

Minutes of the Clavering Parish Council meeting held on Monday 9th. June 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, Ron Couchman, District Cllr. Edward Oliver, Kevin Money (Clerk) and 9 members of the public were in attendance.

1. The Chairman welcomed everyone to the meeting

2. Apologises for Absence

There were no Apologises for Absence

3. Declaration of Interest

Clr. Carter and Clr. Wilkinson declared a Pecuniary & Non-Pecuniary interest in planning application UTT/14/1468/CLE - The Lodge Pelham Road Clavering CB11 4PW

Clr. Allan, Clr. Couchman & Clr. Gill all declared a Pecuniary & Non-Pecuniary as Trustees interest in Jubilee Field's request for help with finance in maintaining the field

4. Public Forum

Mr. Colin Howland said he had a donation of flowers and was looking for help in planting them. Mr. Gill was volunteered. Mr. Hitchcock raised the issue, which was being discussed later in the agenda, regarding a purchase of Bench by Royal British Legion Members.

5. To approve minutes of the last meeting of Clavering Parish Council

Clr. Stanford requested that on page 903 that Cheque number 1359 be inserted.

The minutes were then agreed and signed by the Chairman as a true record

6. Planning Applications

UTT/14/1355/HHF – 1 Barlee Close Clavering CB11 4SN

Councillors agreed to make no comment.

UTT/14/1467/HHF – 19 Pelham Road Clavering CB11 4PG

Councillors agreed to make no comment.

UTT/14/1468/CLE – The Lodge Pelham Road Clavering CB11 4PW

At this point Clr. Wilkinson and Clr. Carter left the meeting.

The Councillors discussed this application and agreed that as the property was in an isolated position of the village, the Councillors had no feedback of any problems and noise. Clr. Patmore stated that this area had been developed over many years. Clr. Boardman stated that as a planning application should have been done earlier, he had received no complaints whatsoever, however, after discussion, the Councillors agreed to make no comment but with the proviso that the Clerk sends a request comment to Uttlesford District Council asking them that due process be followed and asked UDC to advise the Council about what time of day that the units are being used.

At this point Clr. Wilkinson and Clr. Carter rejoined the meeting.

UTT/2149/11/OP – UTT/13/3357/DFO Jubilee Works Stickling Green

A hearing will take place at UDC Council offices on 26th. June 2014 when the Chairman will be attending this meeting. The Chairman will then report back after the meeting.

At this point, the Clerk brought to the attention of the Council a letter he had received that morning regarding an alleged breach of planning control at Elizabeth Lodge, Starlings Green, Clavering. The complaint was that an earth bund had been created at Elizabeth Lodge for which planning permission may have been required.

The Enforcement Officers' decision was to take no further action. The Councillors agreed and this matter was closed.

7. Removal /refurbishment of Telephone Box in Skein's Way.

The Chairman thanked Mrs Cooper for a brilliant proposal. It was well presented and thoroughly investigated. Clr. Barrow wanted to see a 10 year project and maintenance. Clr. Carter stated that at the early stages of this discussion, he was not totally convinced. However, looking at the proposals he has done 180 degree turn, but maintenance was still a key issue. He also thought that a restorer who had experience in renovating telephone boxes should deal with the restoration. Unfortunately he did not go along with the book exchange inside the telephone box. Clr. Boardman also thanked Mrs Cooper for sterling work. He too, has done a 180 degree turn, and thought that the Council should support this proposal. Clr. Smith also supported the refurbishment of the telephone box but asked whether the box is in the right position. Clr. Gill stated that it is a major problem and cost to move the telephone box. Clr. Allan stated that it would not be best to

have the telephone box moved as it is in another place of interest through the village.

8. Telephone Box in Skeins Way

A written Motion from Clr. Couchman was received by the Clerk which asks that:-

“The Council agrees to pay for the refurbishment and fitting out of the Telephone Box at Skein’s Way, to a specification provided by Mrs. Cooper and colleagues, but subject to acceptance of a quote obtained for this work by the Parish Clerk”.

Proposed by Clr. Couchman : Seconded by Clr. Gill.

Clr. Couchman read out the motion but agreed to change a couple of points in the motion. These were to delete “a specification” and insert “The specification”. After this alteration, the Councillors voted **F9 Ag0 Ab1**.

It was then agreed that 3 quotes be sought.

It was further discussed that a cut-off date for replies to the tender must be made in sealed envelopes to the Clerk by the 12th July 2014.

9. Representative Reports

Allotments Report

Clr. Patmore said that he had nothing to report regarding the allotments except that a skip would be delivered this month. Clr. Couchman asked about the flattening of the ground and Clr. Patmore would contact Mr. Balaam to look at the waste ground.

Village Hall report

This was given by Clr. Couchman who stated that the Village Hall was increasing its fees. The hall operations have been running at a deficit for the last 2 years amounting to £4,800 in 2013. So the increase was agreed along with a more simplification of rates. All bookings now will be £10 for the first hour with a reduction to £7.50 per hour for regular users (Parish Council up from £18.75 to £25). In response to a question Clr. Boardman believed that this increase was not immediate but as from 1st. October 2014. Following a successful art show, a donation of £2,245 was made to the Village Hall, keeping £1,000 back for next years show. The arrangement for the fete is in full swing. The Fete Committee is asking for volunteers to clear up afterwards, putting tables, chairs and equipment away. Mr. Howland and Mr. Walsh will be looking after the lighting – Mr. Williams will be acting as handyman, carrying out odd jobs and repairs etc. Anyone wanting more details of costs, please contact the Secretary.

Jubilee Field Report

Clr. Allan reported that there had been no meetings since the last report on the Jubilee Field committee. Clr. Wilkinson stated that he had been in contact with Essex County Council regarding the footpaths, and their representative has compromised that one sign (to the side of the playing field) be erected. Clr. Wilkinson informed the meeting that the posts had been obtained and painted and will be erected shortly.

Clr. Gill gave a report regarding Affinity Water and Amey.

As authorised by the Council at last month's meeting. Clr. Barrow and Clr. Gill met with Affinity Water and Amey and discussed the making good of works. More local soils will be used and Amey undertook to replace the broken finger posts on Stickling Green. They also agreed to return to ensure any seeding had taken place. Clr. Gill informed the meeting that she had contact numbers for Amey Contractors. In response to recent parishioners requests, she had been in contact regarding work at Hill Green and the unnecessary overnight parking on the green and the unexpected water cut offs and also schedules. It was also confirmed last Friday that the narrow part of the High Street will necessitate a road closure. The work is hoped to continue there when the school holidays commence (26.07.14) provided the diversions are possible as long as no other road closures are on the diverted route. This created much dismay amongst the Councillors as this is harvest time and some of the harvesting vehicles would not be able to negotiate the diverted route. Clr. Gill to report this back to the contractors.

10. Clerks report and correspondence

The schedule had been passed to all Councillors under a separate cover and is attached to the minutes.

11. Insurance Renewal

Clr. Boardman updated the Councillors regarding the Insurance Renewal. He had informed Aon that the renewal invitation was not taken up, he also advised them on the cost difference. He informed Zurich that they were unsuccessful. He has sent off a payment to Came & Co. with details of the Chairman and the Clerk for the company's information. He has also received confirmation that the cover is in place but is still awaiting the full insurance policy documentation.

12. Update on Community Asset Register

Clr. Gill informed the meeting that the Upper Hill Green documentation has been sent off and the reply was due back in about 8 weeks' time.

Clr. Ray Gooding joined the meeting at 9pm.

Clr. Gooding was asked to speak about the public footpaths and informed the meeting that this was still an on-going issue. Clr. Carter asked Clr.

Gooding about verge cutting and cutting around traffic signs. Clr. Gooding stated that this was an enormous amount of work but would take it up with ECC Highways Department. Clr. Patmore asked Clr. Gooding to look into the High Street road closure as this would cause tremendous problems for Parishioners. Clr. Gooding agreed to take this up with ECC.

13. Grass Cutting

Clr. Carter said that he had spoken to Paul Abrahams regarding the concerns about the uncut grass areas. Paul Abrahams knows our concerns and has real problems with accessing the area whilst water trenches/traffic lights have been in place and also waiting for the daffodils to die back (as stated in the quotation). The grass around the posts in front of the Chapel in Hill Green and in front of The Horse Pond has been strimmed. He will also strim the area behind the pump on Hill Green within the next few days. Clr. Carter stated that as a Council, we need to monitor the grass cutting as a regular thing. He is on a 3 weekly regime and Mr. Abrahams is very approachable and always does his best to comply with the Parish Councils wishes. Clr. Stanford asked whether an extra cut up to the fete period could be considered. It was agreed that there would be a request that this be cut on a two week basis running up to Clavering Fete at the end of June.

Clr. Carter was asked whether he would speak with Mr. Abrahams regarding additional cuts.

14. Report from RFO

The Annual return has been sent together with the Chairman's letter. The Internal Auditor has also received the report. The copy of the electronic cash book has been placed on file with the Clerk and Chairman. The old cash book is being written up for historical purposes only as it is not a governing document.

The Bond account number 80199932 had matured with an interest of £607.17p. This bond has been rolled over for a maturation date of 20.05.15 with £30944.67p as a balance.

Received into current account from UDC of the half payment precept of £6821.50p and grant payment in full of £630.00p

Cheque requests:-

Chq	Payee	for	Inv. No.	Nett	VAT	Total paid
1360	Broker Network	£377.48				£ 377.48
1361	EALC Clr. Wilkinson	£ 45.00	3838			£ 45.00
1362	R. Stanford Postage	£ 7.44				£ 7.44
1363	Acumen	£ 52.20	11599,11669	£43.50	£8.70	£ 52.20
1364	Clavering Churches Partnership	£ 10.00	13.05.14			£ 10.00
1365	Paul Abrahams	£240.00	08.02.13	£200.00	£40.00	£ 240.00
1366	Mr. K. Money	£287.17	31.05.14			£ 287.17
1367	H. Frank Hicks	£280.00			£56.00	£ 336.00
Total:						£1019.29

30.05.14 NatWest Balance		£9294.86	After Cheques	£9134.86
Cheques Outstanding	£160.00		Balance	£8115.57
1349,1353,1354				

15. Report from The Chairman on the Village Commemoration of Outbreak of First World War 4th August 2014

The Royal British Legion are co-ordinating this and its members, possibly with other villagers, wish to purchase a bench to commemorate this. They are unable to commit to the long-term maintenance of the bench and also wish to ask the Council's advice on its siting. Proposed by Clr. S. Gill – Seconded by Clr. M. Wilkinson. That the Parish Council agrees to maintain the bench purchased by the Royal British Legion members/villagers to commemorate the centenary of the outbreak of WW1.

Clr. Gill gave a report on the meeting she had attended on Wednesday 23rd May 2014.

The meeting dealt with the days programme namely a service, talks on WW1, exhibition and also the sale of a book concerning Clavering and WW1 for the RBL Poppy Appeal. The Chairman of the meeting asked whether the Parish Council had made any arrangements concerning the celebrations. Clr. Gill explained that the Parish Council had not been previously advised of any of the planned activities, nor had any previous Parish council meetings had this listed as an agenda item for discussion. The British Legion Members may like to commemorate the day by purchasing a memorial bench. Due to the nature of its charitable status, the

RBL funds may not be used for this purchase; this would be by member donations. Furthermore, it may not use its funds to maintain the bench. It is the hope of the RBL that if a bench is purchased, the Parish Council, could undertake the long term maintenance of the bench. Discussions took place as to where the bench could be sited; Clr. Gill advised the meeting of the ownership of the suggested plots (e.g. next to the Christian Centre belongs to UDC and besides Skein's Way telephone box belongs to UDC/Highways).

Since this meeting Clr. Gill has been in touch with Mr. Hitchcock to advise him that the Parish plan mentioned that a bench at the Village Shop would be welcomed as people wait for the buses there, but unfortunately, this is private land.

Clr. Patmore asked whether this could be placed in the newsletter for suggestions as to where the bench may be placed. Clr. Boardman proposed the support of the long term maintenance of the bench. The Councillors voted unanimously to support the proposal.

At 9.30pm in was agreed to continue the business of the Council

16. Jubilee Field request for help with finance in maintaining the field

At this point Clr's. Gill, Smith and Allan left the meeting.

Councillor Wilkinson then took the meeting and asked that

Proposal that a Working Party be set up, headed by Clr Wilkinson, to look fully at this, including any possible financial implications, in order to present a researched document for consideration at the September meeting.

Clr. Patmore stated that every organisation is self-sufficient and Clr.

Boardman asked whether the Jubilee Field is coming to the Parish Council in need of support. The Councillors agreed to look into the request from the Jubilee Field thoroughly as it could have immense repercussions. Clr.

Boardman asked for this working party to have a clear terms of reference.

Clr. Wilkinson said that he would look at all angles and with a variety of opinions, it was agreed to meet with the Jubilee Field Committee and that Clr. Wilkinson would find out more as this is appearing to be a complex situation. Clr. Couchman asked that no regular payments should be involved. The Councillors agreed that the proposals wording should be altered to now read:-

"That a working party be set up, headed by Cllr, Wilkinson, to look fully at this including a review of financing of Jubilee Field in order to present a researched document for consideration at a future meeting in Q4 2014".

The working party membership should consist of 2 members of the Jubilee Field Committee plus Clr's Wilkinson, Boardman and Stanford.
This was voted unanimously.
At this point Clr's. Gill, Smith and Allan rejoined the meeting.

17. Risk Assessment Book

Clr. Stanford inserted "Inspection of Elm Street Lane/tree blocking Bridleway" report to ECC.

18. Items for next agenda

Planning
Review of New Financial Regulations/EALC
Tender from Skein's Way Telephone Box
Cole Hills Bridge tender – removal of piers
Bus Shelter and siting

19. Date of next meeting Monday 14th July 2014 at 7.30pm in the Village Hall

There being no other business, the meeting was closed at 9.50pm.

SignedChairman : Dated
Stephanie M. Gill