

Minutes of the Clavering Parish Council Meeting held on Monday 13th February 2017 at 7.30pm in Clavering Village Hall

Present – Councillors Stephanie Gill (Chairman), Richard Carter, Michael Patmore, Brian Barrow, Ron Couchman, Lisa Williams and Victoria Moore (Clerk)

District Councillor Oliver and County Councillor Ray Gooding, 6 members of the public, including a developer Bill Bampton of Pelham Structures, were also in attendance.

1. Chairman welcome

The Chairman welcome everyone to the meeting and told those present the meeting was recorded. Once the minutes were agreed the recording would be destroyed.

2. Apologies for absence

Apologies were received from Cllr Stanford.

3. Declaration of Interest

Cllr Clayton declared a Disclosable Pecuniary interest in UTT/16/3662/LB Horseshoes Stickling Green. Cllr Couchman declared a non-pecuniary interest as a member of the Open Spaces Society.

4. Public Participation Session

Two parishioners spoke about the proposed development at Hemmingford House and outlined their objections which included: the Cock Lane road condition, conservation, height of the house, surrounding thatched buildings being over shadowed, outside of development boundary, problems with surface water and an unsustainable site. A resident asked the Parish Council for its support in objecting to changes to the footpaths at Clavering Farm due to the extended length of the footpaths, the condition of the proposed footpaths and the fact that one of the paths currently links several walks together. A developer spoke about a proposed development behind the school on land owned by the Rowe family. The developer told the meeting that an access way would be made onto Stortford Road by acquiring a property. The access road would include a drop off point for the school and a football pitch. An application has not yet been made to Uttlesford and before it goes ahead there will be an exhibition and the developer will complete a letter drop to all houses. A parishioner raised her objections to the development stating that Clavering does not need a large estate. The extra traffic would cause congestion on Stortford Road. The parishioner asked if someone could move the Christmas tree branches. Cllr Couchman advised that he would do this when Mr Howland was well again. In addition, the parishioner asked that the PC contact ECC regarding the road signage at the sharp bend near Curles Farm. Hands Off Clavering advised the meeting that AGM was on Monday 20th February at 7:30 for 8pm. Hands Off Clavering raised their objections stating it was an inappropriate scheme and that it will impact existing houses. Concerns were also raised that the presented development would be a gateway to back land housing and that the whole field could be big enough for over 500 dwellings.

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

The minutes of the last meeting held on Monday 9th January 2017 were agreed.

P: Carter S: All in Fav: 6 Ab: 1

6. ECC report from Cllr Ray Gooding

Mr Bampton contacted Cllr Gooding not in his role of County Councillor but as a school governor. Cllr Gooding stated that the school will not support nor oppose the development. He stated that education requirements are covered by Section 106 agreements. Cllr Gooding reported a 3% increase in council tax that is ringfenced to adult social care. He told the meeting that surveyors have visited the site and the design process is underway for the Cock Lane repair. It is hoped the design will be produced in the next 4 – 5 weeks in time for allocating the budget. The repairs would be put out to tender via Ringwood Jacobs. He reported that ECC is waiting for a license from Environment Agency before it can start work on the footbridge in Stickling Green. A Parish Councillors asked for an update regarding the railings that were knocked down 14 months ago on the B1038. Cllr Gooding advised that ECC are in negotiations with an insurance company. Cllr Gooding promised to chase the repairs to the pot holes on either side of the ford at Watery Stones. Cllr Gooding told the meeting that he had many people contact him regarding the gritting of the school bus route. Unfortunately, school bus routes do not need to be gritted as the route may not have as many children the following year.

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

Cllr Oliver reported that UDC has until March 2018 before submitting the Local Plan to the Government. The draft plan will be consulted on in July and the final consultation in December. Because of the delay there will be additional houses that need to be accommodated in the plan. 5-year land supply will be raised which will open the plan to developers.

8. **Cock Lane update**

Cllr Stanford reported the potholes at Watery Stones Ford to ECC. Purchasing a shovel for the salt box was discussed but Councillors were concerned that the shovel would be removed.

9. **Planning**

UTT/16/3662/LB Horseshoes Stickling Green

Cllr Clayton left the meeting

Removal of rear store and shed. Erection of single storey rear extension with associated internal alterations. Existing rear single storey roof removed and replaced with double gable with valley gutter. No comments

Cllr Clayton re-joined the meeting

UTT/16/3530/FUL Land Adjacent To Hemmingford House Deers Green

Proposed demolition of existing stable building and erection of 1 no. dwelling.

The PC instructed the Clerk to make the following comments:

The PC's original objections to the previous application UTT/15/3718/OP were not represented as there was a problem with the UDC computer system (PC minutes 11th Jan 2016 page 1028). The original objections were: the site is outside the village envelope, it is not a sustainable location and Cock Lane is a Protected Lane. The PC's original objections stand. The application was refused as UDC stated this was infilling on an open area of Agricultural land which forms a buffer between the historic and modern buildings and would require a change of use from agricultural to domestic use. The PC notes the appendices in the current application are not relevant. Appendix A is a retrospective demolition of a dwelling and replacement dwelling. The site is also on a main road through the village and is not adjacent to listed buildings. Appendix B relates to holiday lets that were converted to residential dwellings. Different rules govern the change of use and were originally a sympathetic conversion of a barn. The application for conversion of modern barn at this site under UTT/16/1415/FUL was recently rejected. Appendix C refers to a site that is on the main road through Clavering. The site is deemed sustainable as it is adjacent to footways/pavements which connect to the school and shop. The site is located half the distance of Hemmingford House's school and shop distances. Further, as half of the route from Hemmingford House does not have footways, this site cannot be deemed sustainable. Appendix D is the site to be developed South of Oxleys Close which is at extremely close proximity to the shop and school. It also included the provision of a footway to link with existing footways. Clavering Parish Council is of the opinion the current application does not mitigate reasons for refusal of the previous application, especially regarding S7 and paragraphs 14 and 17 of the NPPF.

In Fav: 7

UTT/17/0266/HHF and UTT/17/0267/LB Roast Farm Langley Road

Proposed two storey side extension (renewal of application UTT/14/0456/LB).

No Comments

UDC Decisions

UTT/16/3140/HHF Clavering Gate Mill Lane

Proposed single storey rear extension

Approve with Conditions

UTT/16/1415/FUL Barns At Brocking Farm Langley Road

Change of use of agricultural buildings to 2 no. residential dwellings (C3) and associated works
Refuse

UTT/16/3529/HHF 17 Pelham Road

Conversion of existing bike store to habitable accommodation and partial enclosure of existing roof canopy

Approve with Conditions

UTT/16/3326/FUL Lower Way House (formerly Rossie) Middle Street

Demolition of existing dwelling and replacement dwelling with garage and cartlodge (revised scheme pursuant to extant permission UTT/14/2069/FUL)

Approve with Conditions

Clerk to follow up enforcement

UTT/16/3069/HHF High Meadow Mill Lane Clavering

Proposed partial demolition of existing outbuilding and erection of new single storey structure to be used as additional living space.

Approve with Conditions

UTT/16/3482/HHF Elmhurst Stortford Road

Single storey rear extension (alternative scheme to that approved under planning permission UTT/15/2771/HHF)

Approve with Conditions

Clerk instructed to follow up possible enforcement issue at Rossie.

10. To discuss any other planning applications - none received**11. Public Path orders at Clavering Farm**

Public Notice for footpaths 5 and 18 were discussed along with a letter from a resident objecting to the changes. The PC agreed to write to ECC and support Mr Cooper.

P: Cllr Gill S: Cllr Clayton In fav: 7

12. Stickling Green

Apologies were received from Mr Balaam who was unable to attend. The Clerk is to resend email to Councillors. Moved to March meeting.

13. Grass Cutting

Tenders were received from GWB, Mr Gilbertson and Mr Abraham. It was proposed that the Parish Council award the contract to the current provider, Mr Abraham, with the lowest bid at £110+VAT for grass cut and £40+VAT per strimming cut.

P: Cllr Carter S: Cllr Barrow In Fav: 6 Ab: 1

14. Newsletter

Proposal: a) That the Parish Council write to Inter County Saffron Walden and thank them for their generous support in printing the CPC newsletter over the years but that, given we do not wish impose on nor compromise their commercial enterprise, we shall no longer request them to print the monthly newsletter as we shall now be arranging our own printing facilities.

b) That the Clerk is instructed to write to Harts Business Solutions stating that we wish to take up their Special Deal for Parish Councils and arrange for our Monthly Parish Council Newsletter to be printed by them. Cost quoted: £2.20 per 100 sides. Current anticipated print run: 150 four sided copies.

The contact with Harts will be the newsletter editor, currently Cllr Stephanie Gill.

P: Cllr Gill S: Cllr Carter In Fav: 7

15. Risk Assessment

The PC reviewed and updated the risk assessment. A proposal to add additional wording to Section 3.1 regarding monitoring the vehicular accesses across Village Greens and Parish Land. PC to set up a working party to monitor the dimensions and conditions of the accesses and update the photographic evidence.

P: Cllr Carter S: Cllr Gill In Fav: 7

The PC discussed the need to revise the Allotment rules. Cllr Patmore and Clerk to look at this. The Clerk was asked to check if it is a requirement to publish the allotment accounts separately.

16. External Audit

The PC received the External Audit. There were no actions required by the External Auditor.

The PC discussed the reason for the lack of publication by the statutory deadline which was due to the report being sent to the previous Clerk who did not forward it to the current Clerk. Following the meeting with the Internal Auditor, the Clerk contacted the External Auditor and requested a copy of the Annual Return. The Clerk will ensure that when responding to the governance assertions in Section 1 of the 2016/2017 Annual Return the reasons are reflected.

17. Maintenance of the village sign

The Parish Council discussed the peeling of the paintwork on the Village Sign that was repainted recently. Cllr Carter is to remove the sign & store. Clerk instructed to contact to Lynne Merrick and ask that she comes at looks at the sign.

18. Affordable Housing Survey

The Parish Council agreed to the letter proposed by the RCCE. Clerk to write to RCCE to amend St Catherine's Grange to Eldridge Close and instruct that the survey be sent out to residents.

19. Clavering Welcome Pack

Parish Council agreed to pay for the Clavering Welcome Pack written by the Parish Church with an input from the CPC at a cost of £293 (funds to come from the Easements Reserves). The PC is required to use easement money for the good of the village. It was decided to order 800 copies rather than a 1000 unless there is no cost difference.

P: Cllr Patmore S: Cllr Carter In Fav: 7

Cllr Gill requested permission from the PC to continue the meeting past 9:30pm.

20. Tree on Mill Lane

It was established the brown, leafless tree on Mill Lane is a Rowan Tree and not dead.

21. Village Greens

The PC agreed to set up a working party (Cllr Barrow and Cllr Carter) to take photographs and dimensions of accesses across village greens.

The PC agreed to write to all properties that have access across village greens in accordance with the advice received from the solicitor. Clerk to draft a letter for PC to review.

P: Cllr Gill S: Cllr Williams In Fav: All

22. Clerks report

The General Correspondence and monthly report was circulated.

The PC agreed for the Clerk to attend Understanding the Annual Meeting Workshop - 22nd Feb 2017 £40

P: Cllr Gill S: Cllr Williams In Fav: All

Councillor Couchman has the battery and charger for the VAS sign. The PC needs a volunteer to change and charge the battery. PC to approach and then ask for a volunteer in the newsletter.

Clerk to write to Mr Smith to thank him for changing the lightbulb in the information box.

Cllr Gill was given permission to represent the PC at the ECC Highways briefing on 10th March 2017.

23. Finance

Credit Received			£0.00
Balance at NatWest Bank as at 31.01.17			£11,535.07
Payments			
S/O	Victoria Moore Wages (31.01.17)		£424.05
Chq No	Payee		Total
1578	Fitzpatrick Woolmer (Information Board)	£81.60	£489.60
1579	Victoria Moore 6 hours of Extra Hours		52.31
1580	Victoria Moore Expenses (Salt Bin and phone bill)	13.90	£115.77
1581	Village Hall (13 December)		£17.50
1582	EALC (Clerk - Understanding the Annual Meetings)		£40.00
1583	Diane Malley (Payroll)		£45.33
1584	PKF Littlejohn LLP (External Audit)	£40.00	£ 240.00
1585	Treetops	£50.00	£300.00
Total of Cheques to be paid			1300.51
Total of Outstanding Cheques			£576.00
Chq No/s:		1565	£96.00

	1571	£240.00
	1752	£240.00
After above Cheques		£10,234.56

The Councillors agreed to pay the cheques

P: Cllr Gill S: Cllr Williams All in Fav.

Permission was given to the Clerk to add an Anytime package to the phoneline at a cost of £8.99 per month. The package includes free calls to landlines and BT mobiles and reduced rates of 50% to mobiles.

24. Representative reports

Allotments report given by Cllr Patmore

There are concerns that a car has been driving on the allotments causing damage. Cllr Patmore to speak to the owner in the first instance.

The clerk was instructed to write to Thames Water and request as a token of good will Thames Water replace the old water main providing water to the allotments before the road is resurfaced.

The Parish Council is concerned that the heavy construction vehicles could potentially have damaged the old main and do not want a leak after the road has been resurfaced. The Parish Council requests that Thames Water are mindful that they access the sewerage works across Parish Land and do not pay rent for this access.

No Village Hall report

Cllr Patmore reported the dangerous light switch to Cllr Couchman.

Jubilee Field report given by Cllr Gill

Quiz night raised £1300 for the Jubilee Field. Trustees now have Trustee Liability Insurance. The Trustees are considering the Jubilee Field becoming a Charitable Incorporated Organisation.

Passenger Transport report by Cllr Gill

There is a DART meeting on the 28th February 2017. The meeting will be advertised on the buses and passengers are asked to attend.

25. Risk Assessment book

Defibrillator – Battery is working and the pads need to be changed in Sep 2017

26. Items for next agenda:

Bus Shelter

Listening Bench

Cutting Stickling Green

Village Sign – woodwork needs some attention

Village Litter Pick

Bowls Club

27. To approve the Minutes of the last meetings of Clavering Parish Council and Committee

As per page 1106 of PC meeting minutes - 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 (EALC have advised on this).

P: Gill S: Williams In Fav: All

To receive and agree the 'in camera' minutes of the meeting held on Monday 9th January 2017

Page 1123 "there was no value in standing" No added to the sentence.

They is change to The Parish Council – paragraph 5.

P: Williams S: Barrow In Fav: All

Minutes of the extraordinary meeting held on Monday 16th January 2017 and the minutes of the May Cottage committee meeting held on Monday 30th January 2017 to be resent by Clerk and signed at the next meeting.

Committee will be meeting again to follow the advice from the solicitor.

Cllr Gill closed the meeting at 10:12pm

Date of next meeting: Monday 13th March 2017 at 7:30pm in the Village Hall

Signed 13th March 2017

S.M. Gill