

Minutes of the Clavering Parish Council Meeting held on Monday, 10th March 2014 at 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 and Ron Couchman, Edward Oliver (UDC), Rosemary Smith (taking the minutes) and 5 members of the public were in attendance.

1. There were no apologies for absence – all present. R. Carter proposed a vote of thanks to the Chairman for temporarily taking on the duties of the clerk. The Chairman declared an interest in the Jubilee Field and Clatterbury House, Cllr. Carter declared an interest in Clatterbury House and Cllr. Allen declared an interest in the Jubilee Field and would leave the room during discussions.
2. **Public Forum –**
The Chairman informed the meeting that 2 candidates for the position of clerk were attending the meeting.
A representative of the Jubilee Field Committee asked whether the Parish Council would be prepared to help with their finances as the charity was set up with no income stream and their running costs had increased; she also asked if the Jubilee Field could give a presentation at the Annual Parish Meeting. The VAS signs on the Pelham Road (outside The Old Vicarage) and near the Cricketers are not working. There has been correspondence with Essex Highways and Cllr Oliver informed the meeting that the signs cannot be converted from 40mph to 30mph. They will be removed and traffic will be monitored to see if speeding is a problem.
The bus shelter finances will not be approved until April as this year's UDC budget has been spent. A parishioner asked if the details of the final precept for 2014/15 could be sent out: Cllr. Stanford offered to present it in the form of a pie chart for next month.
3. **Minutes of the last meeting** were agreed and signed by the Chairman as a true record.
The Chairman has written to Mr. Balaam and sons for cutting the hedge on the roadside by the Dick Ball Meadow. Thanks were also given to them for helping to clear the brook and other areas of the village in recent floods.

The Chairman informed the meeting that despite Cllr Couchman requesting that Pothole Repairs be on the meeting's agenda, other councillors had subsequently requested that this not to be an agenda item. The procedure for reporting potholes has not changed: they are more likely to be repaired if they are reported by members of the public to Essex Highways and the Council continues to advise parishioners such.

4. **Planning – UTT/14/0455/HHF** Roast Green – 2 storey side extension – no comments.
UTT/14/0157/ FUL Replacement dwelling at Rossie – response date is 7th April. The Chairman asked councillors to look at the plans on-line and respond to her by 27th March. If necessary an additional meeting will be called for the following week.
The Chairman and Cllr. Carter withdrew from the meeting.
UTT/13/2987 FUL Clatterbury House – proposed new dwelling – a flood survey has been carried out and after discussion it was agreed that the Council's previous objections still stand. The drive is not in keeping with the conservation area and Essex Highways have objected to it.
The Chairman and R. Carter re-joined the meeting.
Planning determined
UTT/13/3270/TPO 12 Saville Close Prune back 1no. Horse Chestnut up to 20% reduction. Granted
5. **Green Waste Services** – The dates have not yet been posted on the Parish Council Board. A credit note for the extra amount requested for last year has been received as the increase had not been approved by UDC at Cabinet; they were therefore unable to claim such from us. This year's collections will be weekly in March but from April collections will be made fortnightly (10.15 – 11.15am) on the Saturday following the black bin collection. Cllr. Allen will put the dates in the newsletter.
6. **Proposed bus shelter** – Funding is not available from UDC's budget until after April. It was agreed to ascertain the ownership of the land and the exact boundary from Arnold Hitchcock at the original suggested site (by Hill Green Farm Barns)
7. **Bridge at Coleshills Close** –. It was resolved to accept the quote for the amount of £350 plus VAT from H Frank Hicks to remove the top structure/span of the Coleshill Bridge for Health and Safety reasons and it was agreed to waive the financial regulation to obtain 3 quotes for such health and safety reasons. Cllrs were reminded that the minutes of January had given delegated authority to Cllrs Patmore, Wilkinson and Carter to accept a tender up to a limit of £3,000. The contractor will remove the top structure of the bridge once the water level has dropped, hopefully in the next 7 – 10

days. The area of the plinths would then be made safe. As conflicting opinions had been received from local residents it was agreed to leave the remaining structure for the time being but to put it on the agenda for June 2014.

8. **Community Asset Register** - The Chairman informed councillors that a training session she had attended advised that if a community asset is registered then the council do not have a right to buy it. The owner is free to sell it to whomever and at whatever price they see fit. They also discouraged councils from registering assets if they did not have the funds to purchase them. After discussion it was agreed to register the Fox and Hounds Public House(F7 Ag3) and Upper Hill Green.(F: U) The Chairman offered to check the feasibility of registering the shop, as it has residential use attached not related to the shop business, but the council then voted against registering the shop. (F3 Ag7) It was agreed not to register the Christian Centre (F Registration 2 Ag8) nor the Cricketers (Ag Registration : U). The forms will be brought to the next meeting for completion.
9. **Annual Parish Meeting** – As the hard disk with the minutes for 2012 has been corrupted, Cllrs were asked to look out any notes they made at the time. Cllr. Patmore will pass the hard disk on to another contact to verify nothing is recoverable. Cllr. Carter believes he has notes of the meeting. After discussion it was agreed that the Annual Parish Meeting will be held on Monday 28th April 2014 (Chairman to book the village hall) and that the Jubilee Field will be asked to give a presentation.
10. **Councillor Vacancy update** – No-one has come forward.
11. **Employment of new Clerk** – Four applications had been received but one had withdrawn. The remaining 3 will be interviewed next week. It was agreed that this would be discussed further in committee following this meeting.
12. **Representative Reports** – Cllr Wilkinson reported that Clavering School would like to be involved in the Emergency Plan. The parish council would be able to use the school's main hall and the kitchen. The school has asked whether the parish council will contribute to the locks they have purchased. Cllr Wilkinson has purchased approx. 70 sandbags (he will send the invoice to the treasurer). It was agreed that the council will purchase a large bag of sand and the Fox PH has agreed that it can be put in their car park for residents to fill the bags.
Cllr. Stanford reported that a new carpet has been purchased for the bar area of the village hall and that the defibrillator light is now working. A break-in had occurred at the hall but damage had been minimal. CCTV is being installed at the front of the hall. Cllr Patmore reported that the equipment shed at the Bowls Club had also been broken into but nothing had been stolen. CCTV did pick up 4 hoodie wearing youths, one wearing a distinctive jacket.
Cllr Patmore reported that he had collected a further £78 from the allotment holders, only 1 person is still to pay. They will get a skip this Spring. The cost of addressing the state of the spare land is outstanding. Cllr Couchman advised that the end of year allotment accounts should be placed on the notice board –Cllr. Stanford to investigate .
District Cllr. Oliver commented that any parishioner who had been flooded over the winter would be entitled to a reduction of 2% in their council tax. There is an on-going dispute with Weston Homes about the demolition of the chicken sheds on the Jubilee Works. Weston Homes have been asked to remove the V board and signage and the latest planning application there is recommended for refusal so will not go to Committee. Uttlesford now have a 5 years' housing supply determined.
13. **Flooding** – It was agreed that the Environment Agency be asked to inspect the river between the ford at Middle Street and the sewerage works to see if it should be dredged. Clerk to write.
14. **Correspondence & Clerk's Report** – This had been previously circulated to all councillors.
Footpath76 – query from Essex CC re boundaries – Cllr Stanford to investigate
Best Kept Village 2014 – Cllr Carter will deal with submission
Waymarkers on redirected footpath at Jubilee Field– Cllr Stanford and Cllr Allen have completed – Chairman to confirm with Essex Highways if adequate.
Zurich Ins. – quotes to Cllr. Stanford and Cllr Boardman
Uttlesford Rangers – Blacksmiths Corner footpath to be widened
Rory Joseph fencing query – needs to speak to UDC Planning
Library Service – mobile stop at The Mills will be discontinued from 30th June due to lack of use.
Empty Homes Scheme – none reported.
Councillors liked this format of presentation of correspondence and report and would like to see it adopted in future.
15. **Risk Assessment Book** – railings have now gone from Pond Corner Cottage –Cllr .Allen will investigate and report to Highways. No others reported.

16. **Dick Ball Meadow Entrance** – Mr. Rowley has volunteered to remove the wood at the entrance to the meadow for next year's bonfire. The Chairman asked Cllrs to support Mr Rowley's work in the meadow; any help would be appreciated. Cllr. Allen will thank Mr. Rowley in the newsletter.

17. **Finance** –

<u>cheque no</u>	<u>payee</u>	<u>for</u>	<u>inv no</u>	<u>net</u>	<u>VAT</u>	<u>total paid</u>
	EALC Training day S				£	
1348	Boardman	£67.00	3973	£67.00	-	£67.00
	Clavering Churches				£	
1349	Partnership	£10.00	04/02/2014	£10.00	-	£10.00
					£	
1350	Acumen	£22.20	11437	£18.50	3.70	£22.20
					Total	£99.20
28/02/2014	NatWest Balance	£2,272.41				
	cheques outstanding	£225.23			New balance	£1,947.98
	after cheques	£2,047.18				

R. Stanford confirmed that auditor is happy with spreadsheet produced and she agreed to send copies of the finalised budget 2014/5 to each councillor.

18. **Charity Donations for 2014** – After discussion it was agreed that £100 should be donated to Clavering Care and £50 to Saffron Walden CAB.

19. **Footpath 76** – see above

At 9.30pm it was agreed to continue the business of the Council.

20. **RCCE Best Kept Village** – It was agreed to enter the competition this year. Cllr Carter will complete this and pass the application form for the Best Kept Churchyard to John Hosford.

21. **Public Meeting concerning yellow lines in Stortford Road** – After discussion it was agreed that as April falls in the Easter school holidays it would be preferable to determine the date for this at the next meeting.

22. **Telephone Box in Pelham Road** - Cllr .Couchman informed the meeting that in 2008 four residents had volunteered to maintain the telephone box. Accordingly the Parish Council had agreed that it should be kept. It is not known whether these residents are still willing to maintain the box. Cllr Stanford observed that her original wish to keep the box had altered, given the lack of volunteer response. Cllr .Carter was opposed to keeping the box because of future cost implications in addition to the known renovation costs. After discussion it was agreed that the costs of removal be investigated thoroughly before a final decision is made.

23. **Items for next agenda** – Highway Rangers, Insurance renewal, Conduct of Council business – if new clerk appointed Planning submissions comments and District Council (Cllr. Couchman to report).

24. **Date of next meeting** - Monday 14th April, 7.30pm in the Village Hall (District Cllr. Oliver gave his apologies, as did Cllr Smith and Cllr Stanford)

The Public part of the Meeting closed.9.45pm

Cllr .Stanford and Cllr Allen left the meeting. All members of the public left the meeting.

In Committee

The Chairman informed the meeting that there are 3 applicants for the post of clerk; one lives in the village but is a recent resident and has no experience, one is a resident of Witham (but is not necessarily looking to be paid a full mileage allowance) and is not currently a clerk but is doing the clerk's training. The third applicant is a resident in a neighbouring village.

Cllr Couchman expressed concern that if a newly appointed clerk received remuneration greater than the previous clerk, the previous clerk would sue for wrongful dismissal.

Cllr Boardman in response explained that as the previous clerk had resigned this could not happen and also that interviewing candidates in a correct and fair manner is the relevant concern.

The Employment Committee (Cllr. Gill, Cllr. Boardman and Cllr .Wilkinson) reconfirmed that the post offered will be paid on the correct pay scale for NALC and will be paid for the same number of hours as the previous incumbent. All councillors felt it was important to support the clerk in whatever training was desired / necessary.

Cllr. Carter proposed that the Employment Committee be given full responsibility to interview and employ a new Clerk – all agreed (The Employment Committee members abstained). The Employment Committee confirmed that they will not appoint if there is no suitable applicant.

Meeting closed at 10.05pm.

To be signed by the Chairman at the next meeting on 14th April 2014.