman Developments

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

Cllr Allan also declared a pecuniary interest in Gladman Developments

Cllr Couchman read out his interests in Clavering Churches and Village Hall. Regarding Clavering Churches he has a "disclosable pecuniary interest" in this item as he is paid for cutting the churchyard grass. However whilst the PCC may benefit from this item he could not see that it would affect his employment, so he regarded it as an "other pecuniary interest". He did not believe that member of the public would regard that this interest would be so significant as to affect his judgment. Regarding the Village Hall he stated that he has an "other pecuniary interest" in this item being a trustee of the village hall. However he had been granted a "Dispensation" on easement money matters for reasons other than the lack of a quorum

4. Public Participation Session

The Council was asked to look into a permanent VAS sign at Oxley Close as this is a dangerous stretch of road and also to move the 30mph sign that is there further up the road. A representative of "Hands off Clavering" updated the Council regarding the revised planning application from Gladman Developments on the land north of Pelham Road. The meeting was told that they would be sending out a newsletter with an objection letter to residents. It is again necessary for all residents to send in their objections as this application is classed as a "Fresh" application. The HOC committee has approached a legal advisor and are taking on the suggestions made.

The Council was asked to inform the residents, via its website, when the cut-off date is for having items placed on the agenda. The phone box had suffered a theft of a folder, which is annoying as they cost £5 each to replace.

5. To approve the minutes of the meeting held on Monday 9th. February 2015

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

6. To Amend Clavering Parish Council Standing Orders –

section 31 "Recording and use of Social media at Council meetings" which reads:-

RECORDING AND USE OF SOCIAL MEDIA AT COUNCIL MEETINGS

The right to record, film and to broadcast meetings of the council meeting, its committees, sub committees and any joint committees is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings. The Council supports the principles of openness and transparency in its decision making; it supports the video or audio recording by the public and press of meetings that are open to the public, for either live or subsequent broadcast. For the purpose of this policy the term "record" means any form of audio, visual or electronic recording. Such recording is permitted under the lawful direction of the council meeting.

While those attending the meeting are deemed to have consented to the recording and broadcasting of meetings, the parish council recognises that some members of the public attending their meetings may not wish to be recorded and their rights under the Data Protection Act and the Human Rights Act must be respected. It will be the responsibility of the individual who is making the recording to ensure that they have received permission from members of the public present, or their guardians.

The right to film or record is limited to the duration of the meeting. Recording must not start until the meeting is called to order, and must cease when the Chairman closes the meeting. Public question time may not be part of the formal meeting and recorders should take advice on their rights to make any recording during that period.

The parish council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, infringe the values of the Council. The person making the recording will remain responsible for any subsequent use or misuse to which the material is put.

The parish council is not responsible for any views expressed by the public at meetings and the public should be aware that the opinion of an individual councillor may not represent the views of the council, and cannot be used to bind the council.

GUIDANCE FOR MEMBERS OF THE PUBLIC

1. Permission to record **MUST** be sought from members of the public **BEFORE** the meeting starts
2. Filming or recording equipment cannot be left in the meeting room at times when the public is excluded and should not be left unattended at any time.
3. All recording must be clearly visible to anyone at the meeting.
4. Equipment which needs setting up must be in place when the meeting starts.
5. Oral commentary is not permitted.
6. Speakers must not be asked to repeat statements for the purpose of recording.
7. Excessive noise, intrusive lighting, and the use of flash photography are not permitted.
8. Roaming while filming or recording is not permitted – those operating equipment must stay in the public area.
9. Intrusive filming of a specific individual or individuals could be considered harassment and will not be permitted.
10. **The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.**

Cllr Carter proposed and Cllr Couchman seconded that the above policy be adopted and placed in the Standing Orders. **F7 Ag 0 Ab 0**

At this stage of the meeting the Chairman asked, as there were a number of residents in attendance regarding the funding applications, whether this item could be moved up the agenda. This was agreed by all Councillors

11. To consider funding application –

Clavering Bonfire Night committee – This application was circulated to all Councillors before the meeting. After discussions it was proposed by Cllr Couchman and seconded by Cllr Allan to accept the application. It was agreed **unanimously** to approve this application of £2860.76p for a folding professional BBQ, 2 water boilers and 2 Chafing dish and lids.

Clavering Churches – This application was circulated to all Councillors before the meeting. After discussions it was proposed by Cllr Allan and seconded by Cllr Carter to accept the application. It was agreed **unanimously** to approve this application of £4322.00p for a hearing loop in the Christian Centre

Clavering Village Hall – This application was circulated to all Councillors before the meeting. After discussions it was proposed by Cllr Carter and seconded by Cllr Allan to accept the application. It was agreed **unanimously** to approve this application of £1100.00p for a large marquee

Bowls Club – This application was withdrawn before the meeting

7. **Clerks report.** The clerk had no correspondence and gave his report on “Matters from Prior Meetings”. This was accepted by the Councillors

8. **District Council Edward Oliver** firstly apologised for not being at the Stortford Road meeting but was attending a Gypsy & traveller meeting at UDC. He informed the meeting that 106 people turned up at the meeting. UDC had received over 600 letters regarding the consultation document but UDC officers had original earmarked 26 pitches in the UDC area. This had been reduced to 18 due to Takeley and Hempstead being withdrawn. The 5 Acre site is still on the table but there will be a delay on making a decision as the owner of the site had not replied to a letter sent by UDC regarding flooding. This site will now be delayed until end of May and any site visits will not be before July 2015. Mr. Pickles is also redefining the term “Traveller”.

9. Planning Applications

UTT/15/0437/P3MPA - Barns at Brocking Farm Roast Green CB11 4SH
Prior Notification of change of use of agricultural buildings to two dwellings

The Council had “No objections”

At this point Cllrs Allan and Carter left the meeting

UTT/15/0593/OP - Land north of Pelham Road Clavering
Outline application, with all matters reserved except access, for residential development, for up to 35 dwellings, provision of open space, play area, new meadow, site access, associated highway and infrastructure works

The Council is expected to continue with its Objections but requires time to read the documentation and to notify UDC. The Councillors agreed to hold an Extra Parish Council meeting with this as sole agenda item and the Chair will revert with a date and venue

Cllrs Allan and Carter rejoined the meeting

UTT/15/0021/HHF – 15 Pelham Road Clavering CB11 4PQ

The above mentioned application has been amended

Erection of extension to outbuilding and conversion to residential annexe

The Council continued with its Objections and the Clerk to notify UDC

Decision made by UDC:

UTT/14/3002/TPO - Affeneys Clatterbury Lane Clavering CB11 4QU

Remove 1 no, Horse Chestnut, reduce crown by up to 30% 2 no, Horse chestnut, reduce roadside laterals to clear cables no. Beech, 1 no. Sycamore and 1 no. Horse chestnut, reduce developing laterals over boundary by up to 30% 3 no. Ash Tree
Preservation order 1/76 – **Tree Granted – 11.02.15**

UTT/15/0304/TPO – 4 Colehills Lower Road Clavering

Reduce crown height by approx. 3m, reduce crown spread by 2-3m & crown thin by 10%, 1 no. Horse Chestnut - **Tree Granted – 03.02.15**

UTT/14/2064/TCA - Kemps Hill Green Clatterbury Lane Clavering

20% Crown Reduction to 1 no. Maple Trees; 30% Crown Reduction to 4 no. Holly Trees & 1 no. Prunus Tree; fell 1 no. Spruce Tree & 1 no. Conifer Tree to ground & grind stumps; trim rear boundary hedge to previous cut points on top and inner side –

Tree No Objections – 11.02.15

10. Finance.

In the absence of RFO, Cllr Allan gave the RFO report

Bill for Green Waste. Cheque received from Langley.

Receipts in February: None

Auditor: Mr Howard has altered his letter to include the undertaking of prompt return of the Clavering Parish Council documents in the event of his death/incapacity.

Under the Practitioners Guide there are new requirements for the asset register. The value should be the original cost not the cost to replace.

The asset value is now frozen at the value for 2013/14 unless we have new additions. The value may well be different therefore to the insurance value. There is no change year on year unless an item is disposed of or a new item is purchased during the year.

The council owned telephone box should now be increased in value by the amount spent on it. The value is now £1337. Original cost £1, plus £1336 spent refurbishing it.

The Coleshill footbridge needs removing.

Bus Shelter. Who owns the shelter? This is important for deciding if it is added to the asset register and the insurance document updated if needed. The Clerk was asked to contact ECC to find out who is responsible for Insurance and maintenance and ownership of the bus shelter

His advice regarding the unpaid cheque for grass cutting was to inform Paul Abrahams that we will hold the money. To send a photocopy of the invoice we feel he has not cashed the cheque for and to state that we will reissue the cheque when we receive his instruction to do so. This will be done when the auditor returns the file.

There was no concern regarding the cheque issued with no invoice for Mr Gingell as we will have minuted the discussion and showed evidence for the payment from a previous year.

Mileage payments are set by the HMRC at 45p per mile to avoid any tax implications for the payment. This should be discussed for the next tax year with the clerk. The clerk does not claim mileage for going to the office i.e. the village hall unless it is an extra meeting and this is correct.

Budget.

Donations. Spent £700 to PCC out of budget of £810. Remember that we are showing overspend due to donations of £162.50 to four village groups following the winning cheque of the same value from the Best Village award.

Saffron Walden CAB – It was decided to donate £110 to the CAB. Cllr Carter proposed and Cllr Patmore seconded that this donation be agreed. It was agreed **unanimously** to approve this donation.

Savings on year.

Grass cutting: £450 underspent. Salary: £1800 underspent: Insurance: £300 saving.

Tress/hedging: £1000 unspent but know we have the quotes now.

Community Events: will be £500 underspent which would have been the amount we thought the fireworks committee were going to request and instead they have put in for an easement grant. Admin and council services 98% of budget spent .

Credits rec jan	£0.00					
cheque no	Invoice no	payee	Total	net	VAT	
1425	Jan-15	Kevin Money expenses	£ 194.98	£ 194.98	£ -	
1426	12337	acumen				
1426	12399	acumen	£ 44.40	£ 37.00	£ 7.40	
1427	31.01.15	Clavering Village Hall				
1427	28.02.15	Clavering Village Hall	£ 77.50	£ 77.50	£ -	
1428	42045	Kevin Money CiLCA course half payment	£ 125.00	£ 125.00	£ -	
1429	116677	Society of Local Clerks Minute book reference	£ 17.95	£ 17.95	£ -	
1430	25.11.2015	EALC. Clerk finance course	£ 67.00	£ 67.00	£ -	
1431	42065	R Stanford (wine and canapes for community meeting)	£ 47.28	£ 47.28	£ -	
28/03/2015	s/o	kevin money	£ 287.17	£ 287.17	£ -	
		Total	£ 861.28		£ 7.40	£ 861.28
31/01/2015		Natwest Balance	£ 4,958.84		after cheques	£ 4,634.54
		still to clear	£ 324.30		balance	£ 3,773.26
1405	cashed as £162.00	not £162.50				

The RFO has just put in a VAT refund claim of £744.76p.

Cllr Carter proposed and Cllr Patmore seconded that the above cheques be paid

F7 AGO ABO

12. Blacksmiths Corner Notice Board quotations – Clerk advised the Councillors on the 3 quotations obtained by Mrs. Cooper but in the absence of Mrs Cooper this item was deferred to the April agenda

13. Representative reports

Allotments update was given by Cllr Patmore. All bar one allotment holder has paid the fees
Village Hall update was given by Cllr Couchman. Finance and routine jobs are ticking over satisfactorily. Future film nights will be arranged by Saffron Screen possibly quarterly. Billboards have been purchased which can be used for other village events. Yellow road lines have been replaced professionally. The Art Show arrangements are proceeding well, volunteers for door and kitchen will be very welcome, please contact Andrea or Edith. Flyer will be delivered to all houses. Help is required to set up screen on 31st. March at 6pm and taking down on Monday 6th. April after 5pm would be welcome. Fete arrangements on 27th. June also going well. Donations of bottles for bottle stall are sought. Please contact Hayley Joseph. The Clerk was asked to write to Village Hall Committee asking that if car owners park on Upper Hill Green to attend the Art Show or Fete, the Village Hall Committee would be expected to make good any damage which may occur.

Jubilee Field update was given by Cllr Allan. Nothing to report as the meeting will be 10th March 2015

Jubilee Field working party update was given by Cllr Boardman. As of yet no meeting date with Charlotte Balaam has been arranged. As agreed last month, Cllr Couchman will be replacing Mark Wilkinson

Employment Committee update given by Cllr Boardman. Cllr Boardman recommended that 9 hours of overtime be paid to the clerk for January 2015 and 4.75hours of overtime be paid for February 2015. The employment committee will be meeting the clerk for his annual review on 1st. April 2015. This was carried **unanimously**.

Tree surgery works around the village update given by Cllr Carter. Cllr Carter had driven around the village with Jonathan Frans of Uppertrees and has subsequently received a quotation for tree works. Cllr Carter informed the meeting of the quotation received and proposed that (subject to the correct insurance cover) that items 1,3,4 & 5 costing £900 be undertaken immediately. The clerk informed the meeting that the other contractors contacted for quotes in January had not responded. Cllr Gill seconded this proposal.

This was carried **unanimously**. Cllr Carter then requested the Clerk to write to Paul Abrahams to commence the grass cutting for the new season.

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

14. To increase the memory size of the Clavering email system – Cllr Boardman informed the meeting that the email system set up by Corsto Group needed to be taken up one level to allow the clerk space on the email system. The cost of this upgrade is £18.99 +VAT per annum. Cllr Carter proposed and Cllr Allan seconded that this upgrade be authorised. This was carried **unanimously**.

15. Date of Annual Parish meeting – It was agreed on Monday 1st. June 2015 at 7.30pm in the Village Hall

16. Risk Assessment book. Cllr Carter requested 2 items for RA book
“Jonathan Frans identified the 4th. Lime tree from Village Hall as diseased with a fungus. Action Watch...future lopping may be necessary”

“Scaffold pole railings at Junction of Watery Stones and B1038 (Bottom of Curles Hill).

Car accident damage. Pole protrudes into road”. Action Clerk to alert ECC Highways
 Cllr Couchman asked the clerk to contact the Essex Highways regarding a blocked footpath number 3 at Roast Green and also broken slats on a bridge on footpath number 5 at Birds Green.

The Chairman stated that Cllr Stanford advised that extra grabbers were required to carry out the second stage of the litter pick with the cubs/scouts and these would need to be obtained.

17. Items for next agenda:

Information Board - Community Assets – Easement monies – Stortford Road Yellow Lines

Before the meeting closed the Chairman recorded a vote of thanks to Cllr Stanford for all her hard work in yet again arranging the litter picking weekend

Date of the EXTRA meeting to discuss the Planning application land North of Pelham Road is WEDNESDAY 25th. MARCH 2015 at 7.30pm in the CHRISTIAN CENTRE

Date of next Full Council meeting Monday 13th. April 2015 at 7.30pm in the Village Hall

There being no other formal business the meeting was closed at 9.50pm

Signed:.....*SMGill*.....Chairman Date: **13th. April 2015**
Stephanie M. Gill