

Minutes of the Clavering Parish Council meeting held on Monday 8th. September 2014 at 7.30pm in the Village Hall

Present - Cllrs: Stephanie Gill (Chairman), Richard Carter, Jenny Allan, Peter Smith, Mike Patmore, Stuart Boardman, Brian Barrow, Ron Couchman & Rebecca Stanford
Also present - District Councillor Oliver and 8 parishioners

The Chairman welcomed everyone to the meeting

2. Apologies for Absence was received from and accepted by the Council

Cllr. Mark Wilkinson

3. Declaration of Interest

Cllr Carter declared a Non- Pecuniary Interest in Planning application for Curles Farm
Cllr Boardman declared a Non-Pecuniary Interest in the Council new Website
Cllr Allan, Cllr Smith & Cllr Gill all declared a Pecuniary Interest in the Jubilee Field
Cllr Gill also declared a Pecuniary Interest in Clatterbury House even though UDC had given their decision

4. Public Forum

The Council was asked to write to Essex Police as a number of burglaries have taken place recently in Clavering.

The parishioners then complained about the new planning application received by UDC at Monks Cottage Stickling Green.

The Skeins Way telephone box was now finished but there was an extra cost regarding the floor. The Chairman stated that this was an agenda item and would be discussed then.

The parishioners asked whether the monies award by RCCE for the Best Kept Village could go to the fighting fund of "Hands off Clavering" to assist in the administration costs?

5. To approve the minutes from the last Extra Parish Council meeting

Cllr Couchman stated that a new paragraph had been inserted into the draft minutes concerning himself. He did not think that it represented a true record of the meeting and so should be deleted. In particular he had never asked to inspect the Council's financial records. He had asked in writing for various copies of financial records as it was his right.

Cllr Couchman asked that on page 916 of the minutes (14.07.14) that the paragraph commencing 'The Chairman asked' that he proposed that the complete paragraph is deleted as it was not a true record and that he had not asked for the records. After a discussion the proposal was put to the Councillors. The vote that the paragraph remains in the minutes as a true record was **F7 Ag 1 Ab 1**.

As a result of this vote the minutes remain.

The minutes were then agreed in its entirety and signed by the Chairman as a true record. **F7 Ag1 Ab1**

6. Planning Applications:

UTT/14/2069/FUL – Rossie Middle Street Clavering

Demolition of existing dwelling and replacement with 1 dwelling-

UDC approved this application with Conditions before the meeting

UTT/14/2064/TCA – Kemps Hill Green Clatterbury Lane CB11 4QS
20% Crown reduction to 1 Maple Tree – 30% Crown reduction to 4 Holly Tree & 1 Prunus tree – Fell 1 Spruce tree & 1 Conifer tree to ground & grind stumps – Trim rear boundary hedge to previous cut points on top and inner side - The Parish Council made “No comment”

UTT/14/2229/FUL – Clatterbury House High Street Clavering CB11 4QR
Revised application for 1 dwelling – see previous application
UDC refused this application before the meeting

UTT/14/2255/HHF – Broomsticks High Street Clavering CB11 4QR
Demolition of garage and single extensions. Erection of one and half storey and single storey extensions
UDC approved this application with Conditions before the meeting

UTT/14/2256/LB - Broomsticks High Street Clavering CB11 4QR
Demolition of garage and single extensions. Erection of one and half storey and single storey extensions
UDC approved this application with Conditions before the meeting

UTT/14/2389/OHL – Land rear of The Hyde Stortford Road CB11 4PF
Notice under the terms of the Overhead Lines (Exemption)(England and Wales) Regulations 2009 - to install new pole to existing overhead line
The Parish Council made “No comment”

Cllr Carter left the meeting when the Curles Farm application was being discussed

UTT/14/2344/FUL - Curles Farm Pelham Road Clavering CB11 4PW
Retrospective change of use from agricultural buildings to mixed business use.
The Parish Council made “No comment”

UTT/14/2531/FUL - Curles Farm Pelham Road
Retention of mobile home for agricultural worker use (Mobile 1)
The Parish Council had No objections but required the clerk to make comments

UTT/14/2528/FUL - Curles Farm Pelham Road
Retention of mobile home for agricultural worker use (Mobile2)
The Parish Council had No objections but required the clerk to make comments
Cllr Carter rejoined the meeting

UTT/14/2385/OP – Land Adj. Monks Cottage Stickling Green CB11 4QX
Outline application with all matters reserved, expect for access, for the erection of 1 no. dwelling
The Parish Council had Objections and required the clerk to make comments

UTT/14/2624/TPO – Homefarm Cottage High Street CB11 4QR
Trim branches of 1 no. Blue Cedar
The Parish Council made “No comment”

Cllr Couchman left the meeting when the Application for Butts Green UTT/14/2599/FUL was being discussed

UTT/14/2599/FUL – Butts Green Farm Butts Green CB11 4RT
Erection of stable block and change of use of land from agricultural to paddock and formation of manege
The Parish Councillors had little time to evaluate this application as it had only been received by the Clerk the afternoon of the meeting.
The Councillors would submit their findings and response to the clerk ASAP. The Clerk would they send their comments to UDC
Cllr Couchman rejoined the meeting

Decisions Made by UDC

UTT/14/1783/P3MPA – Brices Farm Butts Green Valance Road

Proposed change of use of agricultural outbuilding into 3 residential dwellings

Prior approval not required 01.09.14

UTT/14/1956/TPO – The Bury Middle Street CB11 4QL

Fell 2 no. Beech and reduce crown on 1 no. Beech

Tree Granted – 29th. August 2014

7. Report from RFO

The RFO went through in great detail in new financial regulations that Clavering Parish Council was to adopt. The Councillors reviewed all the sections of the draft NALC Financial Regulations, amended / deleted and inserted, where necessary and then Cllr Patmore proposed and Cllr Allan seconded that the Council accept the review of the RFO and adopt the Financial Regulations. **This was carried unanimously**

Cllr Couchman said that he believed it is important, to have sight of the budget so as to alert Councillors to potential under or over spend in time to do something about it. For example the under spend last year of some £2,000 will make it difficult to justify keeping the precept at the same rate let alone increase it. He believed the Council could have found legitimate way to use this money before the year end – for example tree work on the Jubilee Field.

Cheque Nos. etc..

1374 to F. H. Hicks £546.00p & 1375 to Affinity Water £27.81p was agreed to be paid in August 2014

<u>chg no</u>	<u>Invoice no</u>	<u>payee</u>	<u>Total</u>	<u>net</u>	<u>VAT</u>	
1376		Kevin Money, expenses	£73.45	£73.45		
1377		Kevin money, salary				
1378	4813	Paul Abrahams grass cutting	£240.00	£200.00	£ 40.00	
1379	22/06/14	Christian Centre	£20.00	£20.00	£ -	
1380		Kevin Money postage	£12.73	£12.73	£ -	
1381	4840	Paul Abrahams grass cutting	£240.00	£200.00	£ 40.00	
1382		R Stanford FOI letter recorded	£6.40	£6.40		
1383	11840	Acumen	£22.20	£18.50	£ 3.70	
1384	1442	M G Howard Internal Audit	£150.00	£150.00		

At 9.30pm the Chairman asked and the Councillors agreed to continue with the business of the Council

14. Clavering PC new Web site

Cllr Boardman gave a report on the new Clavering Website. Cllr Boardman said that Mr. Philip Smith has volunteered to build and administer the new Parish website. The website is very flexible and can be developed easily for future changes. It will incorporate the Village Hall, Jubilee Field, Voluntary Groups, Businesses, Church and the Parish Council. The Parish Council minutes cannot be amended by anyone other than Mr. Philip Smith.

Cllr Boardman then circulated a mock-up of what the new website would look like.

All the Councillors had a chance to look and ask questions.

There are still a number of items to go through before it can go "live" – namely to obtain a domain name login from Ben – create contents for the pages.

The cost of this new website is – Hosting of site is £75.00p per annum + VAT (normal price is £120.00p per annum) – The administration, updates, changes will be FOC.

The Councillors voted unanimously to take this forward

8. Parking at Clavering School

As time was of the essence it was agreed to leave this item until the October agenda

9. Cole Hills Bridge

Cllr Carter informed the meeting that the bridge was "done & dusted"

10. Bus Shelter & Siting

As there had been no contact from ECC then this item was not discussed

11. Skeins Way Telephone Box

The clerk had received an invoice from Mike Smith totalling £1255.20p in respect of refurbishing the telephone box. This included an extra cost for the floor repair in the amount of £48.00p + VAT

Cllr Gill proposed that this invoice be paid in full Seconded by Cllr Allan

F8 Ag 0 Ab 1

Mr Smith advised there would be an additional cost of £308.00p for completing the internal fittings to take the information pamphlets

Cllr Carter proposed that the Council pay for this to be completed by Mike Smith

Seconded by Cllr Allan - **F8 Ag 0 Ab 1**

It has been previously agreed that the funding for this whole project would come from the Easement Earmarked Funds.

It was agreed that the clerk obtain an ordnance survey licence and that he should liaise with Mrs Cooper

12. Parish Greens / Grass cutting

Cllr Carter said that he would speak with Mr. Abrahams over some parts not being cut too well

13. Salt Box in Mill Lane

Cllr Couchman requested that the salt box in Mill Lane, which unfortunately has been damaged and is no longer viable for repair, asked the Council and they agreed to contact ECC Highways to get a new salt box.

15. Application for Project Funding

Cllr Couchman had submitted, as an individual, an application form for Project Funding. Cllr Couchman informed the Council that the Royal British Legion, History Group and Over 60's club organised a commemorative event on the anniversary of the start of the First World War. This was to recognise the sacrifice of those men from this area who lost their lives and that of their families. It was decided to dedicate a bench at the shop bus stop. The groups involved, whose members are mostly retired, have limited funds. The bench needs to be of a quality appropriate to the occasion and be long lasting. Legion members would provide concrete base and the Parish Council has already agreed to provide on-going maintenance.

The total cost of this project funding is up to £650 plus VAT.

Cllr Couchman proposed that the Parish Council meet the full cost of purchasing the bench.

Cllr Allan thought that this funding could be treading on the members of the Over 60's club and the Royal British Legion's toes.

Cllr Boardman was also in agreement with Cllr Allan's views. Cllr Smith said that it was a good idea if the Royal British Legion members and others could not raise sufficient funds the PC be approached to fund the difference so that the bench can be bought. At this point Cllr Couchman withdrew the application.

16. Representative reports

Allotment report

Cllr Patmore asked that the Allotment Rate be set. Cllr Allan suggested that the rate of each allotment of £6.50p per year should stay. **Unanimously agreed.**

Village Hall Report

Cllr Couchman informed the Council that there was little to report other than the Village Hall is running along nicely. A successful fete despite the bad weather raised £2300. For the Village Hall unfortunately it was £1600 down on last year.

An undetected water over flow has caused a high water bill. Regular meter readings are now in place to monitor usage. Cllr Couchman asked if anyone notices any unusual, overflows and taps running etc.. please could they notify the Secretary or Chairman.

The Public Address equipment is now in a box behind the stage, accessed with the Village Hall door key. If the instructions are not clear, please contact Cllr Couchman. Mr Howland and Mr Welsh are now looking after the lighting in the Village Hall.

The Village Hall has now a new first aid box.

Jubilee Field Working Party report

Cllr Wilkinson had already contacted the clerk and had given his report that he had not had time to organise an informal meeting but with emergency planning meetings, harvest and of course the sad death of Tim. He felt that he should give it a couple of weeks before they met. He spoke briefly with Alex Weston and she agreed.

Cllr Allan informed the Councillors that Tim Gingell, Chairman of the Jubilee Field Committee died on 9th. August 2014 and he will be greatly missed.

The next meeting is the AGM on 21st. October 2014 at 8pm in the Village Hall

District Cllr Edward Oliver report

Byway 50 will have a temporary winter closure between the 1st November 2014 to 31st March 2015.

He informed the meeting the Uttlesford District Council is required to supply pitches for travellers. UDC have to supply about 25 of which 9 of these will be set up immediately so there is a possibility of a site on Poore Lane between Wicken Bonhunt and Arkesden. Cllr Oliver went on to talk about the number of houses which have either

been approved or at the application stage. He stated that the developments so far approved represent over 10% of the present houses of the village. Therefore another 51 houses on a "greenfield site" especially outside the present development envelope should be strongly objected to.

17. Clerks report and correspondence

The Clerk circulated his report to all Councillors before the meeting and was thanked for the additional work carried out recently.

18. Risk Assessment book

Cllr Stanford inserted "Inspection of Elm Street tree removed".

19. Items for next agenda

- Assets of community value.
- Update of internal auditor report.
- Carol singing
- Maintenance of Parish Greens.
- Parking at Clavering School.

The date of the next meeting Monday 13th October 2014 at 7.30pm in the Village Hall.

At this stage of the meeting, the public and press were asked to leave, and the Chairman thanked them for their attendance.

20. Employment Committee minutes.

The Clerk circulated the employment minutes of 14th. July 2014 which were read and agreed by the Councillors. Cllr Boardman proposed and Cllr Gill seconded that these employment committee minutes be approved as a true and accurate record.

This was carried unanimously.

The Freedom of Information Act requests had brought about 20.75 additional Clerking hours. At the recommendation of the Employment Committee, the Council unanimously agreed that these be paid in line with the Clerk's contract for overtime hours.

There being no further business, the meeting was closed at 10.35pm.

Signed:.....Chairman : Date:.....

Stephanie M. Gill