

Minutes of the Clavering Parish Council Meeting held on Monday 10th April 2017 at 7.30pm in Clavering Village Hall

Present – Councillors Stephanie Gill (Chairman), Richard Carter, Michael Patmore, Brian Barrow, Ron Couchman, Cllr Clayton and Victoria Moore (Clerk)
District Councillor Oliver and 1 member of the public.

1. Chairman welcome

The Chairman welcome everyone to the meeting and reminded those present the meeting was recorded. The Chairman told the meeting that 14 bags of rubbish were collected at the recent litter pick. Some residents had remarked that a Sunday morning would be a better time as there would be more support available.

2. Apologies for absence

Apologies were received from Cllr Stanford.

3. Declaration of Interest

Cllr Patmore has a dispensation regarding the grant application from the Bowls Club.

Cllr Clayton declared a pecuniary interest in the planning item Horseshoes.

Cllr Couchman declared a non-pecuniary interest as a member of the Open Spaces Society.

All Parish Council members have dispensations to discuss the Easement Fund.

4. Public Participation Session

There were no observations or questions from members of the public.

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

The minutes of the meeting held on Wednesday 8th March 2017 were moved to committee.

The minutes of the meeting held on Monday 13th March 2017 were amended:

Item 11: Tickets changed to Thistles; Item 14: changed from external use to internal gallery use, then agreed and signed.

The minutes of the meeting held on Tuesday 21st March 2017 were agreed and signed.

P: Cllr Carter S: Cllr Clayton All in Fav.

6. ECC report from Cllr Ray Gooding – not present

7. District Council report from Edward Oliver

Public consultation will take place on the revised Local Plan in July and August. There is no need for Gypsy and Traveller Sites in Uttlesford. Cllr Oliver is in contact with the Enforcement department regarding Pond Cottage.

8. No update on Cock Lane.

9. Planning

UTT/17/0598/HHF UTT/17/0599/LB - **Sheepcote Cottage Sheepcote Green**

Proposed demolition of existing garage and erection of new garage with home office above. No Comment

UTT/17/0817/HHF and UTT/17/0818/LB **Horseshoes Stickling Green**

Proposed demolition of existing rear shed/store and single storey roof, erection of replacement double gable roof with valley gutter and erection of single storey rear extension. No Comment

UDC Decisions

UTT/16/3530/FUL - **Land Adjacent To Hemmingford House Deers Green Cock Lane**

Proposed demolition of existing stable building and erection of 1 no. dwelling Clavering Saffron Walden Status: Refuse

UTT/16/3661/HHF UTT/16/3662/LB - **Horseshoes Stickling Green**

Removal of rear store and shed. Erection of single storey rear extension. Existing rear single storey roof removed and replaced with double gable with valley gutter Status: Refuse

10. To discuss any other planning applications received subsequent to the agenda being published and/or shown on the Uttlesford District Council website up until 3pm on the day of the meeting.

UTT/17/0688/HHF Peacocks, Clatterbury Lane

Proposed installation of 2 no. roof lights to modern extension. No comments

11. Green Waste

The PC noted that Langley PC have agreed to pay towards the green waste at a cost of £131.52 (based on number of houses in Clavering and Langley). Clerk instructed to write to Langley PC. Cllr Gill to put a note in the newsletter advising Clavering residents.

12. Bus Shelter

The owner of Danceys kindly agreed to supply water and electricity to allow the PC to wash the bus shelter. PC to inspect the bus shelter once clean. The owner of Danceys believes the boundary of Danceys is the fence. Therefore, it is Highways responsibility to cut the hedge.

13. Village Sign

Cllr Carter oiled the external oak part of the village sign. The PC received an email from Lyn Merrick. The PC is to investigate a weatherproof material, possibly a similar material to the information board. It was resolved to instruct the clerk to email Lyn Merrick to request the sign is returned unrestored.

P: Cllr Carter S: Cllr Patmore In Fav: 4 Ag:1 Ab:1

14. Lone Worker Policy

The PC is to draft a lone worker policy as the Parish Clerk works from home alone. All Councillors agreed to adding the statement "Parishioners should note that as the Parish Clerk works from home, unannounced visits to this address should not be undertaken" to the newsletter and website. If a resident requires a meeting then this will be arranged with a councillor present.

15. Grant Requests

The Parish Council considered the grant application requesting a lightbox and accessories from Clavering and Arkesden Preschool at a cost of £347.88 (ex VAT £289.90). The Councillors agreed that the grant meets the Easement Fund Criteria.

P: Cllr Carter S: Cllr Couchman All in Fav

The Parish Council considered the grant application requesting funds towards a mower from Clavering Bowls Club. The Councillors agreed that the grant meets the Easement Criteria. The invoice for the mower is in the Bowls Club name as the Bowls Club are also receiving a grant from the ECC CIF fund. The Parish Council agreed to contribute £2000.

P: Cllr Carter S: Cllr Barrow All in Fav: 5 Ab:1

16. The Annual Meeting of the Parish

The PC discussed the agenda of the Annual Meeting of the Parish. Proposals should be brought forward by parishioners on the night. Clerk to contact: the Village Hall and Jubilee Field Committees to ask if they would like to give an update on their trust deeds; village organisations to see if they wish to promote their organisation at the meeting and ECC Councillor (dependant on election outcome) to provide an update on Cock Lane.

17. Clerks report

General Correspondence and monthly report circulated.

Whilst researching village green policies Clerk noticed BBQ's are illegal as are putting up tents on Village Greens. Noted in Clerks report for consistency in case other parishioners request use of village green.

Benches - No response to advertisement in the newsletter. Clerk instructed to write to local decorators requesting a quote.

18. Finance

The 2016/2017 accounts (including bank reconciliation, income, expenditure, spending against budget, difference to 2015/2016 and reserve amounts) were circulated prior to the meeting.

Credit Received		£717.16
Balance at NatWest Bank as at 31.03.17		£7,677.28
Payments		
S/O	Victoria Moore Wages (28.03.17)	£424.05

1590	Clavering Parochial Church (previously approved)		£650.00
Chq No	Payee		Total
1591	Treetops	£33.00	£198.00
1592	Victoria Moore (extra time)		£89.24
1593	Kevin Money wages		£163.55
1594	Kevin Money expenses		£46.25
1595	Victoria Moore expenses		£33.95
1596	Cllr Gill Expenses Harts - newsletter	£2.20	£13.20
Total of Cheques to be paid			£544.19
Total of Outstanding Cheques			£0.00
Chq No/s:			
After above Cheques			£7,133.09

Monies owed to Kevin Money: Cheque Number 1593 - Cheque not presented for signing previously; Cheque Number 1594 – Expenses form inaccurately totalled. See Clerks report for more details.

It was resolved to sign the cheques

P: Cllr Carter S: Cllr Barrow All in Fav

The Cllrs agreed to pay the Clerk 4 hours of additional pay (May Cottage work including 21st March 2017 Extraordinary PC Meeting x 2 hours and Internal Audit requirements relating to previous clerks pay x 2 hours)

P: Cllr Gill S: Cllr Clayton All in Fav

19. Representative reports

Allotments – No report

Cutting regime for the spare ground to be discussed at the next meeting.

The ruts have been partly filled. Dumping of rubbish has stopped.

Village Hall – No report given by Cllr Couchman

Cllr Couchman will be stepping down as a Parish Council nominated trustee.

Jubilee Field - No report

Passenger Transport - No report

Report on Local Members Briefing by Ringway Jacobs circulated before meeting.

20. Risk Assessment book

21. Items for next agenda:

Allotments - Spare Ground, cutting regime

Easement Application

Benches

Village Green Policy

22. May Cottage – in camera

Under the Public Bodies (Admission to Meetings) Act 1960 and in accordance with 3d pursuant to Standing Order 11, it is resolved that the Public are excluded from any discussion on this item as it concerns a dispute.

Date of next meeting: Monday 8th May 2017 at 7:30pm in the Village Hall

Date of the Annual Meeting of the Parish: Monday 15th May at 8.00pm in the Village Hall