

Minutes of the Clavering Parish Council Meeting held on Monday 11th December 2017 at 7:30pm in Clavering Village Hall.

Present – Councillors Stephanie Gill (Chairman), Rob Clayton, Richard Carter, Michael Patmore, Ron Couchman, Brian Barrow, Nigel Cook and Victoria Moore (Clerk)

1 members of the public, Martina Ryan and District Councillor Oliver were also in attendance.

1. **Chairman welcome**

2. **Apologies for absence**

Rebecca Stanford

3. **Monitoring Officer**

The PC received comments from the Monitoring Officer regarding declaration of interests.

4. **Declaration of Interest**

To declare any Disclosable Pecuniary, Pecuniary or non-pecuniary interests relating to items on the agenda.

Cllr Couchman declared a pecuniary interest Item 10 Planning at Clavering Place Farm

5. **Public Participation Session**

No comments

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

To approve the minutes of the PC meeting held on Monday 13th November 2017

P: Cllr Carter S: Cllr Clayton All in Fav

To approve the minutes of the in-camera PC meeting held on Monday 13th November 2017 – moved to next meeting as Cllr Couchman had not seen them.

12. **Co-option**

The Chairman requested permission to move the Co-option item up the agenda.

It was resolved to co-opt Martina Ryan onto the PC.

P: Cllr Gill S: Cllr Carter All in Fav

Martina Ryan joined the Councillors at the table.

7. **No ECC report** received from Cllr Ray Gooding

8. **District Council report** from Cllr Edward Oliver

- Pelham Rd – Party in July. Complaints from residents. Environmental Health Officer will invite owners of the house for a meeting. Appropriate action will be considered.
- Jo Jacks Farm has a building under construction that does not have planning permission. Enforcement has suggested the owners submit a retrospective planning application.
- Clavering Farm – retrospective planning application has been suggested. Waste disposal company there is responsible for regular fires. ECC Enforcement are involved.
- Without a 5-year plan, Uttlesford and Clavering are becoming exposed as Inspectors should look in favour of development.
- Cock Lane – following the public meeting Kemi Badenoch visited Cock Lane and meet with residents. There has been a fourth suggestion to improve access across Watery Stones. She is going to invite the Environment Agency to meet with her.

9. **Cock Lane update**

Clavering Parish Council to contact the Fire Service again and ask them to confirm in writing to ECC, Ms V Presland, that they support Clavering Parish Council's request that Cock Lane is on the Winter Gritting Schedule. That, when the EA contact name is received from ECC, Clavering Parish Council write to ask that the requests from ECC be answered as soon as possible and if more information is required by the EA, it is explained to ECC what this information is. P: Cllr Gill S: Clayton All in Fav: 5 Ab: 1

A Councillor reported that a resident of Cock Lane has requested the PC's support getting the possible blocked drains cleared. Cllr Carter to investigate. The PC was unable to comment on a resident's estimate for repairs.

Councillors were disappointed that Cllr Grundy was ill prepared for the public meeting on 14th November.

Clerk to write to ECC, given the weather conditions, raising concerns that resident's homes might become inaccessible due to flooding. Ask ECC to sign diversion routes.

P: Cllr Clayton S: Cllr Couchman All in Fav

10. Planning**UTT/17/3196/FUL The Willows, Wicken Road**

Single storey side extension for form 2 additional guest rooms in connection with the Cricketers

No Comments

UTT/17/3341/HHF Greengages, Sheepcote Green

Erection of 2 no. single storey extensions

No Comments

UTT/17/3438/FUL Pendeen, Wicken Road

Demolish existing bungalow and outbuildings and erection of 1 no. 2 storey chalet bungalow and detached cartlodge

No Comments

UTT/17/3001/FUL Clavering Place Farm, Sticking Green

Cllr Couchman left the meeting

Demolition of existing agricultural store and erection of new agricultural general purpose/grain storage lean to building. Installation of 1MW Ground Source Heat Pump.

No Comments

Cllr Couchman rejoined the meeting

Appeal**APP/C1570/W/17/3189233 Ponds Manor, Deers Green**

Erection of two storey rear extension, alterations to roof of rear wing and new entrance door with canopy on east elevation

UDC Decisions**UTT/17/2713/HHF 5 The Hyde, Stortford Road**

Demolition of extension and erection of two storey part side and part rear extension

Approve with Conditions

UTT/17/2098/FUL and UTT/17/2099/LB Orchard Farm, Church End, Rickling

Conversion of barns to a private residential dwelling including change of use of land to residential garden use *Approve with Conditions*

11. No 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.**12. Co-option (item taken earlier)****13. Emergency plan**

The PC considered the Emergency Plan and made suggestions for amendments.

Clerk to email local groups to see if anyone would volunteer as a trained 1st Aiders.

Add an appendix relating to Cock Lane (accessibility for emergency vehicles etc), until the issue is resolved?

Clerk to write to Curles Farm to ask that in the event of inaccessibility can emergency vehicles use the agricultural track opposite Curles to behind Deers.

14. Snow Clearance

Clerk instructed to investigate the Salt Scheme and check if Councillors are insured under the PC insurance.

15. Carols

It was resolved to collect money at the carols for the running costs of the defibrillator

P: Cllr Gill S: Cllr Clayton All in Fav

16. Website

The PC received a report from the Working Party

Clerk to investigate applying for a transparency grant to pay towards a new website.

P: Cllr Gill S: Cllr Cook All in Fav

17. Council Policies

PC agreed to adopt a policy using the Sutton Parish Council 'Dignity at Work' as an indicative template. see <http://www.sutton-pc.co.uk/Policies.aspx>

18. Winter Closure of Byway 50

Clerk was instructed to write to Cllr Grundy (cc Cllrs Gooding & Oliver), expressing support of residents' views re. Winter Closure of PROW 50, stating that his response email to a parishioner of 1st December has been seen by the PC and duly noted, and requesting that a copy of all Monitoring reports of the Byway

PROW 50 are sent to the Parish Council in the spirit of co-operation, especially given that the Parish Council received no information from ECC that the ECC researched, agreed, and legally announced permanent winter closure of the byway had been rescinded in the Summer of 2017. P: Cllr Gill S: Cook All in Fav

19. Clerk's Membership of the Society of Local Council Clerks (SLCC) & CPD/Training requests for 2017/8.

- It was resolved that the PC pay for the Clerk's Membership of this body for one year- funds from training budget (at 13.11.17 £445 in hand) - as this will support her CPD.
Cost for 2017: £8 joining fee and £93 Full Membership yearly subscription - total £101.
Cost for 2018: £8 joining fee and £100 Full Membership subscription - total £108.
P: Cllr Gill S: Cllr Clayton All in Fav
- Approval of Clerk attending Health & Safety – Level 2 Price TBC whole day usually £90-£100 and Risk Assessment Level 2 Price TBC whole day usually £90-£100
P: Cllr Gill S: Cllr Cook All in Fav

20. Swings at Starlings Green

The swing at Starlings Green was noted in the risk assessment book. It was resolved that Cllr Carter will speak the residents without a second Councillor.

P: Cllr Gill S: Cllr Barrow All in Fav

21. Representative reports

Allotments report given by Cllr Patmore

The gate has been repaired. Clerk instructed to email Thames Water and ask them to check the site for rats. Clerk was given allotment rents to bank.

Jubilee Field report given by Cllr Gill

The new football team held its first game on 3rd December. Support welcomed for Quiz Night on 26th January.

Passenger Transport report by Cllr Gill

Thanks to all parishioners who attend the Transport Meetings re DaRT, especially Christine Saunders who has volunteered to liaise with the Clavering's Over 60's Club's officers & the DaRT operators to facilitate local outings for the Club using DaRT. Next Meeting: 10.30am, 16th January, SW Town Hall. There is a survey for DaRT. Cllr Gill will check to see if the over 60's have participated.

22. Clerks report - General Correspondence and monthly report circulated.

Clerk's holiday dates were discussed. Contact Chair / Vice Chair in Clerk's absence. Clerk was given permission to carry a week of Annual leave forward.

Clerk instructed to write to Berden Parish Council to see if they want to contribute to the Green waste. If they do not ask Berden PC to remove the advertising for Clavering's Green Waste collection as it paid from the precept of Clavering and Langley residents.

P: Cllr Gill S: Cllr Carter All in Fav

Cllr Couchman left the room as he had previously declared (at the previous meeting) an interest as a friend of the owners of The Barn.

PC has always reported things to UDC in order to be fair and consistent to all. It was resolved to write to UDC to report the mobile home at The Barn without planning permission.

P: Cllr Carter S: Cllr Cook All In fav:6

Cllr Couchman returned to the meeting

Clerk asked to chase David Gollop for a response.

23. Risk Assessment Book

Recent Accidents at Watery Stones

24. Finance

Credit Received	UK Power Wayleaves	£287.16
Victoria Moore Wages s/o		£411.11
Balance at NatWest Bank as at 31.11.17		£14,951.06

1634	Clavering Christian Centre	£	10.00	
1635	The Walden Buskers (Peter Savic)	£	100.00	
1636	DM Payrol Services Ltd	£	34.00	
1637	Affinity Water	£	139.43	
1638	Victoria Moore Clerks Expenses	£	8.99	
1639	Victoria Moore (Extra Wages and expenses)	£	38.10	
Total of Cheques to be paid				£330.52
Total of Outstanding Cheques		1622	£25.00	
		1629	£30.75	
		1630	£13.20	
		1631	£116.95	
		1632	£50.00	
After above Cheques				£14,384.64

To note Cllr Stanford's audit of accounts.

To authorise payment of the cheque including Affinity Water (however wait to pay until the investigation into the water meter is complete.)

The clerk's additional hours (for 2 hours 02.11.17 -expenses dated 7th November 2017) approved.

P: Cllr Gill S: Cllr Carter All in Fav

The It was noted by the PC that the Clerk's additional hours (for 2 hours - including the May Cottage Committee meeting 31st July 2017) authorised on 14th August 2017 will be paid in December.

25. Items for next agenda:

Draft Budget

Watery Stones and Curles Hill

26. Employment

In accordance with Standing Orders, it was resolved that the public are excluded from any discussion on employment matters.

P: Cllr Gill S: Cllr Barrow All in Fav

See in camera minutes

27. May Cottage

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.

P: Cllr Gill S: Cllr Clayton In Fav: 6 Ag: 1

See in camera minutes

28. Complaint – see in camera minutes

The meeting was closed at 10:30pm.

Date of next meeting: Monday 8th January 2018 at 7:30pm in the Village Hall

Signed8th January 2018

S. M. Gill