

Minutes of the Clavering Parish Council meeting held on Monday 9th. May 2016 at 7.30pm in the Clavering Village Hall

Present – Cllrs S. Gill (Chairman), R. Stanford, R. Carter, M. Patmore, R. Clayton, C. Smith, L. Williams, R. Couchman, B. Barrow and Kevin Money (Clerk to the Council)

Also present District Councillor E. Oliver and 5 Parishioners

1. Chairman's welcome

The Chairman read out a letter in full from Cllr S. Boardman advising of his resignation

2. Apologies for absence

Apologies were received from ECC Cllr R. Gooding:

3. Declaration of Interest

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

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

Cllr R. Stanford declared a non-pecuniary interest in Pelham Road

Cllr R. Carter declared a non-pecuniary interest in the planning application UTT16/1019

4. Election of Officers for the forthcoming year

Cllr R. Carter proposed Cllr S. Gill as Chairman, this was seconded by Cllr R. Stanford **F8 Ag1**

Cllr S. Gill proposed Cllr R. Stanford as Vice-Chairman, this was seconded by Cllr. B. Barrow

This was carried unanimously

Representatives onto the various committees –

Village Hall – Cllr. R. Couchman & Cllr R. Stanford. Jubilee Field – Cllr S. Gill

Employment – This was held over for another meeting. Editor of Newsletter – Cllr S. Gill.

Transport – Cllr S. Gill & Clerk. Footpaths & Bridleways – Cllr R. Stanford. Allotments – Cllr M. Patmore. Cllr S. Gill proposed and Cllr R. Clayton seconded that these appointments be agreed en-block. This was agreed unanimously

5. Internal Auditor. Mr. Maurice Howard has agreed to stand for 2016/17

Cllr S. Gill proposed and Cllr R. Clayton seconded that the internal auditor for 2016/17 be Maurice Howard. This was agreed unanimously

6. Public Participation Session

The Chairman invited questions and observations from members of the public present. A resident handed a planning application to the Chairman regarding Rickling Church End and the Chairman read out the application proposals. The Clerk had not seen the application, neither had DC E. Oliver.

7. 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 11th. April 2016

Cllr S. Gill asked that the Call for sites be inserted as an appendix item on the April minutes.

With that agreement the minutes were proposed by Cllr R. Clayton and seconded by Cllr R. Carter as being a true and accurate record of the meeting. **This was agreed unanimously**

8. Clerks report

General Correspondence. There was no correspondence except for emails which had been circulated to Councillors prior to the meeting.

Matters from prior meetings – This had been circulated to Councillors prior to meeting

Councillors agreed to have the Blacksmiths Information Board removed from the list and await further information from Mrs. Cooper.

The Clerk's monthly report had already been circulated to Councillors prior to the meeting.

The Clerk informed the meeting that, thanks to Cllr R. Stanford informing him, there will be a walk by the Saffron Walden wildlife group across Stickling Green on the evening of 17th. May

9. ECC report from Cllr Ray Gooding

The clerk informed the meeting that Cllr R. Gooding will be at the APM next week.

10. District Council report from Cllr Edward Oliver

Cllr E. Oliver stated that he had little to report. Cllr S. Gill, Dawn French (new Chief Executive of UDC), and himself had walked around Clavering. They spent a long time with Mr Wainwright. They walked by Jojacks which had stacks of logs outside the house. They also passed the Five Acres site and they noticed that the area is still in a mess. They then went around Langley & Arkesden.

Gypsy site allocation is coming up 09.06.16 at the planning group. ORSA is doing a survey of travellers.

The UDC Planning policy working group is pressing on until October '16. If they have not concluded by March '17 then the Government will be taking over the process.

Andrew Taylor, UDC planning officer, has now left UDC and has moved to Barrett's. He is not being replaced as yet.

11. Planning Applications:

UTT/16/0619/CLE – Britannia Works Clatterbury Lane

Use of the building for B1 and B8 uses

Comments to UDC by 04.05.16

This was discussed at the April meeting to meet the UDC comment deadline. See April meeting minutes for the decision made by Councillors

UTT/16/0868/HHF – 46 Pelham Road CB11 4PQ

Proposed swimming pool and garden room extension

Comments to UDC by 04.05.16

This was discussed at the April meeting to meet the UDC comment deadline. See April meeting minutes for the decision made by Councillors

UTT/16/0812/PAP3Q – Mill End Dairy Farm Mill End CB11 4RR

Proposed change of use of agricultural building to 1 no. dwelling

This was discussed at the April meeting to meet the UDC comment deadline. See April meeting minutes for the decision made by Councillors

Cllr R. Carter leaves the meeting

UTT/16/1019/HHF - 27 Pelham Road Clavering

Change of use and extension of existing rear outbuilding from shed/workshop to granny annexe ancillary to existing main dwelling

Comments to UDC by 17.05.16

CPC Comments:

Councillors felt that this application doesn't need another access and that it was not a separate dwelling. However the Councillors voted F3 Ag2 to submit a No Objections report to UDC

Cllr R. Carter re-joins meeting

UTT/16/0865/LB - 3 Mill Lane Clavering

Tanking and damp proofing to two internal walls

CPC Comments: *No comment*

12. Decision made by UDC

UTT/16/0522/OP – Land adj. Spinney Cottage Wicken Road

Outline application, with all matters reserved except for access, for 1 no. dwelling

UDC: Refused

UTT/16/0207/HHF – Peacocks Clatterbury Lane

Proposed removal of existing boundary fence to be replaced by brick wall.

UDC: Approved with Conditions

13. **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

Cllr R. Carter informed the meeting that the Pond Cottage markers had been replaced. VG54 Hill Green / Horse Pond. The Clerk was instructed to write to Mr. Farnham enclosing a copy of map, measurements, photographic evidence and to make sure the piece of ground is clearly marked. CPC must retain the Parish land outside Pond Cottage. The area has been badly churned up around the ditch. No building or delivery vans must be parked on the green at any time.

14. Finance:

a. Cllr S. Gill proposed and Cllr R. Stanford seconded that the Chairman signs Section 1 of the Annual Governance Statement for 2015/16. **F7 Ag1**

b. Cllr S. Gill proposed and Cllr R. Couchman seconded that the Chairman signs Section 2 of the Accounting statements 2015/16. **This was agreed unanimously.**

c. To receive the Internal Audit report for 2015/16 from Auditor
The report, having been previously circulated to Councillors before meeting, the Councillors agreed to make any comments at the June meeting, with the end of year accounts also to be presented to the Councillors as it was established that only the Chair had been previously passed the accounts.

d. Cllr M. Patmore proposed and Cllr R. Carter seconded the 2016/17 CPC Insurance cover Schedule of liabilities pro-forma. This was to commit the Council to a 3 year cover at a reduced premium. **F5 Ab3**

e. Cllr S. Gill proposed and Cllr R. Clayton seconded that the following payments be made.

This was carried unanimously

Credit Received: Allotment money £19.50p					
Chq No	Inv. No	Payee	Cost	VAT	Total
s/o	April '16	Kevin Money salary	£ 349.52	£ 0	£ 349.52
1513	April '16	HMRC payment	£ 83.60	£ 0	£ 83.60
1514	6424	EALC/NALC 2016/17 subscription	£ 336.43	£ 0	£ 336.43
1515	191	Clavering Village Hall	£ 150.00	£ 0	£ 150.00
1516	11.04.16	Came & Co – Insurance 2016/17	£ 385.37	£ 0	£ 385.37
1517	April '16	Kevin Money adjustment in salary for April '16	£ 3.80	£ 0	£ 3.80
1518	April '16	Clerk Expenses (agreed by the Chairman)	£ 110.06	£ 0	£ 110.06
		TOTAL:	£1418.78	£ 0	£1418.78

15. Representative reports

Allotments report given by Cllr M. Patmore

Cllr M. Patmore gave the Clerk £32.50p in collected rent money. Allotment holders require a skip to be hired and the allotments cleared. The school, having the allotment, was down there last week and today. Cllr M. Patmore has had no communication from Mr. Balaam, who has agreed to clear the allotments. Cllr R. Couchman agreed to speak with Mr. Balaam to see when he is going to clear the allotment. Councillors agreed that Cllr R. Couchman can speak with Mr. Balaam. **This was agreed unanimously**

Village Hall report given by Cllr R. Couchman

Cllr R. Couchman informed the meeting that there was nothing to report. Various building works will be done when the builder can find room to do the works. The committee is still awaiting a response from their insurance company in regard to the marquee damage.

Cllr B. Barrow thought that the village hall committee is trying to save money. The heating is being left on when no organisation is using the hall. Can the village hall committee take this into account?

Jubilee Field report

Cllr S. Gill informed Councillors that no report will be given as the meeting is not until 17.05.16

Jubilee Field working party report

As Stuart Boardman had resigned there was no Final report given. The report is still outstanding and Cllr Couchman offered to provide the final report

Employment Committee

The report from the employment committee was adjourned until end of this meeting, which will be held "In camera". This was proposed by Cllr S. Gill and seconded by Cllr R. Stanford that the public to be excluded. **This was agreed unanimously.**

16. Risk Assessment book

Nothing was added to the Risk assessment book

17. Items for next agenda:

To consider and act upon the Internal auditor's report

Date of Annual Parish Meeting

MONDAY 16th. MAY 2016 at 8pm in the Village Hall

Date of next FULL Council meeting Monday 13th. JUNE 2016 at 7.30pm in the Village Hall

There being no further business the Chairman closed the meeting at 9.15pm and thanked everyone for attending.

The Councillors remained and went into an "In Camera" meeting

Signed.....13th. June 2016

S. M. Gill