

Minutes of the Clavering Parish Council Meeting held on Monday 8th August at 7:30pm in Clavering Village Hall

Present – Councillors Stephanie Gill (Chairman), Richard Carter, Michael Patmore, Robert Clayton, Conrad Smith, Brian Barrow, Ron Couchman, Lisa Williams and Kevin Money (Clerk)

Also present DC E. Oliver, 2 Parishioners, Craig McFadyen (Representative from Gigaclear) and Victoria Moore (proposed new Clerk)

1. The Chairman's Welcome

The Chairman welcomed everyone to the meeting. Cllr Gill advised the meeting she had received an email from Cllr Johnson concerning the closure of Cock Lane. The email stated the road would be closed for the foreseeable future and that the Structures Team at Essex Highways had yet to design and estimate a repair. The water filled barriers will be replaced with concrete barriers. In response Cllr Carter asked the Clerk to contact Cllr Johnson to amend the ECC website with the details, improve the diversion signs and organise the overgrown verges to be trimmed at Watery Stones and Cock Lane.

2. Apologies for absence

Apologies were received from Cllr Rebecca Stanford

3. Declaration of Interest

Cllr Brian Barrow declared a Pecuniary interest in the planning application regarding Lantern Thatch.

4. Public Participation Session

Colin Howland reported finding Nitrous Oxide canisters in the Village Hall car park and Cllr Carter also reported seeing them at Watery Stones. Colin Howland offered to report it to the police. The Clerk is to follow this up with an email to the police.

A representative from Gigaclear spoke about its intentions of bringing fast fibre optic broadband to Clavering. The company specialises in servicing rural communities but require 30% of Clavering residents to sign up to the service. Gigaclear asked for information to go into the newsletter.

5. To approve the Minutes of the last meeting held on Monday 11th July 2016 of Clavering Parish Council

After the amendments to the minutes Cllr Gill asked for a vote that the minutes were a true and accurate record. Cllr Carter proposed and Cllr Clayton seconded. The Councillors voted unanimously. The Chairman signed the minutes as a true and accurate record.

- i) Removed 'The Chairman advised Councillors that the point of order latter be removed.' (Item 6 line 10)
- ii) Added 'The Clerk agreed that the Chairman had never persuaded him to change official minutes.' (Item 6 line 10)
- iii) Added 'Cllr Couchman requested that the Chair write a letter to him concerning her declaration of interest question to him.' (Item 6 line 18)
- iv) Changed 'The Clerk' to 'Cllr Carter' (Item 6 line 20)

6. Essex County Council Report

Cllr Ray Gooding was not present at the meeting

7. Uttlesford District Council Report

Cllr Edward Oliver reported that the priority is to put the Local Plan in place. On the 26th July 2016 the District Council decided it's preferred plan is a Hybrid scheme. 7 key villages will take 30 – 70 more dwellings. In addition to that 19 Type A villages (of which Clavering is one) will have an additional 10 – 20 dwellings. On the 27th July 2016 Uttlesford District Council sent a letter to Clavering Parish Council advising of the decision and asking for comment by 2nd September 2016. The letter had not been received. The chair will contact the District Council to ask for an extension. If an extension for comment can not be granted, then CPC will schedule an extra Parish Council Meeting.

In April 2016 there was an application for 13 dwellings in Oxleys Close. Although the planning is still outstanding this would not count towards Clavering's quota. Cllr Oliver expressed the opinion that this development as granted, should count as part of the 10–20 houses. There has been no large planning submission since April 2016. The proposed sites are 17 dwellings south of Oxleys Close and 14 houses west of Stortford Road. Cllr Oliver is opposed to both of the developments due to there being too much concentration around the shop. There will be consultation meetings in September and then further consultation in November and December. The Local Plan must be completed and submitted to the Secretary of State by the 31 March 2017.

Cllr Oliver met with the Senior Planning Officer Nigel Brown. During this meeting the enforcement at Pond Cottage was discussed. Nigel Brown is aware that people are sleeping overnight in the caravan at Jo Jacks contrary to planning permission. A 215 form has been issued to the owner of 5 Acres site. The owner has not objected and the site is to be cleared by October 2016. The opinion was that all Clavering farmers should be treated fairly regarding the paying of business rates.

District Councillor Edward Oliver left the meeting.

8. Clerk's Report

The Clerk reported correspondence from Ron Couchman requesting further information and Councillors were given copies of the correspondence before the meeting.

The Clerk reported that Cllr Clayton and himself completed an internal audit on Wednesday 27th July at Monks Cottage. This brought up the following points:

- i) The reserve figure, of £31,862.87 included a carry-over formula from year 2015/16 to 2016/7. This was for £7,608.04 and was in cell D14 and cell H4 on the expenditure sheet. This was resolved.
- ii) The council needs to ensure that the new clerk receives the bank statements
- iii) The Saffron Walden BS Loyalty Account needs have the book updated
- iv) The closing balances of all accounts on the 30th August need to be recorded for best practice as this is the Clerk's last day (*Date of Closing Balance altered to 31st July as Locum Clerk's employment terminated 13th August*)
- v) All cheques book stubs were checked against the accounts and tallied
- vi) There is an outstanding cheque for S Boardman. This needs to be re-issued to the correct company

9. Update on Clerk Vacancy

The Chairman moved that the employment of the new Clerk and RFO be moved to the end of the meeting and be held 'in camera' as per Standing Orders. The Chairman advised that two candidates had been interviewed and Mrs Victoria Moore had been offered and accepted the position.

10. Blacksmiths Corner noticeboard and Listening Bench

Cllr Carter recommended polycarbonate rather than perspex covering for the noticeboard. Mrs Cooper to be contacted to arrange another quote. The paperwork had not been circulated to councillors concerning the long term maintenance for the listening bench so Cllr Gill proposed to move this item to the September agenda to obtain further quotes and information. Seconded by Cllr Clayton. The councillors voted unanimously.

11. Neighbourhood Plan report

Cllr Gill and Cllr Williams attended workshops regarding the Neighbourhood plan. To write a plan would cost between £12,000 and £15,000 (part funded by a grant). Cllr Williams reported the Neighbourhood Plan to be pro-development. She recommended waiting until the Uttlesford Local Plan is in place before deciding whether Clavering Parish Council should have a Neighbourhood plan. Cllr Gill seconded the recommendation and the Councillors voted unanimously.

12. Passenger Transport report

Cllr Gill attended the Passenger Transport meeting. The DART service has been effectively running the 59 bus service on weekdays. Essex County Council will write a new brochure which be approved by the Tourist Board to ensure the information provided is clear. Cllr Gill also attended the Clavering Over 60's Club to collate views of the parishioners for the Passenger Survey. Cllr Gill will be attending the next meeting in September.

13. Planning Applications:

UTT/16/1834/FUL – Britannia Works Stickling Green

Retrospective change of use to Office (B1) and Storage and Distribution (B8)

UDC have agreed to an extension comment time until 09.08.16

CPC Decision: No comment

UTT/16/2047/FUL – Pond Cottage Hill Green Clavering

Proposed erection of one dwelling, reinstatement of pond and retrospective permission for the demolition of Pond Cottage

Comment to UDC by 22.08.16

A letter was read out in full from Russell Young (a resident) objecting to the above application. Clavering Parish Council Decision: To re-instate the pond. All trees and rear hedges to be re-instated with indigenous species. In addition, the PC is very sympathetic of Mr Young of Wickets view and letter to UDC and endorse his comments F6 Ab2

14. 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

Cllr Barrow left the meeting

UTT/16/1533/HHF & UTT/16/1534/LB – Lantern Wicken Road Clavering

Amendment to application

CPC Decision: No comments

Cllr B Barrow re-joined the meeting

15. RCCE Housing report

The Councillors agreed to move this to the September meeting.

16. Consultation on review of Essex Development Management Policies 2016

Cllr William reviewed the policy and discussed the policy with the council. Cllr Couchman

proposed that the Clavering Parish Council provide a response. Cllr Gill proposed that Cllr Williams submit the response online in accordance with the discussion that evening. Cllr Carter seconded this and Councillors voted unanimously.

17. Finance:

Credit Received					
Chq No	Inv. No	Payee	Cost	VAT	Total
1536	85596	Kevin Money Locum invoice	£ 647.10	£0	£ 647.10
1537	Allotments	G. W. Balaam & Sons	£ 253.13	£50.63	£ 303.76
1538	2226	Paul Abrahams	£ 200.00	£40.00	£ 240.00
1539		Kevin B. Money Clerk August expenses	£ 21.75	£0	£ 21.75
1540	290716	Clifford Computers – New computer set-up	£ 158.00	£0	£ 158.00
Total:			£1279.98	£90.63	£1370.61

The Clerk confirmed to the chair that the new computer set up was funded by the Transparency Code grant monies. Above cheques proposed by Cllr Gill and seconded by Cllr Carter and voted for unanimously by the Councillors.

18. Representative reports

Allotments report given by Cllr Patmore.

Cllr Patmore asked if there had been a response to the letter sent to Thames Water concerning repairs to the service road. The Clerk responded that he had not received a response. The new clerk will chase this.

Cllr Patmore reported that the gate (at shop entrance) needs repairing. Councillors agreed to a budget of £100 for the repair. Cllr Patmore to organise the repair.

There was no Village Hall report by Cllr Couchman

Jubilee Field report was moved to the September Parish Council meeting

19. Risk Assessment book

Drains along Clatterbury Lane blocked by tarmac (Reported reference 2479418).

Clerk to Contact ECC regarding salt bins and gritting along Cock Lane diversion.

Cllr Carter reported damage to railings at bottom of Curles Hill. Another RTA in late July 2016.

20. Items for next agenda:

Listening bench and Notice Board

RCCE

Internal Auditors report

Benches in village for maintenance

Passenger Transport report

Date of next meeting Monday 12th September 2016 at 7.30pm in the Village Hall

The Chairman thanked Kevin Money for his work over the last two years and staying on as locum clerk.

There being no further business the Chairman closed the meeting at 9.35pm and thanked everyone for attending.

Date of next Full Council meeting is Monday 12th September 2016 at 7.30pm in the Village Hall

Signed.....12th September 2016
S.M.Gill