

**Minutes of the Clavering Parish Council meeting held on Monday 14<sup>th</sup>. September 2015 at 7.30pm in the Clavering Village Hall**

**Present** - Cllrs: Stephanie Gill (Chairman), Mike Patmore, Ron Couchman and Brian Barrow  
Also present - District Councillor Oliver and 9 parishioners

1. The Chairman welcomed all back after the August Break. Two parishioners Lisa Williams and Rob Clayton have expressed an interest in becoming parish councillors. They have been forwarded information, including the good councillor's guide, and sat through the meeting, with a view to being co-opted at the beginning of the October Meeting. Cleaner Essex: Litter Picking Day is Saturday 26<sup>th</sup> September from 10 am at the Village Hall. Volunteer Labour welcome! Mr Rowley had advised the Chairman that he would like to suggest the date of Saturday 24<sup>th</sup> October for the annual work party on the Dick Ball meadow.

2. **Apologies for Absence** were received from Cllr. Stanford, Cllr Boardman and Cllr. Carter.

3. **Declaration of Interest:** Cllr Couchman declared a pecuniary interest in items 12 (Bonfire BBQ) & 14 (Internal Auditors report) on the agenda. As Easement money will be discussed by virtue of his membership of the Village Hall committee, The RBL, the over 60's club, the Parish Church and community speed watch group he has been granted a dispensation by Mr. Perry (UDC) to speak and vote on these matters. Cllr Gill declared a pecuniary interest on the Jubilee Field as being a trustee and also has dispensation by Mr. Perry (UDC) to speak on Easement monies. Cllr Barrow declared an interest as he is a member of the RBL.

**4. Public Participation Session**

A parishioner was perturbed at the siting of the bus shelter outside the village hall. When the bus stops to collect the children in the morning the site line of oncoming vehicles is drastically reduced and a serious accident could result. An alternative suggestion was to position the bus shelter opposite The Cricketers PH. Mr. Howland and Cllr Gill met up with Teresa Milbourn (ECC) at different times regarding the siting of the bus shelter. Another parishioner brought up the condition of the 6/7 unused allotments at this time and asked if the PC could cut and clear the unused allotments. The Chairman said that this topic will be covered later on in the meeting. Under the allotments representative report.

The Cricket Club captain informed the meeting that at top end of the pitch a water pipe has been hidden into the hedge and seeps water onto the pitch making this area saturated and unmowable. The cricket club cuts the grass for the PC and he asked whether the ditch be brought back to use. The Chairman asked the clerk to be emailed with details. Another parishioner informed the meeting of the dreadful state of Lower Hill Green. The meeting was informed that the planning application for The Hazels states there will be only 2 properties built, but residents have been informed that a further 3 properties at the rear (making 5 in total) are envisaged.

**5. 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 13<sup>th</sup>. July 2015  
These minutes were not signed as there would not be a quorate vote as only 3 Councillors in attendance had been present for the meeting. These will be produced for signing at the October meeting

**6. To approve the Minutes of the extra meeting of Clavering Parish Council**

To receive and agree the minutes of the extra meeting held on Monday 10<sup>th</sup>. August 2015

These minutes were not signed as there would not be a quorate vote as only 3 Councillors in attendance had been present for the meeting. These will be produced for signing at the October meeting

**7. Clerks report** – There was no general Correspondence and Matters from prior Meetings had been circulated to Councillors prior to meeting

a. Overhead cables at Pond Cottage. The Councillors agreed to this request to have the overhead cables placed underground. The clerk was asked to email Mr. Farnham with the decision

b. Bus Shelter update. The clerk informed the meeting of an email he had received from Teresa Milbourn which states that the siting of the shelter is still a contentious issue. This bus shelter has to be installed before the end of this financial year otherwise the money allocated to it will be lost. The clerk was asked to email Teresa to arrange a further site visit with Mr. Howland and 2 Councillors to try and move this forward.

c. Works on Stickling and Lower Hill Green. The Chairman informed the meeting that the clerk had contacted numerous people to cut and bale the area but nothing had come back to him. Mark Wilkinson had cut Stickling Green and Lower Hill Green but the areas still needs baling. It may be that a working party will be needed. Cllr Couchman (as a resident) volunteered to cut and clear a small triangle of the Stickling Green area. Cllr Couchman asked the clerk for an update on the spraying of the mares tail at Stickling Green. The clerk said he would liaise with Cllr Carter and Jonathan Frans on the latest position.

d. The clerk informed, and was given permission to attend, the meeting of the EALC AGM Thursday 24<sup>th</sup>. September 2015 at Foakes Hall Gt. Dunmow starting at 12 noon. The Chairman also hopes to attend.

#### **8. District Councillor Edward Oliver report**

Edward Oliver started by informing the meeting that the Clavering Parish Plan was going before a meeting for adoption at UDC this week. UDC did not wish to proceed with the 5 Acres site for Gypsies however they do not have the 23 pitches (nothing near that number) and may have to go back to the 5 Acres site for development. The Government are changing the definition of "Traveller". It will mean that a "Traveller" must travel and not be fixed in one position. The land at The Hazels will be "called in" by UDC if they are of a mind that it will be accepted. UDC are aware of the plans showing 2 properties with it being increased to 5. Cllr Couchman asked Edward Oliver to send thanks to Arkesden PC and the pressure group in getting UDC to turn the 5 Acres site down. Edward Oliver said that he would and gave his apologies as he needed to leave the meeting to go to Arkesden PC meeting.

**9. Essex County Councillor Ray Gooding report.** There was nothing to report in his absence.

#### **10. Planning Applications**

**UTT/15/0593/OP – 15/00020/REF: Land North of Pelham Road** – Appeal inquiry at UDC Council offices on 10th. November 2015 at 10am. UDC allowing 6 days for inquiry

The clerk was instructed to write to the named planning inspector, as a courtesy, to advise that CPC Chairman or her deputy wished to speak at the Inquiry and ask questions of those presenting evidence. The Chairman attended the Gladman/ Braughing enquiry and noted that although 62 were present in the public gallery at the start of the Inquiry, on day 3's afternoon it was just her! Not even a Braughing Parish Councillor. It was agreed that the Council should consider a rota to ensure that the inspector sees that CPC takes an interest in the wellbeing of the community. CPC is not required to pre-advise the Inspector of what will be said – CPC are not a proof of evidence; The Chairman will not be writing any statements until, after she has seen the proofs of evidence from UDC and HOC (which go into the public domain pre-Inquiry). The PC gave permission for the Clerk to attend part of the inquiry.

**EMAIL** from Stephen Spittal requesting purchasing of Parish Land between his home (Pond Cottage Arkesden Road) and The Cricketers PH.

**CPC Objects to selling any Parish Council land.** This would also set a precedent.

## 1005

The Clerk to email Mr. Spittal informing him of their decision.

**UTT/15/2348/FUL** – Land adjacent to The Hazels Wicken Road

Erection of 2 detached dwellings with garages. Alterations to existing access

The Clerk was asked to write to UDC planning officer to inform him of the information and to forward him a letter received from Pelham Structures.

**CPC Objects to this application.** The application is outside the development limits. UDC has a proven 5 year land supply. Application fails under Local Saved Plan (2005) S7 and also NPPF par. 49

**UTT/15/2455/FUL & UTT/15/2456/LB** – Butts Green Farm Valance Road CB11 4RT

Rebuild of existing barns and conversion into dwelling

**CPC has No objection to these applications**

**UTT/15/2519/HHF** – Chequers Cottage Langley Lower Green

Minor revisions to west entrance area extensions (part of previously approved extensions UTT/14/2805/HHF). Please note all other extensions (i.e. kitchen/study extension to north and tv room/garden room/cloaks to east remain as previously approved UTT/14/2805/HHF scheme).

**CPC has No objection to this application**

**UTT/15/2595/HHF** – The Barn Arkesden Road CB11 4QU- Erection of single storey front porch. **CPC has No objection to this application**

**UTT/15/2596/HHF** – The Barn Arkesden Road CB11 4QU - Erection of single storey rear garden room. **CPC has No objection to this application**

**UTT/15/2564/HHF** – Robin Hill Deers Green CB11 4PX – Proposed Garage

**CPC has No objection to this application**

**REVISED PLANS to UTT/15/2127/HHF** – The Views Hill Green CB11 4QS

Erection of Single storey side extension with external ramped access

**CPC has No objection to this application**

**UTT/15/2661/FUL** – Brocking Farm Langley Green CB11 4SH - Change of use of 3 no. holiday lets to 3 no. residential dwellings. **CPC has No objection to this application,**

**providing they prove that it is no longer viable as for letting**

**UTT/15/2606/DFO** – Land South Oxleys Close Stortford Road

Details following outline UTT/13/0327/OP. Provision of principle access off Stortford Road, provision of landscape details, layout and scale details comprising 13 new dwellings, detail of scale and appearance of the proposed dwellings

**CPC Objects to this application.** The plans show that the application is leaving an access for any future development on the South side of the plans. CPC stated that this part of the roadway should be taken into the open space beside it to prevent further development to the south.

**UTT/15/2771/HHF** – Elmhurst Stortford Road CB11 4PE - Proposed demolition of existing rear extension and erection of single storey rear extension and loft conversion including two dormer windows to front and box dormer to rear. **CPC has No objection to this application**

**DECISION MADE BY UDC:**

**UTT/15/2148/LB** – Appletree Cottage Sheepcote Green CB11 4SJ

Proposed raising of chimney stack from 1030mm above thatched ridge to 1800mm

**Approve with Conditions – 24.08.15**

**UTT/15/2309/HHF** – Appletree Cottage Sheepcote Green CB11 4SJ

Proposed raising of chimney stack from 1030mm above thatched ridge to 1800mm

**Approve with Conditions – 24.08.15**

**UTT/15/1921/FUL & UTT/15/1922/LB** – Fox & Hounds PH – **Applications withdrawn**

**UTT/15/1850/HHF** – 26 Skeins Way CB11 4PH – Proposed single storey rear extension –

**Approve with Conditions 04.09.15**

**UTT/15/2286/LB** – The Cricketers PH - Retention of replacement windows.

**Approve with Conditions – 11.09.15**

**1006**

**Update on Parishioners' complaints re. the street lights at the new build at Oxleys**

**Close.** A meeting was held on 09.09.15 between Cllrs Gill & Stanford and Stephanie Baxter and Edward Rigby. This was in response to the short notice invitation by Stephanie Baxter to meet with Mr. Rigby, who was being given a tour of UDC's Affordable Housing sites. The Parish Council has a query as to whether the survey carried out in 2011 may be extrapolated – given that the housing at the Jubilee Works has met some of the needs identified or whether a new survey should be carried out. The advice given was that CPC undertake a new survey ASAP. Costs will be advised upon application by the RCCE Clerk. Confirmed that the 6 affordable homes to go on the “new” Oxleys Close wrap around will not be for the first let/purchase of Clavering residents. These are for UDC. Mrs Baxter also advised that UDC has changed its policies and now anyone applying for such a home must have been residing in UDC for 3 years. Also Mrs Baxter advised that there is now a UDC realisation that affordable bungalows for elderly residents should be placed in towns, large villages with doctors.

**11. Finance**

Credit Received: HMRC VAT refund £973.23p on 12.08.15					
Chq No	Inv. No	Payee	Cost	VAT	Total
s/o	s/o	Kevin Money July salary	£ 343.22**	£0	£ 343.22
1458		HMRC payment - July	£ 100.20	£0	£ 100.20
1459		Kevin Money salary owed 2014/15	£ 164.75	£0	£ 164.75
1459		Kevin Money July Salary overtime	£ 57.83	£0	£ 57.83
s/o	s/o	Kevin Money August salary	£ 343.02**	£0	£ 343.02
1459		Kevin Money Aug. Salary overtime	£ 72.29	£0	£ 72.29
1460		HMRC payment - August	£ 103.80	£0	£ 103.80
1461		Clavering Village Hall (meeting)	£ 25.00	£0	£ 25.00
1462		Clerk expenses May – June	£ 80.62	£ 3.84	£ 84.46
1463	0184	Ellen Willmott Payroll service	£ 17.50	£0	£ 17.50
1464	04098	Cerda Planning (HOC Appeal)	£1000.00	£200.00	£1200.00
1465	14.08.15	County Building Services	£ 380.00	£0	£ 380.00
1466		Clerk expenses June – August	£ 299.66	£0	£ 299.66
1467	2061	Paul Abrahams July invoice	£ 100.00	£ 20.00	£ 120.00
1468	04132	Cerda Planning (HOC Appeal)	£1500.00	£300.00	£1800.00
s/o		Kevin Money September salary	£ 343.02	£0	£ 343.02
1469		Clavering Churches (re-issue of 2 cheques 1370 & 1398)	£ 30.00	£0	£ 30.00
1470	0201	Ellen Willmott Payroll service	£ 17.50	£0	£ 17.50
1471	5861	EALC Budget & Precept course	£ 47.00	£0	£ 47.00
		<b>Totals</b>	<b>£4339.17</b>	<b>£523.84</b>	<b>£4863.01</b>

Outstanding Cheques No/s: £00.00p \*\* **Salary already in 31.08.15 NatWest balance**

Balance at NatWest Bank as at 31.08.15 £13939.68p

After above outstanding Cheques (Nil) and Cheques above will be £9076.67p

Monies already agreed to be spent by PC – Bus Shelter £2394.00p – Information Board £500.00p – Bonfire £2860.76p = £5754.76p

Cllr Gill proposed and Cllr Barrow seconded that the above cheques be authorised.

This was carried unanimously

**12. Bonfire Night BBQ**

Cllr Gill proposed and Cllr Patmore seconded that this amended quotation of £2888.33p be accepted. This was carried unanimously

**13. First draft of 2016/17 budget.** The clerk passed around the recommendation of the 2016/17 budget. It was agreed to have this item on the October agenda for further discussion.

**14. To agree Internal Auditors report 2014/15**

After a brief discussion Cllr Barrow proposed and Cllr Gill seconded to accept this report. This was carried unanimously

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

**15. Representative reports**

**Allotments** - Cllr Patmore was aware of the 6/7 unused allotments. He will be getting in touch with Mr. Baalam to arrange a plan of action to clear the allotments as well as cutting the hedge. Allotment holder numbers may be down next year.

**Village Hall** – Cllr Couchman informed the meeting of a successful fete which raised a good amount (final figures still to be announced). A 5 year test of the fire equipment and lighting has been completed.

**Jubilee Field** – Cllr Gill informed the meeting that the Trustees and Committee continue to maintain the field, with especial attention to safety. Amongst other repair works and following the last Rospa report, the football posts have been removed as they were loose in their bases and there were concerns they could topple. The committee is also looking to improve the entrance gate area as it becomes very muddy when there is heavy vehicle use, such as for the annual fete or the NSPCC ball. A working party is planned for autumn to clear some overgrown areas.

Fundraising is ongoing as the field has no true income stream. A car boot sale is scheduled for 19<sup>th</sup> Sept, Xmas cake raffle, Quiz Night 28<sup>th</sup> January & there are plans for a Circus Themed Fun Day 15<sup>th</sup> May as there will be a big top tent for the NSPCC ball the night before. The finances are in a much healthier state now. The endowment will generate £115 in the next 6 months, additional quotes are being sought in the hope of reducing the insurance costs, and grants are always being applied for!

An expression of interest for a CIF grant was been sent to Essex County Council in order to help fund a roundabout which is suitable for use by less able children which will replace the cargo net which Rospa have advised is fraying, and under which the rubber matting is lifting. If ECC have stated that they will consider the grant, so the Jubilee field require a letter from the Parish Council is required to support the application. A similar letter was sent by the PC in 2013 re. CIF grant funding for the double toddler swing. The Clerk was asked to write such a letter. Cllr Gill also reported that the meeting held on 14<sup>th</sup> July (after the last PC meeting) I was informed that a proposal had been sent to the Parish Council regarding the PC taking on tree management at the field. She asked that it be noted that she had not seen this proposal as trustee and was not aware of what is being asked of the PC.

It was reported at the Jubilee Field meeting on 4<sup>th</sup> September that some trees highlighted as requiring work in the Professional Tree Safety Survey commissioned by the Management Committee have been worked on by one of the trustees who has woodland management experience. Quotes are being sought for the work to the other trees mentioned.

The AGM will be on Tuesday 20<sup>th</sup> October, followed by a Committee meeting.

**Jubilee Field working party** – Cllr Couchman said that discussions are still taking place.

**16. Review of Standing Orders.** The Clerk informed the Councillors that this is still ongoing as the task is a lengthy process

**17. Review of Risk Assessment.** The Councillors have reviewed Sections 1 & 2 of

the risk assessment and have found the sections to be satisfactory

**18. Risk Assessment book.**

Insertions were made by Cllrs Patmore / Couchman / Barrow and Gill

**19. Items for next Agenda**

Parish Greens / 2<sup>nd</sup>. Draft of 2016/17 budget / Cricketers ditch / Asset of Community value / August 2016 planning meeting date / Cllr Gill offered her apologies for the October meeting

There being no more business the Chairman closed the meeting at 10pm and thanked everyone for attending

**Date of next meeting Monday 12<sup>th</sup>. October 2015 at 7.30pm in the village hall.**

**The Chairman then proposed and Cllr Patmore seconded**

Proposal to resolve that the Public are excluded from any discussions on employment matters concerning the Clerk/ RFO at this Parish Council Meeting in accordance with Standing Order 24(a), pursuant to 1(c)

**This was carried unanimously**

Signed.....Date: 9<sup>th</sup>. November 2015

**Stephanie M. Gill**