

Minutes of the Clavering Parish Council meeting held on Monday 13th June 2016 at 7.30pm in the Clavering Village Hall

Present – Cllrs S. Gill (Chairman), R. Stanford (Vice-Chairman), R. Carter, M. Patmore, R. Clayton, C. Smith, R. Couchman, B. Barrow and Kevin Money (Clerk)

There were also present ECC R. Gooding, DC E. Oliver and 2 Parishioners

1. The Chairman welcomed everyone to the meeting and recorded thanks for all those who helped organise the street party and also everyone who supported the event

2. Councillors to agree the appointment of Kevin B. Money as the Parish Council Locum Clerk

This was proposed Cllr S. Gill and seconded Cllr R. Stanford. **This was agreed unanimously**

3. Resignation letter from Cllr L. Williams

The Chairman informed Councillors of the letter of resignation received by Lisa Williams.

4. To co-opt onto the Council Mrs. Lisa Williams of Wicken Road Clavering

This was proposed Cllr S. Gill and seconded Cllr B. Barrow. **This was agreed unanimously**

Cllr L. Williams then signed the “Declaration of Acceptance of Office” form and returned the Register of Interest form duly completed and signed.

5. Apologies for absence

There were no apologies for absence

6. Declaration of Interest

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

Cllr S. Gill declared a Pecuniary interest in planning application UTT/16/1330/FUL

Cllr R. Carter declared a non-pecuniary interest in planning application UTT/16/1330/FUL

7. Public Participation Session

The Chairman invited questions and observations from members of the public present.

Colin Howland stated that the pavements in Stortford Road have weeds encroaching onto the pavement. He asked if the Highways Rangers could be asked to clear the weeds or is it the landowners responsibility? There are also brambles on Pelham Road / Skeins Way junction at child height level. The Vice Chairman thought that there is a covenant on the hedgerow, which then becomes the owners responsible for keeping the hedge cut.

Mrs Carter asked Councillors about the road closure of Cock Lane as her son needs to move straw done down Cock Lane and as the road is closed this has now become more dangerous each day. Residents are asking for ECC to get the job finished before the harvesting begins.

The Vice Chairman stated that emergency vehicles cannot get down the road.

The outside edge of the road is being eroded and with the large 44 tonnes tractor vehicles going to use Cock Lane this will only get worse.

Cllr R. Stanford suggested a public meeting. This was seconded by Cllr R. Couchman.

Councillors agreed this unanimously. A date of the end of June was suggested but the Chairman asked that the Council wait until EC Cllr Gooding arrived for him to give his advice on a date.

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

To receive and agree the minutes of the last meeting held on Monday 9th. May 2016

Cllr R. Stanford requested that at item 14d finance the Came & Co insurance should mention that the “for a further 3-year cover” hence CPC reduce premium be inserted.

Councillors agreed that item 1 in the minutes be changed to read “The Chairman read out a letter in full from Cllr. S. Boardman advising of his resignation”. This was proposed by Cllr R. Carter and seconded by Cllr Rob Clayton. **This was agreed unanimously**

To receive the appendix to the April meeting regarding “Call for sites” insertion. With an additional insertion of Flooding occurs along the river on Lower Way / on Cock Lane.

This was proposed by Cllr R. Carter and seconded by Cllr B. Barrow. **This was agreed unanimously**

To receive and agree the minutes of the Extra meeting held on Thursday 26th. May 2016

This was proposed by Cllr R. Clayton and seconded by Cllr M. Patmore. **F6 Ab2 Ag0**

9. Employment committee – Councillors to agree the Councillors on the Employment committee for 2016/17

Cllr S. Gill informed Councillors that *Clavering PCs standing orders currently provide that the Chairman or in his/her absence the Vice Chairman, shall upon a resolution conduct a review of the performance and /or appraisal of the Proper Officer and shall keep a written record of it. The review/ and or appraisal shall be reported back and shall be subject to written approval. I was elected Chairman in May 2012 and in response to concerns raised by a councillor that I was inexperienced in Parish Councils and employment matters when a new clerk was recruited in June 2012 an Employment Committee was established. P: SMG S: BB F:10 (unanimous) It was determined that the Employment Committee would comprise the Chair, Vice Chair and another councillor.*

Since its inception, the Employment Committee made recommendations to the full Council concerning employing of new clerks after interview and also carried out appraisals upon resolution of the council, making recommendations to the Council thereafter. Its members took on the responsibility of ensuring that it had a regard for Employment Law in its meetings and recommendations.

Moving forward.

Given that the Parish Council has only one employee and taking on board the comments made by the Clerk who has recently resigned, I would suggest that the Council does not elect an Employment Committee. Further, the lack of experience of the Chairman which had been the reason for the setting up of an Employment Committee is no longer a valid reason. I suggest that the Clavering Council revert to the standing orders as adopted for a performance review and /or appraisal of the Clerk/RFO. I further suggest that the attached format is used for the appraisal comments from councillors, which can then be aggregated. This form was used by the Council in the past, but the previous clerk requested it was not used for her appraisal after year 2, preferring a more informal method.

I propose that the interview process for a new Clerk/RFO is carried out by the Chairman and Vice Chairman in line with common practice.

The above recommendation was proposed Cllr S. Gill and seconded by Cllr R. Carter

F6 Ab2 Ag0

After further discussion. Cllr S. Gill proposed that an interview panel of the Chairman, Vice-Chairman and Cllr R. Carter be set-up. This was seconded by Cllr R. Clayton. **Councillors agreed this unanimously**

10. District Council report from Cllr Edward Oliver

At the UDC Local Plan meeting last week the Gypsy & Traveller site from ORS was not discussed as it had not arrived from ORS. Therefore, the 5 Acres site is still in the air. The project plan must be completed by end of February 2017. If the local plan is not completed by then, then it will be referred to the Secretary of State. UDC project planner will be appointed soon. Langley PC are looking for a new clerk. DC E. Oliver raised a thought that maybe the same clerk can cover both parishes. Cllr R. Couchman stated that both Parish Councils meet on the same night. DC E. Oliver said that Langley could change their meeting date.

The Enforcement Enquiry into Clavering Farm was put forward anonymously. The Enforcement Team have now reopened 16/0221/C. Mr. Collins will be dealing with the enforcement.

DC E. Oliver leaves the meeting

11. To discuss the possibility of recording meetings so that the Clerk and Councillors have a true record of the meeting

This was proposed by Cllr M. Patmore and seconded by Cllr R. Carter. **F7 1Ab Ag0**

The Clerk was asked to explore costings for the recorded equipment to make sure it is adequate and fit for purpose.

12. Progress report on remedial work to sewage works road through allotments

Cllr M. Patmore asked the clerk to chase up Thames water to repair the area and if necessary re-write the letter to them.

13. Correspondence received by the Clerk / Councillors marked “Confidential”

Cllr S. Gill and the Vice chairman went to Mr. Perry to ask him about the Clerk receiving letters marked confidential. Mr Perry stated that all correspondence received by the Clerk from Councillors, in fact from anyone, is to be made available to all Councillors to read.

A letter marked Confidential is 'confidential' to the Parish Council.

There is only one exception for correspondence not being disclosed to all Councillors: this relates to advice sought by a Councillor from the Clerk in relation to a pecuniary or non-pecuniary interest, before such an interest is actually determined to be declared or not. There is no need for disclosure if the Clerk determines that there is no interest to be disclosed. Additional information given by Mr Perry was that any letter received by the Clerk, before entering the public domain, may have some information contained therein redacted on the advice of the Clerk, but the Clerk must give the reason for such redactions.

14. Clerk Report

Letter sent to be David Farnham. The Clerk informed Councillors that this letter had not been sent out yet.

New payroll administrator. Diane Malley MAAT based in Kidderminster has agreed to undertake the administrator role at an annual cost to the Parish Council is £68. This was proposed by Cllr M. Patmore and seconded Cllr S. Gill. **This was agreed unanimously**

Winter Salt Bag scheme. Councillors agreed that CPC wished to participate in the scheme for 2017/18 but not to receive any salt this year as Mark Wilkinson has a good supply left over from last year. This was proposed Cllr R. Carter and seconded Cllr S. Gill.

This was agreed unanimously

15. ECC report from Cllr Ray Gooding

Cllr R. Gooding stated that ECC is running along well.

School attendance. In relation to the Isle of Wight court case, the Department of Education is funding the appeal. Essex County Council is rigorous in prosecuting parents for taking their children out of school in term time. Removing children from school disrupts school classes. ECC had an ongoing court case and hopes that the IOW decision doesn't set a precedence.

Highways. Regarding the Cock Lane road closure Cllr R. Gooding advice is to make a representation to ECC surgery. Local farmers need to be party to the surgery meeting. The meeting happens at ECC County Hall on any Tuesday lunchtime. Officers and Ringway Jacobs are in attendance. Cllr R. Gooding will make the arrangements with County Hall officers.

Cllr R. Stanford asked How soon can this meeting happen? Cllr R. Gooding replied that it could be within a month. He also indicated that the Cabinet member for Highways could also be in attendance. Cllr R. Carter is to attend the meeting with Highways together with Paul Richards, Alan Abrahams, James Carter and the Chairman and/or Vice-Chairman of the Parish Council. The triage process is not working well with the number of phone calls per day. Cllr R. Gooding to contact the Chairman to confirm the date

16. Freedom of Information request from Mr. R. Couchman

A FOI request was received from Mr. R. Couchman which stated that he (Mr. Couchman) *"would you please provide me with copies of all correspondence, in electronic or paper form, between yourself (the Clerk) and the Chair of the Parish Council concerning minutes of the following formal Parish Council meetings; including details of any additions, deletions or alterations, to the minutes as recorded by yourself (the Clerk) at these meetings:*

8th. June 2015: 14th. December 2015: 11th. January 2016: 8th. February 2016.

Based on the calculations in my letter I estimate the cost of this modified request to be: 4x£3.50p = £14.00p. I enclose my cheque for this amount. Please let me know if there are any further costs that I am personally liable for. I may ask for further information in the future.

The Clerk informed Councillors that he will be working on this request on Saturday 18.06.16. He indicated that this could take him approximately 4 hours to complete.

17. Dick Ball Meadow

The Clerk had received quotations. **Councillors agreed unanimously** to the quotation of £425 for the Dick Ball Meadow specification works also £275 for the Willow Tree at the cricket field. The Clerk was instructed to contact Jonathan Frans to give him the go ahead. Cllr R. Carter is the point of contact for J. Frans. Clerk reminded to contact Ben Smeeden at UDC as Willow Tree

is in a Conservation Area to inform him of the planned work is to make the tree safe as it has a broken limb.

18. Planning Applications:

UTT/16/1120/HHF - 1 Barlee Close Clavering CB11 4SN

Proposed demolition of 2 no outbuildings and erection of replacement timber single storey building.

CPC Decision: No comment

Cllr S. Gill & Cllr R. Carter leaves meeting

UTT/16/1330/FUL - Land At Clatterbury House High Street CB11 4QR

Removal of existing sheds and the erection of new dwelling and formation of new access drive to serve new property and existing dwelling Clatterbury House and associated works

23.05.16 REVISED PLANS submitted

Cllr R. Stanford takes the chair.

CPC Decision: New planning application and CPC OBJECTS to the revised application
Councillors advised the clerk that the retrospective plans are confusing

There are discrepancies between the original plans and statement. There is no design and access statement and more clarity is required.

The Objections from residents on the previous application have not been transferred to this new application

Cllr S. Gill & Cllr R. Carter re-joins meeting

UTT/16/1438/HHF – Willow House Hill Green Clavering

Proposed garage conversion to games room including addition of mezzanine level, new doors and 2 no. roof lights

Comments to UDC by 23.06.16

CPC Decision: No objections

19. Planning Application Decision/s made by UDC

UTT/16/0207/HHF – Peacocks Clatterbury Lane CB11 4QU

Proposed removal of existing boundary fence to be replaced by brick wall.

Approved with Conditions

UTT/15/3594/FUL – Oaklands Middle Street CB11 4QL

Construction of new 3.5m wide access bridge and replacement of existing access bridge with new 3.5m wide access bridge

Approved with Conditions

UTT/15/3631/FUL - East Anglian Tractors Clatterbury Lane Clavering CB11 4QU

Proposed new industrial unit

Approved with Conditions

UTT/16/0610/HHF - 3 Eldridge Close Clavering CB11 4FZ

Demolition of rear extension and erection of single storey rear extension

Approved with Conditions

UTT/16/0812/PAP3Q – Mill End Dairy Farm Mill End CB11 4RR

Proposed change of use of agricultural building to 1 no. dwelling

Application required – Prior Approval refused

UTT/16/0868/HHF – 46 Pelham Road CB11 4PQ

Proposed swimming pool and garden room extension.

Approved with conditions

UTT/16/0253/HHF – Willow Cottage Clatterbury Lane CB11 4QU

Proposed installation of 600mm terracotta chimney pot on top of existing chimney.

Approved with Conditions

UTT/15/3577/FUL – Fox & Hounds PH High Street CB11 4QR

Retrospective application for replacement of extraction flue.

Approved – Unconditional Approval

APPEAL DECISION

Appeal Ref APP/C1570/W/15/3140230 - Butts Green Barns, Butts Green, Valence Road, Clavering CM11 4RT - UTT/15/2455/FUL

Appeal DISMISSED

Appeal Ref: APP/C1570/W/16/3142983 - Land adj. to Pendeen, Wickham Road, Clavering, CB11 4QT - UTT/15/2401/OP

Appeal DISMISSED

20. 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

UTT/16/1415/FUL - Barns at Brocking Farm Langley Road CB11 4SH

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

CPC Decision: No Objections

At 9.30pm the Chairman asked, and the Councillors agreed, to continue with the business of the meeting

21. Finance:

Councillors to receive the Internal Audit report for 2015/16

This was proposed Cllr S. Gill and seconded by Cllr R. Stanford.

This report was agreed unanimously

Councillors to agree final annual report after receiving all documentation

This was proposed Cllr S. Gill and seconded by Cllr R. Stanford.

This report was agreed unanimously

Councillors to appoint a Councillor to audit the accounts on a quarterly basis

Cllr S. Gill proposed Cllr R. Clayton to be the Parish Council internal auditor for 2016/17 this was seconded by Cllr R. Stanford. **Councillors agreed this unanimously**

Councillors to agree the following payments

Credit Received: 1 st instalment of Precept £7149.00: Allotment money £32.50: UDC Grant £503.00					
Chq No	Inv. No	Payee	Cost	VAT	Total
	s/o	Kevin Money salary	£ 349.52	£0	£ 349.52
1519		HMRC payment	£ 83.80	£0	£ 83.80
1520		Kevin Money – Clerk expenses (agreed by the Chairman)	£ 677.65	£0	£ 677.65
1521		Kevin Money Clerk pay adj.	£ 3.60	£0	£ 3.60
1522	0338	Ellen Willmott Payroll May '16	£ 17.50	£0	£ 17.50
1523	2203	Paul Abrahams – Grass Cutting April & May '16	£ 200.00	£40.00	£ 240.00
1524		Lynn Merrick – repainting of village sign	£ 200.00	£0	£ 200.00
		Total:	£1532.07	£40.00	£1572.07

The above payments were proposed Cllr S. Gill and seconded Cllr R. Stanford with the exception of cheque number 1524 was not to be paid. **Councillors agreed this unanimously**
Cllr R. Couchman asked the RFO to show that the Clerk's expense claim of £677.65p be separated into monthly expenses and the transparency code grant (which has already been received from EALC). Clerk expenses £79.20p + Clerk transparency code £598.45p = £677.65p

22. Representative reports

Allotments report given by Cllr Patmore

The skip was a problem when it was delivered. The skip lorry was larger than on previous occasions and the skip had to be left a long distance from the allotments. This would cause a problem for the allotment holders. Cllr M. Patmore had some volunteers to cut the hedge and

they provided their own equipment. Cllr M. Patmore asked Councillors if a donation of £10 each be made to the volunteers. **This was agreed unanimously.** Councillors agreed to this payment of £20 for July agenda. Mr. Balaam had pulled all the trees out and needs removing. The allotments look a great deal better.

Village Hall report given by Cllr Couchman

There was nothing to report

Jubilee Field report given by Cllr Gill

The tree safety work has been carried out – an invoice for the work agreed to be funded by the Parish Council will be passed over by GWB Horticultural Services.

The official opening of the roundabout purchased with a CIF grant and donations given in memory of Tim Gingell was scheduled to take place at the Village Street Party on June 12th.

This was the equipment for which the PC gave over a letter of support to the CIF Grant committee.

After the presentation given at the APM, the Jubilee Field Committee is seeking further advice from RCCE concerning its Trust Deed. It is looking to allow more elected members to the Management Committee given that the Deed prescribed village groups find it difficult to put up the mentioned two. It also wishes to ensure their governing document is improved upon and the liability of Trustees limited. As RCCE advised there is no requirement for Parish Councillors to be on its committee and actually the Charity Commission do not advocate such as there arises a conflict of interests, I have asked that the clause whereby the Chairman of the PC is an ex officio member be considered for removal. The Jubilee Field expressed a wish to maintain strong links with the Council, possibly by a Councillor attending meetings as an observer.

The Committee will run a cake stall at the Village Fete.

Jubilee Field working party report by Cllr Couchman

There was nothing to report

23. Risk Assessment book

Cllr R. Carter inserted "The riverside railings outside Bower House have been damaged by a RTA". ECC R. Gooding was informed and he was informing ECC Highways. Cllr Gill made a report to Highways on the night of the accident who have deemed the repairs are non-urgent.

24. Items for next agenda:

To act on Internal auditor's recommendations – Cllr R. Couchman

RCCE information from Ed Rigby re. Housing Needs Survey – Cllr S. Gill

Working party established to look at benches around the village – Cllr S. Gill

Date of next meeting Monday 11th. July 2016 at 7.30pm in the Village Hall

Cllr R. Stanford informed the clerk of her apologies for the July meeting

There being no further business the Chairman closed the meeting at 10.15pm and thanked everyone for attending

Signed.....11th. July 2016

S. M. Gill