

Minutes of the Clavering Parish Council meeting held on Monday 18th. May 2015 at 7.30pm in the Clavering Village Hall

Present - Cllr Stephanie Gill (Chairman),
Richard Carter, Mike Patmore, Stuart Boardman, Ron Couchman, Peter Smith and Brian Barrow

Also present - District Councillor Oliver and 2 parishioners

The Chairman welcomed everyone to the meeting

2. **“Acceptance of Office declaration”**– all documents were signed by the Councillors

3. **“Declaration of Interest form”** - all documents were signed by the Councillors
At this point the Chairman asked Councillors if agenda item 5 could be discussed before the election of Officers. This was agreed unanimously

5. **Co-option of Councillor/s** – Cllr Gill proposed and Cllr Carter seconded that Rebecca Stanford be co-opted onto the Clavering Parish Council. F7 Ag 0 Ab 0.
Rebecca Stanford then completed and signed the “Acceptance of Office declaration” and the “Declaration of Interest form”

4. **Election of Officers**

Cllr Carter proposed and Cllr Patmore seconded that Cllr Gill remain as **Chairman**
F5 Ag 1 Ab 0. Cllr Gill thanked the Councillors for their continued support

Cllr Gill then asked if Cllr Carter would stand again as Vice-Chairman. Cllr Carter again expressed his wish to stand down as vice-chairman and then proposed Cllr Stanford as **Vice-Chairman**. Cllr Couchman seconded this. F7 Ag 0 Ab 0

Representatives on various committees

Village Hall – Cllr Gill proposed Cllrs Stanford, Couchman and Boardman. Cllr Barrow seconded. F4 Ag 0 Ab 0

Jubilee Field – Cllr Boardman proposed Cllrs Gill and Smith. Cllr Barrow seconded
F7 Ag 0 Ab 0

Employment – Cllr Carter proposed Cllrs Gill, Boardman and Stanford. Cllr Barrow seconded. F7 Ag 0 Ab 0

Highways – Cllr Gill proposed Cllr Barrow. Cllr Patmore seconded. F7 Ag 0 Ab 0

Transport – Cllr Gill proposed Mr. Colin Howland continue in this role. Cllr Boardman seconded F7 Ag 0 Ab 0

Footpaths – Cllr Gill proposed Cllr Stanford. Cllr Barrow seconded F7 Ag 0 Ab 0

Allotments – Cllr Gill proposed Cllr Patmore continue in this role. Cllr Barrow seconded F7 Ag 0 Ab 0

Jubilee Field working Party – Cllr Gill proposed Cllrs Couchman and Boardman continue in this role. Cllr Barrow seconded. F7 Ag 0 Ab 0

Internal Auditor – Cllr Gill proposed Mr. Howard continue as Auditor as he can for another 3 years because CPC has a new RFO. Cllr Smith seconded. F7 Ag 0 Ab 0

Newsletter – Cllr Gill thanked Jenny Allan, in her absence, for doing a great job editing the newsletter. Cllr Boardman raised the point that this could be a good time for change in the way the newsletter was produced and distributed. After careful consideration by Councillors it was agreed that Cllr Gill produce the May newsletter but would look at new ways of working in the coming months.

The Chairman invited questions and observations from members of the public present.

District Councillor Oliver informed the meeting about the Gypsy & Travellers next meeting at UDC. UDC had contacted the owner of the land requesting further reports on the flooding on the site. Her response to UDC was for the caravan owners on the site to take notice of future rain weather warnings.

985

Cllr Oliver went on to say that more planning applications will come in for new houses to be built.

On the subject of Broadband. UDC did not join with ECC involvement as only 2% would benefit UDC. However UDC have set aside £100,000 for a new provider of Broadband.

Potholes must still be reported to ECC Highways department.

Cllr Gill congratulated Cllr Oliver on his re-election as District Councillor.

Mrs Carter wanted to, on behalf of the 2 parishioners attending the meeting, thank all the Councillors for their admirable service. It was sad to see that no more residents had come forward to serve on the Council.

Mr. Howland asked about the new bus shelter as Andrew Scullion had been transferred to a new position at ECC. The latest information was that there was difficulty siting the bus shelter at the agreed position so another siting might have to be sought.

8. To approve the Minutes of the last meeting of Clavering Parish Council meeting held on Monday 13th. April 2015

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

9. Planning Applications:

UTT/15/1136/HHF – 6 Oxleys Close Clavering

Proposed rear conservatory – Comment extension agreed by UDC

The Council agreed to make No Comment

UTT/15/1087/HHF – Court Cottage Stickling Green CB11 4QX

Proposed erection of new cart shed and store – Comment extension agreed by UDC

The Council agreed to make No Comment

UTT/15/1184/HHF – Hill Cottage Middle Street Clavering

Demolish existing garage and replace with a new single garage with home office above

The Council agreed to Object to this application and the clerk was to inform UDC accordingly

UTT/15/1185/LB – Hill Cottage Middle Street Clavering

Demolish existing garage and replace with a new single garage with home office above

The Council agreed to Object to this application and the clerk was to inform UDC accordingly

UTT/15/1268/HHF – Sheepcote Green Sheepcote Green Lane

Demolition of rear porch. First floor rear dormer extension

The Council agreed to make No Comment

DECISION MADE BY UDC:

UTT/15/0953/CLP – Oaklands Middle Street - Application withdrawn – 13.04.15

UTT/15/0437/P3MPA – Barns at Brocking Farm Roast Green CB11 4SH

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

Prior Approval Not Required - 8th April 2015

UTT/15/0993/HHF – 16 Pelham Road Clavering - APPROVE with Conditions

Proposed conversion of garage to living accommodation and single storey extensions

10. Clerks report – General Correspondence and Matters from prior meetings were circulated to Councillors prior to the meeting. At this point Cllrs Stanford and Carter left the meeting when the clerk informed the meeting of the Gladman letter to and the response from Cllr Gill. Gladman are still asking CPC for a meeting but to exclude all residents. Only Parish Councillors to be present. Cllrs Stanford and Carter rejoined the meeting. The Clerk went on to the quotation for the Dick Ball Meadow. Cllrs Gill and Carter then left the meeting. Cllr Barrow took the chair. The Clerk then read out the 3 quotations he had received from the contractors. Cllr Barrow proposed and Cllr Couchman seconded that Peter Hockley be informed of his successful quotation. The clerk was tasked with informing Peter Hockley. Cllrs Gill and Carter rejoined the

986

meeting. The clerk informed the meeting that the new PC Noticeboard is being built but a delay of about a week was envisaged.

11. Risk Assessment and Asset Register – The risk assessment policy was circulated to all Councillors for their inspection and input. The document was amended and circulated by the clerk. It was agreed to review again in October and to continue to update it as situations altered.

12. Finance

Credit Received April					
1 st . Instalment of Precept £6796.00 – Arkesden PC £177.92					
Chq No	Inv. No	Payee	Cost	VAT	Total
**1439	295	Electronic Audio Systems Ltd	£ 2539.30	£404.66	£ 2943.96
**1439	296	Electronic Audio Systems Ltd	£ 498.00	£0	£ 498.00
**1439	297	Electronic Audio Systems Ltd	£ 761.00	£0	£ 761.00
**1440	13467	Chris Rix Electrical Ltd	£ 120.00	£ 24.00	£ 144.00
** 1433		Marquee for Village Hall	£ 923.32	£184.66	£ 1107.98
		Cheque Total			<u>£ 5454.94</u>
	s/o	Kevin Money salary	£ 343.22	£0	£ 343.22
1441	H69	Clavering Village Hall	£ 150.00	£0	£ 150.00
1442	Tree Works	Uppercut Trees	£ 900.00	£0	£ 900.00
1443		Came & Co Insurance	£ 388.80	£0	£ 388.80
1444		Clerk April expenses	£ 132.81	£0	£ 132.81
1445	5079	EALC / NALC Subscription	£ 321.33	£0	£ 321.33
1446		HMRC Tax	£ 85.60	£0	£ 85.60
1447	0149	Ellen Willmott April payroll	£ 17.50	£0	£ 17.50
		Cheque Total			<u>£ 2339.26</u>

** Cheques having been agreed at the March '15 meeting had already been paid

Outstanding Cheques - 1435 £22.20: 1436 £20.00: 1365 £240.00 (09.06.14)

Balance at NatWest Bank as at 01.05.15 £5426.12 less o/s cheques £5143.92

Balance at NatWest Bank after above Cheques £2804.66

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

F7 Ag 0 Ab 0.

The RFO then informed the Councillors of the monies they had already agreed to be spent by PC – New PC Noticeboard £1541.72 – Bus Shelter £2394.00 – Information Board £500 – Bonfire £2860.76

12.1 Cllr Gill proposed and Cllr Boardman seconded that “To authorise a transfer of £12,751.42p from SWBS maturing bond to General account to cover cheques marked ** and monies already allocated”. F7 Ab 0 Ag 0

12.2 Cllr Gill proposed and Cllr Boardman seconded that “Changing the Mandate signatures to resolve that the authorised signatories in the current mandate, for the accounts held by CPC in section 2, be changed in accordance with section 5 and 6 and the current mandate will continue as amended. SWBS rules” F7 Ag 0 Ab 0

The RFO informed the Councillors of the legal powers they had regarding the Meet the Councillors evening – Agreed by Councillors in the 2014-15 Budget under “Community event”. Christian Centre hearing loop – LGA 1976 s133. Village Hall Marquee – LGA1972 s19. Bonfire Night food preparation – LGA1972 s145 part 1 (a,b,c,d and e) refers

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

987

13. Representative reports

Allotments report given by Cllr Patmore - Nothing to report. Cllr Couchman asked Cllr Patmore about cleaning of the allotments. Cllr Patmore said that this was already in hand.

Village Hall report given by Cllr Couchman - The Art Show has given a cheque for £3,000 to the Village Hall. Mrs Williams has retired and the new secretary, details on website, will deal with bookings for the hall. Mr. Howland now deals with electrical matters and fire precautions. The Village Hall committee’s plan for funding a new notice board has fallen through

Jubilee Field – Cllr Gill gave the report that the fundraising and sourcing grants actively continues and the accounts are much healthier. The very wet Boot Sale raised over £200. A generous legacy is to be invested to generate income for future maintenance while funds donated in memory of Tim Gingell will be put towards a new roundabout, suitable for all young children.

Jubilee Field working party report by Cllr Boardman – Both Cllr Couchman and Cllr Boardman have met with Charlotte Balaam. The Jubilee Field requires £2,000 from CPC. Cllr Boardman asked the committee what was this for. He was informed that it was for Insurance, Grass cutting and trees. Cllr Boardman informed the JFWP that the insurance was the responsibility of the JF trustees. The JF trustees would look at the grass cutting programme and report back in October. The trees have been assessed and work has already been carried out. Cllr Boardman requested the JF put a proposal together for forwarding to the CPC so that it could be placed into the 2016-17 budget. The fundraising has been stepped up and the JF are looking at grants for a clear direction. Cllr Carter informed the meeting that a grass mower is available to the JF. It is owned a quarter by Cricket Club quarter by JF and half by CPC.

Grass Cutting. At this point Cllr Carter informed the meeting that still the Grass cutting programme by Paul Abrahams is not up to standard and he gave the Clerk his, and the Councils, list of comments. The Clerk is to send Paul Abrahams another letter of complaint.

14. Risk Assessment book

2 items were added into the Risk Assessment book. 1. Sharp bend at Thurrocks needs a warning sign as the Baileys wall is regularly knocked down by vehicles. 2. Defibrillator – the battery and pads needs checking.

15. Items for next agenda:

Consideration and approval of Annual return ending 31.03.15 before being despatched to external auditor – comments back to RFO by 31.05.15
Reply from CPC to Gladman letter – Speedwatch in Stortford Road / Middle Street – Jubilee works – Green waste – Grass cutting

DATE OF ANNUAL PARISH MEETING

Monday 1st. June 2015 at 8pm in the Village Hall

Date of next Full Council meeting

Monday 8th. June 2015 at 7.30pm in the Village Hall

There being no other formal business the meeting was closed at 10.00pm

Signed.....Chairman Date: 8th. June 2015

Stephanie M. Gill