

**Minutes of the Clavering Parish Council meeting held on Monday, 13<sup>th</sup> January 2014, 7.30pm in the Village Hall**

**Present** - Cllrs: Stephanie Gill (Chairman), Mark Wilkinson (Vice-Chairman), Richard Carter, Rebecca Stanford, Jenny Allan, Peter Smith, Mike Patmore, Stuart Boardman, Brian Barrow, Ron Couchman, District Cllr Edward Oliver, Jackie Deane (Clerk) and 10 members of the public.

The Chairman thanked Mrs Carter for facilitating the Carol Singing and announced that £88 had been collected for Clavering Care.

1. There were no apologies for absence. S Gill declared an interest in the Jubilee Field.
2. **Public Forum** – It was requested that Councillors consider less well-off members of the community when deciding on the Precept and to keep it as low as possible. Councillors were thanked for their help with the Carol Singing and particular thanks were given to Cllr Patmore. Councillors were asked to give consideration to the permanent planting of a Christmas tree at Blacksmith's Corner. A resident asked that the listing of agenda items be reviewed, to place Planning higher on the agenda. It was reported that the Starlings Green road sign has been knocked down, possibly when hedges were cut. The tree at Colehills Close is reported to be impacting on some of the neighbouring properties, depriving them of light. Another resident added that pruning would be acceptable but it added privacy and should not be felled.
3. **Minutes of the last meeting** were amended to note that Cllrs Carter, Wilkinson and Patmore had been asked to inspect the bridge at Colehills Close. It was agreed that a sentence should be struck out, to avoid misunderstanding of a comment made in the meeting which did not result in agreement.
4. **Tree at Colehills Close** – It was agreed that the Clerk should ask the Tree Officer at UDC for his advice on whether it should be removed or crowned and if removed, which type of tree he would recommend as a replacement.
5. **Bridge at Colehills Close** – Cllrs Carter, Patmore and Wilkinson inspected the bridge and circulated their report prior to the meeting, concluding that the bridge is beyond repair. It was proposed that delegated authority should be given to Cllrs Carter, Patmore and Wilkinson to tender for the removal of the span of the bridge, so that it cannot be crossed, and the steps be boarded off. Names of contractors were suggested and authority was approved. In addition, they were given authority to accept a tender, and payment to be drawn from the repairs and renewals budget, to a limit of £3,000.
6. **Allotment Clearance** – It was agreed that M Patmore, R Carter and M Wilkinson will meet contractors to explain the works required, with a view to consideration of quotes at the next meeting.
7. **Sight Line on Lower Hill Green** – It was agreed that the current grass-cutting specification is adequate but councillors should monitor to see that it is being cut as requested.
8. **Setting the Precept 2014/15** – An invoice was received for the green waste service and so this would need to be taken into account, along with a budget for 2014. The form should be prepared for agreement and signature at the next meeting.  
**At 9.30 councillors agreed to continue with the meeting, with non-urgent matters to be deferred.**
9. **Website** – deferred to the next meeting

10. **Donation to CAB** – deferred to the next meeting
11. **Curb at Stortford Road**, opposite the shop – M Patmore has reported to ECC Highways that lorries have been driving over the Highways verge.
12. **Grass cutting tender** – The item was heard earlier on in the meeting, to inform the discussion on budget and precept. It was agreed that Paul Abrahams would be awarded the work as detailed on the specification for a 3-year period, subject to receipt of his VAT and insurance details.
13. **UDC Consultation** – A meeting was held on 6<sup>th</sup> January, with notes kept on file and comments submitted by hand by the Chairman.
14. **Update on Parish Plan** – defer to the next meeting
15. **Update on Community Asset Register** – defer to the next meeting
16. **Councillor vacancy update** – nothing received.
17. **Employment of new Clerk** – The Chairman had made enquiries about the cost of employing a locum clerk was £275 per day and one was available for one day a week (7½ hours a day) for three months. Councillors were of the opinion that the cost was too high and so it was agreed that a permanent replacement Clerk should be sought and the current Clerk agreed to work until the end of February. The vacancy should be advertised as soon as possible, with the same pay and hours as is currently paid.
18. **Representatives' reports** – Cllr Oliver reported that UDC would cut the Council Tax bills by 2%. He has been discussing a change in policy for green lanes and the County Council is working towards changes to their policy.
19. **Clerk's report and correspondence.** An invoice was received on the day of the meeting for the UDC green waste service. Details of meetings and training courses were circulated. Correspondence regarding the Community Infrastructure Levy was circulated and councillors did not wish to discuss it as an agenda item. Rissa Long at ECC Highways Department reported that they have received confirmation that the legal order for the waiting restrictions in Stortford Road was sealed on 16<sup>th</sup> December. She will update the Clerk when information is available on its implementation.
20. **Risk Assessment Book** – The insurance company has given advice regarding the tree in Colehills Close.
21. **Planning** - application for comment: **UTT/13/3357/DFO** Details following outline application UTT/2149/11/OP for the erection of 23 No. dwellings, garaging and associated development with approval for access, appearance, landscaping, layout and scale - Jubilee Works Stickling Green – This was discussed after agenda item 5. Object - **Reasons:**
  1. The layout, density, design and size are not compatible with existing residential buildings and amenity space is insufficient.
  2. Affordable Housing Provision should fully match the identified housing need.
  3. Strongly objects to the inclusion of 2.5 storey buildings.
  4. The proposed road layout lends itself to a phase 2 development in the field behind.
22. **Finance** – current account balance at 1<sup>st</sup> January 2014 £5,138.23  
 Payments agreed: Acumen £22.20, Mark Gilbertson (grass cutting) £400, Post Office (HMRC for quarterly PAYE) £149.  
 It was agreed that Mark Wilkinson should attend 2 training sessions on Emergency Planning at EALC, with costs covered out of the training budget.
23. **Items for next agenda** – bus stop, telephone box, Stortford Road parking restrictions, emergency planning, logs on Hill Green, Parish Plan, Community Asset Register, green waste service.
24. **Date of next meeting** - Monday 10<sup>th</sup> February 2014, 7.30pm in the Village Hall  
 Meeting closed 10.24pm