

Clavering Parish Council

Stephanie Gill Chairman Tel: 01799 550212

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5th February 2020

You are hereby summonsed to the Meeting of the Council to be held in The Christian Centre, Clavering on **Monday 9th March** at 7:30pm to transact the business stated on the agenda.

The public and press have a right and are welcome to attend this meeting

1. Chairman welcome

2. Apologies for absence

3. Declaration of Interest

To declare any Disclosable Pecuniary Interests, Personal Interests or Personal and Prejudicial interests.

4 Public Participation Session

The Chairman will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed.

5 To approve and sign minute of previous meetings

To approve the minutes of the Clavering Parish Council meeting held on 13th January 2020.

To receive the in-camera report of Clavering Parish Council meeting held on 13th January 2020.

6 District and County Councillors Reports - To receive reports.

7 Planning

7.1 To be discussed:

Planning Reference	Address	Proposal	Decision
UTT/20/0275/HHF,	14 Skeins Way, Clavering	Double storey rear extension	Awaiting decision
UTT/20/0338/LB	The Shovellers, Stickling Green	Retention of windows and doors in the extension approved under UTT/16/2964/LB	Awaiting decision
UTT/20/0352/HHF	18 Skeins Way, Clavering	Demolition of single storey brick and timber lean to structure to the side elevation and erection of a double storey extension.	Awaiting decision
UTT/20/0477/LB	Court Lodge, Stickling Green	Proposed single storey rear extension and conservatory	Awaiting decision
UTT/20/0350/HHF	Black Lodge Mill End	Replacement outbuildings	Awaiting decision
UTT/20/0468/HHF	Yeomans Cottage, Wicken Road	Demolition of existing garage and sheds, and construction of timber framed car port with garden store (revised scheme to that approved under UTT/19/3032/HHF).	Awaiting decision

7.2

Planning Reference	Address	Proposal	Decision
UTT/19/2735/FUL	Deers Green, Robin Hill Cock Lane	Section 73A Retrospective application for change of use of annexe to separate dwelling.	Refused
UTT/19/2852/FUL	Land West Of Stortford Road	Technical Details pursuant to Planning in Principle ref UTT/18/3326/PIP for the erection 8 dwellings	Awaiting decision (10.01.2020)
UTT/19/3056/OP	Land Adj. To Stevens Farm Wicken Road Clavering Essex	Outline application with all matters reserved except access for the erection of 1 no. dwelling	Refused
UTT/20/0202/HHF UTT/20/0203/LB	Roast Farm Langley Road Clavering Saffron Walden Essex CB11 4SQ	Proposed two storey side extension (revised scheme to	Awaiting decision (23.03.2020)

		approved UTT/17/0266/HHF and UTT/17/0267/LB)	
UTT/20/0140/HHF	Pleasant View Hill Green Clatterbury Lane Clavering Saffron Walden Essex CB11 4QS	First floor rear extension and cladding to all walls above brickwork.	Awaiting decision
UTT/20/0052/HHF	Greengages Sheepcote Green Sheepcote Green Lane Clavering, Essex CB11 4SJ	Single storey side extension	Approved
UTT/20/0040/HHF	17 Eldridge Close Clavering Saffron Walden Essex CB11 4FZ	Erection of two storey side extension	Approved

7.3 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.

7.4 UDC Survey – To determine whether to complete UDC Scrutiny Committee (S106 & Planning Obligations T&F Group) Survey Questionnaire

7.5 Appeal Ref: APP/C1570/W/19/3241983 Ashcroft, Wicken Road, Wicken Bonhunt, Essex, CB11 3UL – Appeal allowed.

- 8. Training** – A training plan has been received from EALC, two days of Councillor Training for Cllr Couchman £95 + VAT per day, and a Full Council training session held in Clavering, with topics to be determined £395 + VAT. To determine topics and a date for training.
- 9. Free Trees** – Rye Street Garage are offering free trees to celebrate 30 years in Business. They will be offering local organisations 18,000 trees. The saplings that are available are as follows: Alnus Glutinosa Alder, Silver birch, Cherry Prunus Avium Gean, Hazel, Crab Apple, Field Maple Acer, Hawthorn, Rowan. To determine how many trees to request, and determine where they will be planted.
- 10. Oxley's Close Speed Reduction and other Highways issues** – To receive an update.
- 11. Safeguarding** - What steps are the PC taking to safeguard councillors from increasing levels of harassment, verbal abuse, trespass, physical damage to property, false allegations, libel and slander?
- 12. Jubilee Field Grant Application** – To determine whether to support the Jubilee Field Playground grant application made under Funding for Projects – Funds from Earmarked reserves.
- 13. Jubilee Field** – To determine whether to contribute towards the Jubilee Field grass cutting. Parish Council have agreed up to 10 cuts and have budgeted £900 for 2019/20 – To note there are 16 scheduled cuts for 2020 at £110 per cut.
- 14. Inspection of Parish Land** – To organise an inspection of Lower Hill Green, next to Highways track as bee orchids have been spotted, and to determine whether the grass cutting schedule needs to be amended.
- 15. Tree work** – To retrospectively approve a quote from Treetops to clear the storm damage and tidy up the tear to the trunk of the willow on Hill Green, £200 plus VAT. Clerk has instructed Treetops under Emergency Spending with permission from the Chairman, other quotes received have been outside of the spending limit. The tree has fallen on to a parishioner's hedge and into their garden.
- 16. Charities** – To determine whether to make a donation from 2019/20 remaining budget 'Community Fund'. To receive a letters seeking donations from Citizens Advice Bureau, Home Start Essex, Essex and Herts Air Ambulance, and Support for Sight.
- 17. Defibrillator to be sited at the south-west part of the village:** To receive an update.
- 18. Council Policies for review:** Dignity at Work/Bullying and Harassment Policy, advice from EALC - policy that applies to Councillors and to the Clerk of the Council, so the Council needs to decide if it is appropriate to include it in the policy. If Councillors are either likely to be accused of libel or slander, it may need to be added. **P:** Disciplinary and Grievance Policy – Staffing Committee changed to Employment Committee **P:**
- 19. VE Weekend** – To receive a report and determine action
- 20. Representative Reports**
 - 20.1 Allotments** – To establish who owns the ditch that runs to the road, whether it belongs to CPC or Mr. Noble, and whether permission needs to be granted to allow the contractor on to CPC land to clear it, or whether CPC need to employ the contractor.
 - 20.2 Jubilee Field** – To receive a report.
 - 20.3 Byways and Footpaths**
 - 20.4 Website and Email** – To receive an update.
 - 20.5 Village Green Working Party** – To receive a report.
 - 20.6 Village Sign Working Party** – To receive a report.

20.7 UALC – To receive a report.

20.8 Passenger Transport – To receive a report.

20.9 Newsletter – The Playground Committee have asked that an article on the playground be placed in the PC Newsletter. It is rather a large article and contains a colour photo of the project. Does the PC grant permission to attach the file email forwarding the CPC newsletter file? The Playground Group have printed out copies of the file which I am happy to deliver to those who take a paper copy of the newsletter

20 Clerks report - General correspondence and monthly report circulated

21 Risk Assessment Book

22 Finance

22.1 To approve cheques - Approval of the Clerk's additional hours. **P:** To approve all other cheques.

22.2 Saffron Walden Building Society – Following the agreement at the February Meeting the rate of interest has reduced to 1.25% from 1.55% that was quoted in February. Previously the extra income earned on £5000 would have been £67.50, it would now be £52.50, a difference of £15. To determine whether to go ahead with the transfer.

22.3 Review of the Accounts – To receive a report.

Credit Received	Allotments £58.50 Not paid in prior to the agenda being published: Allotments £6.50 SLCC contribution £14
Wages s/o	£523.68
Balance at NatWest Bank 4th March 2020	£7,763
Balance of Clerk's Expenses Account 4th March 2020	£82.03

Clerk's Expenses Account	Detail	Amount	Total	VAT
14.02.2020	Clerk's Expenses Printer Ink	£6.66	£7.99	£1.33
18.02.2020	Clerk's Expenses Adobe Acrobat	£8.32	£9.98	£1.66
Total			£17.97	£2.99

Cheque	Detail	Amount	Total	VAT
1883	EALC – Joy Darby retirement		£30	
1884	Clerk's Expenses – mileage EALC 27 th February CiLCA training, Additional hours – 9.75 CiLCA, audit challenge, dispute. Parking EALC	£22.50 £99.06 £2.50	£124.06	
1885	Clerk's Expenses Account top up		£17.97	
1886	CCC – Hall rent February		£25	
1887	GWB – Allotment Hedges	£450	£540	£90
1888	S. M. Gill – Expenses: Photocopies of Land Registry Maps for Village Green Working Party. January Newsletter February Newsletter Copy of Local Councils Explained 2013 edition Claim only for the Clerk's copy	£16 £12.83 £22.50 £14.99	£72.09	£3.20 £2.57
Total of Cheques to be paid			£809.12	
Total of Outstanding Cheques				

After above Cheques			£6,953.88	
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23 Items for next agenda:

24 Dispute

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.

To receive an update.

25 Complaints

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 complaints.

To determine a response to a parishioner's complaint.

Date of next meeting: Monday 6th April 2020



Jessica Ashbridge Clerk to Clavering Parish Council