

Minutes of the Clavering Parish Council Meeting held on Monday 12th. May 2014 at 7.30pm in the Village Hall

Present: Councillors 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), Kevin Money Clerk and 8 members of the public were in attendance

The Chairman and Vice-Chairman stood down as Chairman and Vice-Chairman whilst the election of Chairman and Vice-Chairman was taken by the Clerk.

The Clerk asked Councillors for Nomination to the position of Chairman.

Clr. Barrow proposed Clr. Stephanie Gill. This was seconded by Clr. Carter.

F8 - Ag. 0 - Ab. 1.

Clr. Stephanie Gill then signed the "Declaration of Acceptance of Office" which was countersigned by the Clerk.

The Clerk then asked Councillors for Nomination to the position of Vice-Chairman.

Clr. Carter proposed Clr. Mark Wilkinson. This was seconded by Clr. Barrow.

F9 - Ag. 0 - Ab. 0.

Clr. Mark Wilkinson then signed the "Declaration of Acceptance of Office" which was countersigned by the Clerk.

The Chairman then said that under Standing Order 29: Variation, revocation and suspension of Standing orders. She proposes the motion: That Standing Order 2 j) which is not mandatory by law, is varied so that the Order of this evening's business of the Annual Meeting of the Council following the election of the Chair and Vice-Chair of the Council does not follow the prescription i) to xvii), these matters will be dealt with in the evening's agenda at appropriate instances. This was seconded by Clr. Wilkinson.

F9 – Ag. 0 – Ab. 1

3. Representatives and Committees

a) Responsible Finance Officer

The Chairman proposed Clr. Stanford as RFO this was seconded by Clr. Carter.

F9 - Ag. 0 - Ab. 0

b) Village Hall

The Chairman then asked if Clr. Stanford / Clr. Boardman and Clr. Couchman would remain as representative and trustee on the Village Hall.

F10 - Ag. 0 - Ab. 0.

c) Jubilee Field

The Chairman then asked if Clr. Allan / Clr. Smith and Clr. Gill would remain as representative and trustee on the Jubilee Field. Clr. Smith agreed to be the third representative.

F10 - Ag. 0 - Ab. 0.

d) Employment

The Chairman then asked if Clr. Wilkinson / Clr. Boardman and Clr. Gill would remain as representative on the Employment committee. Clr. Couchman repeated his comment that he wanted to have a long standing member on the committee.

F7 - Ag. 0 - Ab. 3.

e) Highways

The Chairman then asked for a Councillor to stand on the Highways Committee.

No councillor came forward and it was agreed that a councillor would be co-opted if required as and when a committee meeting was held.

F10 - Ag. 0 - Ab. 0.

f) Newsletter

The Chairman then asked if Clr. Allan would continue producing the Newsletter.

F10 - Ag. 0 - Ab. 0.

g) Transport

The Chairman then asked Colin Howland to continue to attend the Essex Transport Committee meetings. This was carried unanimously.

h) Footpaths

The Chairman then asked Clr. Stanford if she would continue with the footpaths, this again was carried unanimously.

4. Apologies for Absence

There were no apologies for absence.

5. Declaration of Interest.

Clr. Wilkinson declared a pecuniary interest in Butts Green Farm as neighbour. Clr. Couchman declared non – pecuniary interest in Butts Green Farm and Mill End House.

6. Public Forum

Mrs Cooper presented a paper with costing's and quotations regarding the Skeins Way telephone box. Mr Paul Williams had visited the telephone box and his cost for refurbishment and labour is estimated between £700 - £800. The glass panels and paint approximately £200. In his opinion the roof does not need welding, the box is dry and structurally sound. Mrs Cooper then stated that the furniture and fittings inside the box would cost an estimated £200 - £300.

Another question was asked whether the Pelham Road hedges could be cut back as they are overlapping onto the footpaths. The Chairman confirmed the Highway rangers had been instructed to do this.

Clr. Oliver spoke about the telephone box and requested the Parish Council support the opinion that the telephone box is kept.

7. The minutes of the last meeting

Clr. Couchman requested that the word "ALL" be deleted from Item 15 page 895 and the words "The Majority of" be inserted. Also Clr. Couchman requested that his name be deleted from Item 20 page 896 and inserted with "It was".

Once these corrections were made the Chairman then signed the minutes as a true and accurate record.

8. Planning Applications.

Uttlesford District Planning Document

The Chairman gave an update and the Councillors agreed to make no comment.

Clavering Lakes and Lodge, Mill Lane. UTT/14/1090/FUL.

Councillors agreed to make no objections.

Butts Green Farm Valance Road. UTT/14/1038/FUL.

At this point, Clr. Mark Wilkinson and Clr. Ron Couchman left the meeting.

The Councillors agreed to no make objections but the clerk to send this report to UDC planning officer – “The Council has No Objections to this application EXCEPT that the Habitats statement is incorrect. Items 2,3,4,&5 have been answered wrong. The Hedgerows have already been removed within the past 3 months. A NEW Habitat survey should be carried out. The Councillors also feel that Items 4 & % does come within 100 metres. The night-time illumination of the manege must be limited.

Clr. Mark Wilkinson rejoined the meeting.

Mill End House, Langley Road. UTT/14/1242/HHF & UTT/14/1267/LB

The Councillors had no objection to the tractor barn however, the outline markings on the site plans were wrong as the Parish land was shown in property curtilage and that the Clerk was asked to make this comment back to UDC.

Clr. Couchman rejoined the meeting.

The diversion of footpath number 49 in Clavering

The Councillors had no comment to make.

The extinguishment of part of the bridal way number 71 in Clavering

The Councillors had no comment to make.

The Permitted Development of Pond Cottage, Hill Green.

In order to safeguard the boundary of the parish land adjoining this site, Clr. Carter proposed that photographs were taken as the picture records the date and time together with markers and also details noted on an enlarged copy of the supplied map for any future necessity. The Councillors agreed that Clr. Carter would supply and make the marker post, Clr. Wilkinson would enlarge the map, Clr. Barrow would be the official photographer and Clr. Wilkinson would initially speak tactfully to the developer.

15. Finance

The RFO has had various talks with the internal auditor. The annual return had been completed and will be ready for the external auditor. Clr. Couchman said he was not happy to agree to the signing of the annual report (accept the auditor’s report) until he sees the auditor’s report. The RFO reminded the Council that the auditor had supplied a report, containing required actions, which she had circulated prior to the April meeting. The RFO confirmed again all actions requested had been taken before.

After a short discussion, the Councillors agreed that the auditor’s report be signed by the RFO. The Chairman asked for a vote. F9 – Ag.1 – Ab.0.

The Chairman then signed the annual return and read out the annual governance statement 2013/14 answering “yes” to all questions, as agreed by the Council.

The RFO stated that the auditor says that the Easement VAT refunds should go into general reserves or a designated pot and not into the Easement Account that they came from. After discussions the Councillors decided that the RFO should put the VAT back into the accounts where they came from.

<u>cheque no</u>	<u>payee</u>	<u>for</u>	<u>Inv. no</u>	<u>net</u>	<u>VAT</u>	<u>total paid</u>
	Clavering				£	
1355	Village Hall EALC & NALC	£112.50	31/03/2014	£112.50	-	£112.50
	Affiliation				£	
1356	fees	£323.63	22/06/1911	£323.63	-	£323.63
	Kevin				£	
1357	Money	£36.34	receipts	£31.68	4.66	£36.34
					Total	£472.47

	NatWest		after	
01/05/2014	Balance	£9,503.67	cheques	£9,160.07
	cheques outstanding	£343.60		
	1349, 1352,1353,1354			

The Councillors agreed unanimously that the above cheques be authorised
Grass Cutting Invoice from Paul Abrahams: see Minute item 13

The Clerk's salary is not yet paid by standing order. A cheque will be written to pay the April amount due per the calculations of Acumen Wages Services.

The RFO then informed the meeting that our 1 year fixed term bond which is producing 1% gross per annum is due for renewal 19th May 2014. The amount which is in this bond is £30,337.50p. The Chairman proposed to continue with this bond. This was seconded by Clr. Boardman and carried unanimously.

18. Telephone Box Skeins Way.

The Chairman asked the Councillors to either keep or not keep the telephone box.

After lengthy discussion Clr. Carter sought to take a vote on the removal or the refurbishment of the telephone box. Clr. Boardman said that he may not be in favour of keeping the telephone box but is still open minded but would want to know more about what the proposal of the telephone box will be used for and to make sure that any future management is put in place and to keep the box "fit for purpose".

Clr. Couchman wanted to record a warm thanks to Mrs. Cooper for all her hard efforts in producing costing's and manpower to save the telephone box. Clr. Stanford then requested that the Council obtain at least 3 signed quotes for the proposed work and it was agreed that Mrs. Cooper obtain the 3 independent quotations and to get concrete proposals. These must be supplied to the Clerk 2 weeks before the next meeting so that all relevant information can be circulated to Councillors.

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

9. Representatives report.

- a. **Allotment report** - Clr. Patmore said that all allotment money had been collected and that he had ordered a skip for the removal of the rubbish.
- b. **Village Hall report** - Clr. Stanford said that she was attending the meeting next week. Clr. Couchman reported that the art show was successful and raised £2,258.
- c. **Jubilee Field report** - Clr. Allan said that the bridge Simons Wood had been repaired by Essex County Council. A new combination padlock was being fitted to the gate in August. The Jubilee Fields committee said the fireworks event had permission to continue and they will hold a cake stall at the fete. The family fun day will be held on Sunday 18th May. The river litter pick took place last Saturday 10th May and was a complete success. Clr. Allan regrettably informed the meeting that there is now no football club as it has been disbanded.
- d. **Footpath 14 that goes through Jubilee Field** - Clr. Wilkinson informed the meeting that the marker post should be larger. It was agreed to keep the post the same size and to possibly laminate them. He is liaising with Ann Tompkins (ECC footpaths).

- e. **Stickling Green water pipes/Amey** – The Chairman reported that she and Clr. Carter have attended at meeting with Amey as incorrect soil and other stones have been placed on the green. She was attending another meeting with the company on Tuesday 13th. May 2014 and Clr. Barrow agreed to be present. The Chairman allowed District Council Oliver to speak here; he informed the council there are concerns of a similar nature at Starlings Green.

10. Clerks report and correspondence.

These were passed to all Councillors under a separate cover and are attached to the minutes.

11. Insurance Renewal.

Clr. Boardman said that the insurance had not been reviewed or tendered for a while. The internal auditors previously picked up on the fact that insurance can and should be reviewed and best cover/price obtained to meet the requirements of the Council. Upon receipt of the 2014 renewal documentation, he undertook a review of the current insurance and went back to the insurance market to secure adequate cover at a good price. He went AON (incumbent insurer) Zurich Municipal Insurance (Market Specialist) and Came & Co (Specialist Broker in Local Council Insurance) to obtain 3 appropriate quotations. His findings are attached.

Clr. Boardman's recommendations and proposals are

1. The Insurance be taken out with Came & Co – A Specialist Local Council Insurance Brokerage
2. That the Council take out a LTA (long term agreement) for 3 years to secure fixed rating rate for the 3 years

Came & Co offer excellent cover for the Councils risks and liabilities at a very good premium. The Chairman proposed and Clr. Allan seconded that Councillor Boardman approach Came & Co as our future Insurance Company.

The Councillors were asked to approve a cheque up to £400 for the Insurance to Came & Co
F9 - Ag. 0 - Ab 1

12. Community Asset Register - The Chairman gave an update on Upper Hill Green. There are existing Heirs of Tatham and Simpkinson the owners named on the lease. The Councillors requested that the Chairman now go ahead to register Upper Hill Green on the Community Asset Register. F6 - Ag3 - Ab1.

13. Grass Cutting.

A discussion was held as to whether a reminder letter is to be sent to the newer residents boarding the village green concerning the regimes adopted for mowing such, especially Lower Hill Green.

The Councillors voted F9 - Ag1 – Ab. 0 that a letter be sent.

Regarding the grass cutting contract in Clavering. It was agreed that Clr. Carter would first speak with Paul Abrahams regarding item 4 on the contract (cutting the areas between the trees and posts in the access road opposite the village hall to the houses and the chapel and the rear of the green adjacent to the cricket pitch) as around the posts and the chapel, had not been touched. Clr. Carter was also asked to speak with

Mr. Abrahams regarding the strimming back as far as the ditch and the side of the pond. Clr. Carter will report back at the June meeting.

It was agreed to send a cheque to Paul Abrahams for £120 (£100 + £20 VAT). It was noted that his invoice was inadvertently sent to the previous Clerk.

14. Bridge at Coles Hill Close. It was agreed that Clr. Wilkinson & Clr. Carter would obtain 3 quotes to remove the bridge pillars.

16. Report on Blacksmiths Corner - The Chairman has already spoken to Mrs. Noble, who owns the land, where the footpath has been widened and Mrs. Noble has no wish to urbanize the area by planting; Mrs. Noble will trim the area.

17. Yellow Lines in Stortford Road – It was noted that these lines improved the flow of traffic in Stortford Road especially at school times. The is however, still a problem between the Chapel and the School but it at least the traffic still moves. Clr. Couchman indicated that the local shop owner is concerned that at the school drop off and pick up times, his car park becomes busy with the excess parking. The Chairman stated that there was a private arrangement between the school and the shop and suggested that such communication is between the shop owner and the Head Teacher of the school. The Council agreed that it is too early to determine a date of a public meeting and this will be considered at the June meeting.

19. Risk Assessment Book

There was nothing to add to the register

20. Items for the next agenda.

Review of new financial regulations / ELAC / NALC template

Telephone Box in Skeins Way, only if all information has been received by the Clerk 2 weeks before meeting

Any Planning applications that have come into the Clerk

Grass cutting update from Clr. Carter

To consider nominations for the Community Achievement Award Scheme 2014/2015

21. Date of next meeting Monday 9th June 2014 at 7.30pm in the Village Hall.

There being no other business the meeting was closed at 10.30pm.

SignedChairman : Date.....
Stephanie M. Gill