

Minutes of the Clavering Parish Council meeting held on Monday 11th. January 2016 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 & S. Boardman

Also present ECC R. Gooding, District Councillor E. Oliver and 5 Parishioners

1. Chairman welcome: The chairman welcomed all to meeting and the Vice Chair thanked everyone who attended the Village Christmas carols at Hill Green. £147.03p was raised for Clavering Care. The Chairman then read out a statement response, after taking advice from Mr. Perry, regarding not allowing a letter that was given out by Cllr Couchman to Councillors at the last meeting.

The advice Mr. Perry gave the Chairman was

a. Give the reasons why I took the actions that I did namely: *that the Clerk had been unable to refer the letter to Mr Perry as it had been received too late, and that I was only made aware of the letter shortly before the council meeting, had not been passed a copy of it, and had not read it at the meeting before the decision. I was concerned that the content of the letter may have breached the Council's adopted Code of Conduct and therefore the Council's standing orders, so I took steps as were reasonable to allow the continuation and progress of the business of the agenda item. There is a responsibility of any Chair of a Council meeting to try to ensure that Councillors do not place themselves in breach of the Code of Conduct.*

b. Mr Perry's decision on my action namely: *Mr Perry has advised that my actions were not incorrect given it had not been possible for the Clerk to seek advice.*

c. Mr Perry's subsequent decision on the written representation and his advice: *However, subsequently, Mr Perry has confirmed that the letter, as written, he would have found acceptable to be read as a written representation of a councillor with a Disclosable Pecuniary Interest in the business to be conducted.*

d. Further to inform Councillor Couchman: *I regret that Councillor Couchman believed, by the action I felt obliged to take, he had been unable to express his personal opinion and discharge a duty as a Councillor in representing his parishioners' views. This is regretful especially as if the written representation had been received in good time by the Clerk for advice to be sought from the Monitoring Officer, this action would not have arisen.*

2. Apologies for absence

There were no apologies for absence

3. Declaration of Interest

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

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

Cllr Stanford declared an interest in Planning application number UTT/15/3718/OP

Cllr Carter declared an interest in item 13 on the agenda

Cllr Patmore declared an interest in the Bowls Club

Cllr Boardman declared an interest as a village hall trustee

Cllr Couchman declared a non-pecuniary interest in item 8 on the agenda

4. Public Participation Session

A resident asked if a decision had been made by UDC planning regarding the final design for the new homes to be built next to Oxleys Close or its road layout at its junction with Stortford Road. The Chairman responded that no decision had been made yet by UDC.

2 residents informed the meeting of their objections to the planning application at Deers Green. The Councillors noted their comments. Paperwork supplied by the treasurer of the Jubilee Field (JF) stated that any further funds paid by CPC to the JF in respect to grass cutting would not reduce the ground rent paid by the bowls club, tennis club and the village hall would have to contribute to the costs.

Mr. Colin Howland stated that he was resigning as "Transport Representative of CPC". The Chairman thanked him for all he had done in the past.

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 30th. November 2015

The minutes were proposed by Cllr Carter and seconded by Cllr Barrow **F9 Ag0 Ab0**

6. 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 14th. December 2015
The minutes were proposed by Cllr Clayton and seconded by Cllr Barrow **F8 Ag0 Ab1**
The Chairman asked the Councillors, and they agreed unanimously, to move item 12, 13, 14 and 15 (planning) next

12. Planning Applications:

UTT/15/3631/FUL – East Anglian Tractors Clatterbury Lane CB11 4QU

Proposed new industrial unit

CPC vote F8 Ag0 Ab1

The clerk was asked to contact UDC regarding the following points

- UDC recommends a “least noise” section
- To look at the parking and the hours of operation
- The noise levels where it is situated there is concern about the close proximity of houses
- At the previous planning application parking was raised as a problem and the loading on the road needs addressing

Cllr Stanford leaves the meeting

UTT/15/3718/OP - Plot Adjacent Hemmingford House Deers Green Cock Lane CB11 4PX

Outline application with all matters reserved except for scale and access for 1 no. dwelling and detached cart lodge

CPC decision is to OBJECT to this application and the clerk was asked to contact UDC regarding the following points

- The site is outside the village envelope
- Lack of sustainability
- Cock Lane is a protected lane
- UDC already has a 5-year land supply

Cllr Stanford re-joins the meeting

UTT/15/3748/HHF – Affeneys Clatterbury Lane CB11 4QU

Proposed demolition of existing extension and outbuilding and erection of two storey side and rear extension

CPC has no objections to this application

13. Decision/s made by UDC:

Appeal Ref: APP/C1570/W/15/3010055 Land North of Pelham Road, Clavering, Essex, CB11 4PQ

Decision - **The appeal is dismissed**

14. Application/s referred to Appeal

UTT/15/2455/FUL – Butts Green Farm Butts Green.

New appeal reference number: APP/C1570/W/15/3140230

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 3pm on the day of the meeting

No last minute applications were received

Cllr Gill leaves the meeting and after seeking advice from the Clerk Cllr Stanford took the chair

11. Motion from JFWP

“In recognition of the value of the Jubilee Field to all parishioners, the Council agrees to pay up to 10 grass cuts of the Jubilee Field per annum. For 2016, this would cost £850.00”

Cllr Carter stated that he was opposed to the set-up of the JF. He is in support of this motion

Cllr Clayton asked whether this motion is for just 2016/17 or for future years. Cllr Boardman re-iterated the point in the motion that CPC should pay up to 10 grass cuts of the Jubilee Field per annum. Cllr Boardman also advised CPC that the cost to CPC for 2016 would be £850.00.

After further discussion Cllr Boardman proposed and Cllr Couchman seconded that the motion be put to Councillors. **The Councillors voted F4 Ag0 Ab4 – The motion was carried**

Cllr Gill re-joined the meeting and took back the Chair

7. Clerks report

The Clerk informed the meeting that after taking further advice on whether the Council should stay in or opt out of the New Audit Regime it was his recommendation to Councillors that CPC should stay in the system. This was agreed unanimously by the Councillors.

The Clerk informed the meeting that a new website had been set-up by the clerk/RFO. The website address is www.essexinfo.net/claveringparishcouncil. This new website will carry all the information required under the new transparency code. Following the clerk course on the Transparency Code the Clerk has submitted a grant application to recover costs for setting up the website, training, a new computer and scanner. The Clerk is still awaiting a response from Arkesden PC regarding the Green Waste for 2016/17. A letter to NatWest Bank Witham was signed to allow the RFO to obtain bank statements in time for producing the agenda. The Fox & Hounds PH and Upper Hill Green have now been designated as "Assets of community Value" by UDC. These remain in place until 2020. Lynn Merrick had contacted the clerk regarding refurbishing the village sign. It was agreed that Cllr Carter contact Lynn to see how this is to be done. Cllr Carter asked the clerk to send out tenders so that the Dick Ball meadow gate area can be repaired. Cllr Carter gave the clerk the job specification.

8. Village Green update given by Cllr Gill

Cllr Gill informed the meeting that Mr. Balaam had stated that Stickling Green and Lower Hill Green will be maintained this year by mowing and flailing as he is unable to bale both areas.

9. Essex County Councillor report given by Ray Gooding –

Cllr Gooding stated that as he mentioned at the last meeting ECC will have a reduction of £53m from Government funding. ECC are still having increased costs and ECC predict a £90m shortfall, however it is hoped the business rates would help to meet this shortfall. Cllr Gooding also informed the meeting that the adult social care budget would "eat up" the business rates so ECC is still extremely short.

10. District Council report given by Edward Oliver

Cllr Oliver stated that even though UDC budget is healthy this is not going to be the case for 2017/18. The Pelham Road appeal report from the inspector was excellent for UDC 5-year land supply numbers. UDC, after the Clavering success, went for costs against Gladman Development in the Great Canfield Appeal, and Gladman subsequently stopped the Appeal before its hearing. Many developers are sitting on land with permissions but are not developing the land. However, UDC may still be asking for a "call for land" if the reset of the Housing supply on June shorts a 5-year shortfall.

At 9.30pm the Chairman asked the Councillors, who agreed unanimously, to continue with the business

16. 2016/17 Precept – UDC form to be completed and Precept agreed by Councillors

Cllr Gill proposed and Cllr Boardman seconded that the budget and Precept be agreed.

Councillors agreed unanimously to the budget and Precept for 2016/17. There is NO increase to households. The Precept form was signed by the Chairman and RFO. The Clerk to send the form to UDC.

17. Finance: 2 Other cheques not on last months printed schedule were written out at the last Meeting. Cheque numbers: 1494 Jubilee Field Grass cutting invoice £255.00p + 1495 Donation to CPCC £660.00p

Credit Received - NONE					
Chq No	Inv. No	Payee	Cost	VAT	Total
	s/o	Kevin Money salary	£343.02	£0	£343.02
1496	11.11.15	Walden Buskers	£100.00	£0	£100.00
1497	Mth. 9	HMRC payment	£ 97.60	£0	£ 97.60
1498	Dec '15	Kevin Money increase in salary from 1 st June 2015	£ 48.10	£0	£ 48.10
1499	54019	UDC – 2015 election cost	£103.37	£0	£103.37
1500	147	Clavering Village Hall meeting	£ 17.50	£0	£ 17.50
1501	Allotment	Affinity Water – Allotment water	£152.01	£30.40	£182.41
1502	Dec '15	Kevin Money – Clerk expenses	£ 80.77	£0	£ 80.77
		Total	£942.37	£30.40	£972.77

Cllr Gill proposed and Cllr Barrow seconded that the above cheques be approved.

Councillors voted unanimously to approve the above payments

Full Finance statement and budget spent to date was circulated to Councillors at the meeting

18. Representative reports

a) **Allotments report** given by Cllr Patmore

Cllr Patmore was monitoring the water usage and will report any possible leaks. The vermin problem has been addressed. Thames Water is being contacted so that the road surface can be repaired.

b) **Village Hall** report given by Cllr Couchman

There has been damage to the outside lights by vandals which has been reported to the police and repairs are in hand. The skylight in the side room has broken and a replacement is in hand. The leaking gutter over the back door requires some more work to the gutter supports. Sometimes the heating has not come on correctly, there is a notice of local people who can be contacted in case of trouble. The karate club has gone to the gym so Mondays are free now but this reduces the hall's income and new lettings are always welcome. Arrangements for the Easter Art Show are well underway and, as usual, helpers are wanted. Please contact Andrea Pearce if interested.

c) **Jubilee Field** report given by Cllr Gill –

Further vandalism to the wendy house has occurred and broken beer bottles were left in the area. The next meeting is on 19th January 2016

d) **Public Right of Way** report by Cllr Stanford

Alterations to footpaths 5,7 and 18 were discussed Clerk instructed to inform ECC that the PC had no objections & to thank them for allowing extension to time period to comment.

e) **Jubilee Field working party** report by Cllr Boardman

Apart from the motion there was nothing to report and said that the JF working party's work was now finished.

f) **Employment Committee** given by Cllr Boardman

There was nothing to report

19. Risk Assessment book

Cllr Carter wrote into the Risk Assessment book: Road subsidence at Ford End Road adjacent to Dam footbridge. Cllr Carter has already reported this problem

Cllr Couchman wrote in the Risk Assessment book: Building rubbish dumped at Rounds Road Starling Green & ditch beside village green no. beside Hill Green Cottage blocked where water goes under road.

Cllr Williams wrote in Risk Assessment book: Broken gate to entrance of Jubilee Fields

20. Items for next agenda:

- Village Greens to cover quotes and any outstanding issues
- Rural Housing Survey
- Dispensation letter to Mr. Perry regarding the "Call for sites/land" from UDC
- Passenger Transport representative following the resignation of Mr. Howland
- Dick Ball Meadow tenders

Date of next meeting Monday 8th. February 2016 at 7.30pm in the Village Hall

There being no further business the Chairman closed the meeting at 10.15pm and thanked everyone for attending

Signed.....8th. February 2016

Stephanie M. Gill