

Minutes of the Clavering Parish Council Meeting held on Monday 12th June 2017 at 7:30pm in Clavering Village Hall

Present – Councillors Stephanie Gill (Chairman), Rob Clayton, (Vice Chair), Rebecca Stanford, Richard Carter, Michael Patmore, Brian Barrow and Ron Couchman.

District Councillor Oliver (in part) and two members of the public (one in part)

1. **Chairman welcome**

The Chairman explained the Clerk's absence due to illness and that any matters which may need reference to the clerk as RFO / proper officer would be deferred. Chairman informed councillors that a letter had been sent to the Monitoring Officer detailing 7 points of complaint against the council and two specific councillors and that the Monitoring Officer had found these complaints to be without foundation and evidence. The Clerk had been instructed by the Monitoring Officer to forward his letter to Cllrs Gill and Carter who were specifically named. The Chairman asked councillors to apply to the Clerk for a copy of the letter if wished, or herself in the clerk's absence. In response to a request, the Chair confirmed the letter had been sent by Mr Johnson and Dr Sharp.

2. **Apologies for absence** - None

3. **Declaration of Interest**

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

Cllr Carter: Pecuniary interest on all planning applications as friend of the applicant.

Cllr Couchman: Non-pecuniary interest as Member of the Open Spaces Society for any items relating to Village Greens

Cllr Gill: Non-pecuniary interest – Member Landscape History Group but believed latest letter from the group does not require her to leave the room as for information only.

4. **Public Participation Session**

No questions and observations from members of the public present.

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

Cllr Couchman informed the Council he had not received any meeting documents as the clerk had been ill.

Item 5 moved to July Meeting

To receive and agree the minutes of the May Cottage Committee meeting held on 5th May 2017

To receive and agree the minutes of the PC meeting held on 8th May 2017

To receive and agree the minutes of the 'in camera' PC meeting held on 8th May 2017

To receive the APM minutes held on 16th May 2016

To receive and agree the minutes of the May Cottage Committee meeting held on 19th May 2017

To receive and agree the minutes of the Extraordinary PC meeting held on 5th June 2017

6. **ECC report** from Cllr Ray Gooding Not present

7. **District Council report** from Edward Oliver: Cllr Oliver referred to meeting with Nigel Brown and Cllrs Gill and Clayton. Local Plan moves ahead: Full member Briefing 22nd June; Parish Forum 5th July (Chair has been advised already); Cabinet papers to Council 11th July; Consultation period 12th July -29th August; Further work Jan- Feb to consolidate plan for submission. Housing figure for UDC of 12,500 now to move to 14,100. Hole in UDC budget believed to have been filled by UDC purchasing 50% of Little Chesterford Science Park and financing of this at 2% is more than outweighed by collection of rents.

8. **Cock Lane update** None Clerk to chase Cllr Gooding and write to new MP

9. **Planning**

To receive a report from Cllr Gill and Cllr Clayton. Report received, Cllrs present expressed a lack of confidence in District Councillors in their consideration of this matter.

Cllr Carter left the room

No planning comment to be made on the following applications. Council asks it to be noted that it expects UDC to attempt to recover previous unpaid business tax for the retrospective change of business use applications.

UTT/17/1319/CLE Clavering Hall Farm Stortford Road and **UTT/17/1324/CLE** Sheep Yard Clavering Hall Farm
Existing use of building for storage of motor vehicles.

Comments by 8th June 2017 (received 11th May 2017)

UTT/17/1622/FUL Curles Farm, Pelham Road

Section 73A Retrospective application for change of use of building from agricultural use to B1, B2 and B8 uses

Comments by 4 July 2017

UTT/17/1623/FUL Ford End Farm, Ford End

Section 73A Retrospective application for change of use of building from agricultural use to B8 use

Comments by 4 July 2017

UTT/17/1624/FUL Yew Tree Farm, Ford End

Section 73A Retrospective application for change of use of building from agricultural use to B8 use

Comments by 4 July 2017

UTT/17/1662/CLE Yew Tree Farm, Ford End

Certificate of Lawfulness for an existing use for the storage of cars

Comments by 5 July 2017

Cllr Carter returned to the room

UDC Decisions

UTT/17/0188/FUL Land Adjacent to The Hazels, Wicken Road

Construction of 2 no. Dwellings

Approve with Conditions

UTT/17/0817/HHF & 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.

Approve with Conditions

UTT/17/0688/HHF Peacocks

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

Approve with Conditions

10. **No 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.

11. Bus Shelter

Cllr Gill informed the council that her husband had pressure washed the bus shelter. The masonry does not need repainting but there is rot to the door surround. Cllr Carter to investigate this and whether paintwork needs redoing.

12. Policies

- a) To consider and adopt the draft Freedom of Information Policy - deferred

Agreed: Mr Wainwright to be sent existing FOI policy with an updated schedule of charges and informed the FOI policy is currently under revision.

P: Cllr Carter S: Cllr Clayton All in Fav

- b) To consider and adopt the draft Financial Regulations - deferred
- c) To consider and adopt the Lone Worker Policy - deferred
- d) To consider and adopt the Allotments Policy - deferred

13. Internal Auditor

To receive the Internal Auditors report for the financial year 2016/2017 - deferred

To receive a report from the Chair regarding a conversation with the Internal Auditor - deferred

14. Financial Year End Figures for the Annual Return

The dates for the period of exercise of public rights is set from 3rd July to 11th August 2017.

The Council believed the Annual Return had been approved last month. Chair noted that internal auditor had not signed the Annual Return at all. Agreed that the Chair contact the internal auditor immediately if Clerk still unwell to discuss. Extension to be requested from the External Auditor.

15. Benches

Les Hawkins of Manuden is to prepare a quote for the maintenance of the benches. Clerk to contact Mick Miller and invite him to tender.

16. Village Sign

To consider materials for the new Village Sign.

To set up a competition for parishioners to submit their designs

Some councillors stated they were unhappy with Mrs Merrick keeping the Village Sign as the Parish Council paid for it last year.

It was resolved that the Clerk writes to Mrs L Merrick and request for a) return of the sign as is or b) if Mrs Merrick is to keep the sign, the bill paid for its refurbishment and the cost of an easel last year is reimbursed to the Council.

P: Cllr Carter S: Cllr Stanford For: 5 Against: 0. Abstain: 2

Cllr Carter observed that the aluminium alloy product used for the new Village information sign at Blacksmiths corner is robust and well-sealed. Council have details of this product's supplier.

It was resolved to hold a competition to consider designs for a new village sign. Submissions by 1st September. Rebecca Stanford to coordinate.

P: Cllr Stanford S: Cllr Carter All in Fav

17. Grass Cutting of Village Greens

a) To consider the grass cutting regime at Starlings Green -deferred.

It was noted that the Clerk is yet to confirm whether the insurance cover for named parishioners cutting grass on Parish Council land is to cover the parishioner only, or include third party liability and/or damage to machinery used.

b) To consider and adopt the Grass Cutting risk assessment -deferred

18. Village Hall

Chair had not been able to contact Sue Sheppard to seek clarification regarding comments made at the Annual Parish Meeting regarding the PC and trustees & conflicts of interest. The Parish Council understand that as the Deed stands at the moment, the PC cannot compel a councillor to be a trustee. Cllr Couchman, as a Village Hall Trustee for another organisation, will be attending a meeting of the Village Hall Trustees and Sue Shepherd and will ask the question as to whether the PC can compel a Cllr to be a trustee as the Village Hall Chairman believed was the case.

19. Landscape History Group

To consider a letter from the Landscape History Group.

Cllr Gil declared an interest as a member of the Landscape History Group. She did not leave the room as the Parish Council did not make any decisions or financial arrangements with the Landscape History Group.

An updated letter received 12th June confirmed that the launch of the Listening Bench was covered by ECC's event insurance. Cllr Carter confirmed that it was as a parishioner he would be helping to remove the current bench at Blacksmiths Corner. It was confirmed that the PC had already agreed to site the bench to replace a decrepit one by the cricket pavilion.

20. Representative reports

Allotments report given by Cllr Patmore A skip has been ordered for the waste arising on the allotments.

Three quotes had been sought. Being delivered Wednesday 14th June. Overgrown waste area to be addressed. Chair authorised by Cllrs to speak with Mr P. Balaam (as other contractors believed not to have the required equipment) for indication of time span of work and possible costs.

Jubilee Field report given by Cllr Gill report as appended

Passenger Transport report by Cllr Gill report as appended

21. Clerks report

General Correspondence and monthly report circulated – deferred

Mr Rowley has accepted the Parish Council's offer to join the Parish Council's working party. The Clerk is waiting for a response from the Messrs Ballam. Chair to contact.

Clerk to chase the NALC regarding Pond Cottage.

22. Risk Assessment Book

Cllr Couchman added 'Risks relating to parishioners cutting parish land grass'

23. Finance

Credit Received		HMRC VAT £556.87 UDC grant £294.00	
Balance at NatWest Bank as at 31.05.17		£13,908.27	
Victoria Moore Wages		£429.96	
Payments			
Cheque	Detail	Amount	VAT
1602	Came and Company Insurance	£ 402.05	
1603	TTS (Preschool Grant)	£ 347.88	£ 57.98
1604	Victoria Moore Expenses	£ 76.79	£ 5.64
1605	Affinity Water	£ 176.20	£ 36.30
1606	Cllr Gill Expenses -newsletter and Hi-Viz Jackets	£ 38.40	£ 6.40
1607	Village Hall	£ 175.00	
1608	Victoria Moore Wages Difference	£ 5.91	
Total of Cheques to be paid			£1,646.28
Total of Outstanding Cheques			£2,013.20
Chq No/s:		1596	£13.20
		1599	£2,000.00
After above Cheques			£10,248.79

Request that cheque #1606 be analysed in cash book between newsletter costs and community event

Resolved to pay cheques: P: Cllr Barrow S: Cllr Clayton. For: 6 Ab: 1 (Cllr Gill as beneficiary of # 1606)

Clerk to query the Village Hall amount as appears the Parish Council is being charged until 11pm.

Parish Council note that they have not received an invoice from CCC for 3 meetings. Clerk to chase.

It was resolved to approve 7 hours of Clerk's extra time

P: Cllr Gill S: Cllr Clayton All in Fav

24. Items for next agenda:

RCCE and Housing Survey

Deferred items form July meeting

Benches if not on Clerks report

Bus Shelter

NALC response re Agricultural Access to field next to and behind Pond Cottage

Date of next meeting: Monday 10th July 2017 at 7:30pm in the Village Hall