

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

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

District Councillor Oliver (in part) County Councillor Gooding (in part) and 1 member of the public was also in attendance

1. The Chairman welcomed everyone to the meeting. She noted that the Village had had a good fete.
2. Cllr Clayton apologies for absence were received.

3. **Declaration of Interest**

Cllr Patmore declared a non-pecuniary interest in the allotment rules

Cllr Couchman declared a disclosable pecuniary interest in Midmills House Mill End

Cllr Stanford took advice regarding a possible non-pecuniary interest in Sheepcote Cottage.

4. **Public Participation Session**

A resident asked the Parish Council to request another meeting with the Essex County Councillors and Highways regarding the repairs to Cock Lane as it has been 12 months since the last meeting and there has been no progress. The Chairman reported that Cllr Gooding has spoken to Cllr Grundy and Cllr Gooding will be in attendance later in the meeting. As resident S. Gill advised the PC she had reported the overgrown vegetation along Cock Lane as ECC had agreed to inspect the vegetation regularly but it has not been inspected since May 2016.

The resident also asked the CPC to chase Thames Water to request a date for the resurfacing of the road way to the allotments/The Hyde as residents are concerned about damaging their cars.

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

The minutes of the May Cottage Committee meeting held on 5th May 2017 were agreed

P: Cllr Carter S: Cllr Gill All in Fav

The minutes of the PC meeting held on 8th May 2017 were agreed

P: Cllr Carter S: Cllr Stanford All in Fav

The minutes of the 'in camera' PC meeting held on 8th May 2017 were agreed

P: Cllr Carter S: Cllr Stanford All in Fav

The APM minutes held on 16th May 2016 were received

The minutes of the May Cottage Committee meeting held on 19th May 2017 were agreed

Item 6, word missing 'company'

P: Cllr Carter S: Cllr Gill All in Fav

The minutes of the Extraordinary PC meeting held on 5th June 2017 were agreed

P: Cllr Carter S: Cllr Gill In Fav: 4 AB: 2

The minutes of the May Cottage Committee meeting held on the 12th June 2017 were agreed

P: Cllr Carter S: Cllr Gill All in Fav

The minutes of the PC meeting held on the 12th June 2017 were agreed

P: Cllr Carter S: Cllr Barrow All in Fav

The minutes of the 'in camera' PC meeting held on the 12th June 2017 (moved 'in camera' due to a query)

6. **ECC report** from Cllr Ray Gooding – (moved to later in the meeting)

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

The Local Plan consultation will start on 12th July. Cllrs Rolfe, Lodge and Dean all support the consultation going ahead tomorrow. There will be three public exhibitions at the proposed new settlements. Only mention of development in Clavering is the preapproved development at Oxleys Close.

District Cllr Oliver also advised the meeting that the bins in Eldridge Close were not collected. Cllr Oliver called and spoke to the Operation Manager.

8. **Cock Lane update**

The new cabinet member, Cllr Grundy, is aware of Cock Lane. See Cllr Gooding's report.

9. **Planning**

UTT/17/17 11/HHF Sheepcote Cottage, Sheepcote Green

Proposed extension to front of garage and replace flat roof with pitched roof.

No comments

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.

APP/C1570/W/17/3175499 - 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

Written representations by 10 August 2017.

No comments

UTT/17/1842/HHF Midmills House Mill End

Proposed garage conversion including 2 no. roof lights and dormer window with juliet balcony and erection of detached garage/tool store.

No Comments

11. **Comments regarding minutes**

The Parish Council received and noted the contents of the emails from Mr Johnson dated 8th June and 16th June 2017 regarding a request to change minutes; followed by a request to make comments on minutes.

This item has been dealt with in accordance with advice received from the EALC.

12. **Bus Shelter**

The door posts and the head of the door frame are sound. The wood that has rotted is not structural. This should be monitored over the next three years. It was reported that this has been like it for a long time.

13. **Policies**

- a) It was resolved to adopt the Freedom of Information Policy

P: Cllr Carter S: Cllr Stanford All in Fav

- b) It was resolved to adopt the revised Financial Regulations Policy

Amendment: Cllr Gill to make amendments and send to Clerk to upload onto website

4 (8) At each regular monthly meeting the RFO shall produce a statement of payment and receipts.

P: Cllr Carter S: Cllr Stanford All in Fav

- c) It was resolved to adopt the revised Allotments Policy

P: Cllr Gill S: Cllr Stanford In Fav: 5 Ab: 1

- d) It was resolved to adopt the revised Risk Assessment to include the Health and Safety Policy, lone working and grass cutting.

The Clerk presented the draft document to which: no chainsaws or spraying equipment added; electrical leads must have a miniature circuit breaker added; face visors added when strimming; person holding overall responsibility changed from Chairman to Clavering Parish Council and parish councillors added as persons at risk. Clerk to look into Health and Safety training for volunteers.

P: Cllr Gill S: Cllr Stanford All in Fav

6. ECC report from Cllr Gooding to include Cock Lane Update

Cllr Gooding received notification that on the 11th August Cock Lane would be resurfaced. This was a mistake. Cllr Gooding met with Andrew Cook, Director of Highways and has spoken to officers this week. Cllr Gooding asked for a week to try to find out more information from the new Cabinet member, Cllr Ian Grundy. Clerk to send email to Cllr Grundy, DC Oliver, MP for Saffron Walden and Andrew Cook noting the PC's disgust at the lack of progress.

Cllr Gooding reported that Affinity Water has surveyed the water main between Manuden and Bishop's Stortford and marked these with white lines on the road.

14. **Internal Auditor**

The PC received the Internal Auditor's report for the financial year 2016/2017. The Internal Auditor attached an extract of his report to the annual return raising his concerns regarding the previous Clerk's pay. The PC received a report from the Chair regarding a conversation with the Internal Auditor. In future, the PC will ensure the Clerk and RFO are paid by payroll.

15. **Benches**

Cllr Gill declared an interest in the Jubilee Field as the bench on the JF was mentioned.

Maud Sawyer bench is being removed and it will be repositioned at the Cricket Pavilion.

Clerk to contact UDC to find out who they use and request that EALC put a notice in their weekly ebulletin.

16. **Village Sign**

The PC received a high-resolution digital image of the village sign from Lyn Merrick. The clerk to write to Lyn Merrick to request the return of the village sign to display it at the competition. Cllr Stanford to advertise the competition via the village facebook page, local schools and newsletter.

17. Grass Cutting of Village Greens

The PC received advice from Came and Company regarding residents being insured whilst cutting parish land voluntarily. The PC now have a risk assessment in place.

The PC resolved to thank Mr Balaam for the Grass Cutting.

P: Cllr Couchman S: Cllr Gill All in Fav

To consider the grass cutting regime at Starlings Green

18. RCCE

It was resolved to renew the RCCE membership.

P: Cllr Carter S: Cllr Gill All in Fav

Cllrs agreed to request the surveys are delivered by the Monday 9th October 2017.

19. Meeting dates

To change the PC meeting on 12th February 2018 to 5th February 2018

P: Cllr Gill S: Cllr Barrow All in Fav

Clerk to contact Village Hall.

Permission to extend the meeting past 9:30pm

20. Representative reports

Allotments Cllr Patmore saw water in the meter box when Affinity read the meter. Cllr Patmore cleared 3 inches of mud from the meter caused by the Thames Water lorries. Meter readings has gone up from 153 to 215. Clerk to call and request the new meter is checked as it is impossible to read without a machine. Clerk to request Affinity Water to read it monthly.

Clerk to send allotment holders the new rules. Clerk to enclose an envelope for October payments with date payment to be received by.

No **Jubilee Field** as meeting is next week. Jubilee Field raised £494 at fete.

Passenger Transport report by Cllr Gill (see meeting documents)

Uttlesford Association of Local Councils AGM 22nd June 2017 attended by Cllr Gill (see meeting documents).

At the meeting Cllr Gill learnt that UDC has changed their Code of Conduct. On the 16th May UDC adopted a new Code of Conduct. On 6th September, there will be a Parish Forum to detail this. The Monitoring Officer has confirmed that the PC can use their current Code of Conduct.

UDC Parish Forum 5th July 2017 cancelled – New Draft Local Plan

21. Clerks report

General Correspondence and monthly report circulated.

Volunteer – clerk to email and ask if he would like the PC to put his request into the newsletter

Clerk to contact Highways regarding Sidestream to The Bower House needs to be cut along the railings.

22. Risk Assessment Book

Clerk to note the reference number of Cllr Gill's notification of overgrown vegetation in Cock Lane.

23. Finance

The PC received the quarterly bank reconciliation

Clerk to send reserves statement to Cllr Couchman

Credit Received		£0.00		
Victoria Moore Wages		£429.96		
Balance at NatWest Bank as at 31.05.17		£11,037.12		
	Payee	Amount	VAT	
	RCCE membership	£ 72.60	£ 12.10	
	Victoria Moore Wages	£ 5.91		
	Carr and Bircher Skips	£ 288.00	£ 48.00	
	Maurice Howard	£ 150.00		
	Victoria Moore Expenses	£ 11.07		
	Paul Abrahams (Grass Cutting May and June)	£ 360.00	£ 60.00	

Total of Cheques to be paid		£887.58
Total of Outstanding Cheques	Cheque No. 1606	£38.40
After above Cheques		£10,111.14

P: Cllr Stanford S: Cllr Gill All in Fav

24. **Items for next agenda:**

August: Local Plan

September:

Village sign

Benches

Printer

Code of Conduct

To receive and agree the minutes of the 'in camera' PC meeting held on the 12th June 2017.

25. **Employment Committee**

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

P: Cllr Gill S: Cllr Stanford In Fav: 5 Ab: 1

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 Carter In Fav: 5 Ab: 1

The meeting was closed at 10:18pm

Date of next meeting: Monday 14th August 2017 at 7:30pm in the Village Hall

Signed..... Monday 14th August 2017

S.M.Gill