

Minutes of the Clavering Parish Council Meeting held on Monday 10th October at 7:30pm in Clavering Village Hall

Present – Councillors Stephanie Gill (Chairman), Rebecca Stanford (Vice Chair), Richard Carter, Michael Patmore, Robert Clayton, Brian Barrow, Ron Couchman, Lisa Williams and Victoria Moore (Clerk)

Also present DC E. Oliver and 8 Parishioners.

1. **Chairman welcome**

The Chairman welcomed everyone to the meeting. The Parish Council was advised that Conrad Smith resigned as a Councillor. The Chairman also noted that the Clerk had offered her apologies for not adding the Annual Carols to the agenda. Cllr Gill acknowledged an email of thanks that Mr Payne sent to the Parish Council regarding the Cock Lane closure.

2. **Apologies for absence**

There were no apologies for absence.

3. **Declaration of Interest**

Cllr Carter declared a disclosable pecuniary interest in item 12, planning permission at Clatterbury House, as employed by the owners of the Bower House and also item 21, Old Mowers, as father of interested party. Cllr Gill declared a disclosable pecuniary interest in item 12, planning permission at Clatterbury House, as owner, and a disclosable non-pecuniary interest in item 20, as a trustee for Jubilee Field. Cllr Couchman declared a non-pecuniary interest in item 14, Enforcement, as a friend of the owner of Sidestream.

4. **Public Participation Session**

A parishioner offered her services organising the Carol Service on either 15th or 21st December. She asked that the Walden Buskers lead the singing and that the event continue to take place on the Cricket Pavilion due to the large numbers that attend. A parishioner advised that Cllr Carter had removed the Cock Lane barriers from the river. The Parish Council were thanked by a parishioner for their continued help with the Cock Lane diversion and repairs. He also brought the 'No Heavy HGVs' sign at Starlings Green to the Parish Council's attention and advised the council that this sign has prevented oil deliveries to residents. The Chairman asked that the Clerk contact Highways. It was pointed out that a resident sent a Cock Lane repair quote to Cllr Johnson but that the resident has not had a response. Another parishioner asked if the hedge at Pond Cottage has been cut. The council were informed that a parishioner was disappointed that they were changing the resolution regarding the Jubilee Field grass cutting. Cllr Gill advised that the councillors would vote on the advice given by RCCE later in the meeting. A parishioner advised the council that there had been another car accident at Blacksmith's Corner. It is the third vehicle to have crashed into her hedge in 6 years. She asked what measures could be taken and requested the Parish Council's help. The council were reminded of a meeting with Rissa Long (Highways) where it was discussed that the dotted lines at the junction would be improved, the signs repainted on the road and the warning sign moved. The Clerk was instructed to follow this up and the parishioner asked to send the Clerk the Police Incident number. Another parishioner thanked the Parish Council for its work getting the Humps and Bumps bridge open again. He also asked if the Parish Council allocated money to the Fireworks. The Parish Council advised that the Firework Display was self-funding. He asked if the wood at the allotments could be moved to the bonfire on Jubilee Field. A parishioner offered to move the wood. Concerns were raised by a parishioner that the owners of Pendeen were advertising the land attached to the property as garden land rather than agricultural land. He was advised that the purchasers' solicitors would pick this up. The parishioner was also concerned about Ragwort.

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

The minutes of the last meeting held on Monday 12th September 2016 were agreed and signed. P: Cllr Patmore S: Cllr Carter In Fav: 7 Ab: 1

6. **ECC report** from Cllr Ray Gooding No report received.

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

District Cllr Oliver informed the council that the Local Plan is still in consultation and that comments from the exhibitions would go to members next week. UDC are still keen to get the Local Plan to the Government in March. There was no mention of the Industrial units at Stevens Farm on the Local Plan. Cllr Oliver met with Sarah Nicholas at UDC regarding the two sites proposed for Clavering. He raised his concerns that on the approach to Clavering from Stortford Road Clavering will look like a town. She visited Clavering and agreed the west side of Stortford Road is unsuitable as it is too high. Cllr Oliver advised the council that Nigel Brown, UDC Enforcements plans to send a list of enforcements to Parish Councils. Cllr Oliver met with Cllr Gooding regarding Cock Lane. He was advised that they are waiting on the Environment Agency to give permission for work near to a Water Course. Cllr Gill advised that the Environment Agency had said something different and that she would present a report later in the meeting. Cllr Oliver informed the council that he attended a planning committee regarding Pond Cottage, along with Clavering Parish Councillors. A condition of planning permission is that the pond will have to be reinstated first.

8. **Cock Lane update**

Cllr Barrow and Gill met with the Environment Agency (EA) on Thursday 6th October and Cllr Gill provided the Councillors with a report (see Appendix A). The Clerk was instructed to make a request to Essex Highways to clean the culverts. The land drainage ditch also needs to be cleared. The owner of the land was questioned. Clerk to investigate this. A parishioner informed the council that the cover to the culvert west of Robin Hill is damaged. Surface water is getting into the sewerage. The Clerk informed the Parish Council that Essex Highways refused their application to put salt bins on the Cock Lane diversion as it does not meet their criteria which requires a "main settlement of a Parish or 50 or more households." The Clerk was asked to look into buying and filling two salt bins using the Parish Council budget and to also seek advice as the salt will be near a watercourse. Cllr Stanford agreed to meet with Victoria to put suggested positions on a map.

9. **CPC Standing Orders**

The draft Standing Orders amended from the NALC (2013) model Standing Orders were presented to Councillors. The advice received from the EALC regarding Standing Order 5f was circulated before the meeting. All Councillors are now happy with this clause. An amendment to standing order 3i was agreed to the Parish Council. Clerk to send additional Standing Order 27 to the Councillors for discussion at the November Parish Council Meeting.

10. **Local Government Finance Settlement Technical Consultation**

The 2017/2018 Local Government Finance Settlement proposes that the precept should not be raised above 2% without a parish referendum. The Parish Council resolved that they were against the capping of the precept. The Clerk was asked to respond to the Technical Consultation. P: Cllr Gill. S: Cllr Stanford In fav: 6 Ab:2

11. **Maintenance of Benches**

Clerk was asked to write to Mrs Whiting to ask how she would like the bench to be maintained (left bare or with Linseed Oil)

Clerk was asked to write to Mr Paul Williams to complete an indicative quote for three different types of benches owned by the Parish Council (seats 3, 8 and 10).

The Working Group to report back to the Parish Council with its findings at the next meeting having circulated their report.

12. **Planning**

UTT/16/2629/LB - Brockingbury Stud, Langley Road

Erection of porch

No Comment

UTT/16/2699/HHF - Chestnut Cottage Middle Street

Replace existing driveway gates with 5'6" wooden close boarded gates

No comment

Cllr's Gill and Carter left the meeting and Cllr Stanford chaired the meeting

UTT/16/2689/FUL - Land at Clatterbury House High Street

Erection of new dwelling and formation of new access drive to serve new property and existing dwelling Clatterbury House and associated works

Objects on the following points:

The proposed development:

- is outside the development boundary with no reason to make it an exception (UDC Policy S7)
- would overshadow the adjacent bungalow and be overbearing (UDC Policy H4)
- fails to preserve or enhance the character of the conservation area, would be out-of-keeping with the setting of the heritage asset and would undermine the primacy of the adjacent listed buildings due to its highly elevated position and bulk, is also out of keeping with the neighbouring bungalow (contrary to ENV1 and ENV2 of the ULP, 2005)
- provides no assessment of the impact of the proposal upon the neighbouring asset which fails to satisfy paragraph 128 and paragraph 134 of the NPPF, 2012.
- is infilling development which is not desirable and would not be in accordance with the NPPF and UDC Policy H3
- contradicts policies: GEN1 - Access Uttlesford Local Plan Uttlesford Local Plan Adopted 2005, GEN2 - Design Uttlesford Local Plan Uttlesford Local Plan Adopted 2005, GEN7 - Nature Conservation Uttlesford Local Plan Uttlesford Local Plan Adopted 2005 and GEN8 - Vehicle Parking.

Cllr's Gill and Carter returned to the meeting

UDC Decisions**UTT/16/1694/HHF** - Ash Tree Cottage, Starlings Green.

Proposed Garage Extension **Approve with Conditions**

UTT/16/2047/FUL - Pond Cottage, Hill Green

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

This application went before UDC Planning Committee, information received after the last PC meeting. Cllrs Gill and Williams attended, the former being asked to speak by District Cllr Oliver who was possibly not able to attend. Cllr Gill made representation in line with the comments submitted by the Parish Council and requested that the Planning Committee note that it would be impossible to reinstate the pond and trees when the proposed dwelling was being built as there was no way to access the pond area. It was brought to the Planning Committee's attention that the site adjoins a Parish owned registered Village Green over which there were no vehicular access rights to Pond Cottage.

The Clerk was instructed to write to the owners of Pond Cottage to clarify the details of their letter regarding "other properties that need to access the trench".

13. To discuss any other planning applications

No other planning applications were received

14. Enforcement

To note that Cllr Gill was contacted directly by Sonia Williams and asked for any copies of paperwork held by the Parish Council relating to a case in 2005. The request was passed to the Clerk. The Clerk does not hold any records.

15. Arnold Baker Book

The purchase of 'Arnold-Baker on Local Council Administration.' Tenth edition, (June 2016) was proposed and approved. P: Cllr Gill S:Cllr Barrow In Fav: 8

16. Clerk/RFO Employment

To Note: satisfactory references have been received. Further, the Clerk's probation period ends 7th November: The Chair and Vice Chair to carry out a review with the Clerk about that date in order to make recommendations to the Parish Council at the November Meeting.

17. **May Cottage**

Correspondence from the owners of May Cottage was discussed. See report of Site Visit (background information) produced by Cllr Gill (Appendix B). The Parish Council has Land Registry records showing the land in question belongs to the Parish Council and is registered as Village Green. The Clerk was instructed to write to Highways regarding permission for the dropped kerb and to request a map of Highways owned land. The Parish Council resolved to instruct the Clerk to write to the owners of May Cottage to ask them to stop work to Parish Council Land that is registered as Village Green whilst the Parish Council seeks legal advice. P: Cllr Stanford S: Cllr Carter In Fav: 8

18. **Danceys' Hedge**

It was noted that the hedge at Danceys' property has been trimmed.

19. **Transparency Code**

Applying for funds for remaining compliant with the Transparency Code for the period April 2016 through to March 2017 was discussed. In order to remain compliant, the Asset Register must be displayed on the Parish Council website. Clerk to circulate the Asset Register in order for it to be agreed it at the next Parish Council meeting.

20. **Jubilee Field**

Cllr Gill left the meeting and Cllr Stanford chaired the meeting. Councillors discussed that the last motion was passed over six months ago and before advice was received from the RCCE regarding donations to the village charities. The potential outcome of the donations will remain the same but the wording is less ambiguous. It will ensure the process of how the Parish Council donates money to the Jubilee Field Committee for Grass Cutting is in line with the process of how the Parish Council donates money to the Parish Church for the maintenance of the churchyard and clock. It was proposed that the Parish Council, upon application by the Jubilee Field Committee of Management, will consider a donation to the Jubilee Field Charity in respect of the grass cutting costs of the field. This application is to be submitted annually and not to exceed the cost of 10 cuts of grass per annum.

Supporting documentation must be provided and include the relating grass cutting invoices paid by the Jubilee Field Committee of Management and the charity's last set of approved accounts. There was opposition as the motion in January was prepared following a discussion between a Parish Council Working Party and the Jubilee Field. Cllr Couchman read a prepared statement arguing that the new motion changed the original motion's intention. Cllr Stanford stated that this was not the intention. The other councillors noted that the agreement to pay over to the Jubilee Field the costs of up to 10 cuts per annum was as previously resolved. Cllr Couchman suggested that the grass cutting had been taken in to the contract of Clavering PC but this was corrected.

P: Cllr Stanford S: Cllr Carter

Recorded vote requested by Cllr Couchman

Cllr Gill – not present for vote

Cllr Stanford – For

Cllr Carter – For

Cllr Patmore – For

Cllr Clayton – For

Cllr Barrow – For

Cllr Couchman – Against

Cllr Williams – For

Cllr Gill returned to the meeting

21. **Mowers**

Cllr Carter left the meeting

It was confirmed that the gang mowers are no longer on the Parish Council's asset register and as such it is for the Jubilee Field Committee, who own them, to decide what to do with them.

Cllr Carter returned to the meeting

22. Clerks report

General Correspondence and monthly report circulated (Appendix C).

23. Finance

Credit Received					£ 7,149.00
Balance at NatWest Bank as at 30.09.16					£16,163.74
Payments					
Chq No	Inv. No	Payee	Cost	VAT	Total
1550	J44	Clavering Village Hall	£35.00		£ 35.00
1551		Victoria Moore Wages	£410.13		£410.13
1552		Victoria Moore Expenses	£72.55	£10.68	£ 61.87
1553	7247	Training New Clerks Briefing	£50.00		£ 50.00
1554	7282	Training Law and Procedure	£75.00		£ 75.00
Total of Cheques to be paid					£642.68
Total of Outstanding Cheques					£137.79
				Chq No/s:	1541
					£112.79
					1549
					£ 25.00
After above Cheques					£15,383.27

To resolve to sign the cheques. P: Cllr Gill, S: Cllr Stanford in Fav:8

The Clerk was instructed to check to see if an invoice had been paid to Jonathan Frans in April for spraying and if the Parish Council had received an invoice from GWB.

The Clerk was instructed to complete the bank reconciliation every three months in line with the financial regulations and to present this to the Councillors. Clerk to send it to the Councillors along with the current budget before the next Parish Council meeting.

24. Representative reports

Allotments report given by Cllr Patmore

No money collected for the new season yet. There has been interest in renting new allotments. However, some people may not continue to rent their allotments.

Cllr Gill was asked to contact Mr Balaam regarding cutting the hedge.

Village Hall report given by Cllr Couchman

The Ball Committee donated funds to buy a new bar fridge. The fete raised £3200. The public address system hopefully now works, thanks to Mr Howland. There is to be a full inventory check. Funding is being sought to refurbish the curtains. The broken skylight will be mended soon. A new notice board has been installed. Contact the secretary or Vice Chair to display notices. Cllr Stanford had resigned from the committee and as a trustee though this had not been acknowledged. The Parish Council discussed that there is no obligation for the Parish Council have another representative on the Village Hall Committee. The next meeting including the AGM is on 17th October at 8pm.

Jubilee Field report given by Cllr Gill – No report. Annual Working Party 11th October. AGM scheduled 18th October

Passenger Transport report by Cllr Gill – No report. There is a meeting scheduled 21st October at Foakes Hall but Cllr Gill cannot attend. As there is no Councillor available to go in her place Jackie Dean has agreed to pass on the information.

Parish Newsletter Cllr Gill - The September newsletter was delivered later than usual as Inter County, who kindly print and provide this, had trouble with their copier. Volunteers are needed to deliver the November newsletter as Cllr and Mr Gill are unavailable (approx. 150 copies). Cllr Stanford offered to collect the newsletters from the printers and organise the offers of help that were received from Councillors.

Cllr Gill asked permission to continue the meeting at 9:39pm.

25. Risk Assessment book

No items to be added

26. Items for next agenda:

Carols
Budget
Standing Order
May Cottage
Specifications for the grass contracts
Recording Parish Council Meetings

There being no further business the Chairman closed the meeting at 9.45pm and thanked everyone for attending.

Date of next Full Council meeting is Monday 14th November 2016 at 7.30pm in the Village Hall

Signed.....14th November 2016

S.M.Gill

Meeting with Colin Street – Environment Agency (EA) and Cllrs Brian Barrow & Stephanie Gill. Thursday 6th October 2016. Start Point: River Stort at Middle Street.

Background: Further to the erosion of the Stort Bank along Cock Lane near the footbridge to Dam Meadow, residents had raised further concerns about blockages along the Stort, degradation of banks and also water crossing the road to reach the Stort.

The Clerk arranged this river walk to improve general knowledge of the EA's responsibility, and to establish status of cooperation between EA and ECC re. the eroded bank.

Information received on the walk:

- The EA only take responsibility for the Stort from the Ford at Middle Street down river. This is because their prime concern is to avoid flooding to properties and avoid endangering of lives by floods.
- Upstream of the Ford at Middle Street, it is the responsibility of the riparian owners to look after and maintain the watercourse. A riparian owner is responsible for the bank owned and up to the middle of the watercourse.
- Earlier this year work had to be stopped along the river as water voles were discovered between the Ford and the bridges. The work will recommence when the breeding/young season is finished and will be carried out down to the Druce.
- When work takes place, the banks are trimmed flush. The PC must ensure that any grass cutting contract we have there details that the grass, etc is cut to the edge of the bank.
- We walked upstream to look at the blockage just upstream of the erosion as noted by a resident. The EA stated that there was sufficiency for the water to flow under the fallen limb there and also as the Stort was wide and not windy (the opposite had been true for where the erosion previously took place) it was not regarded that this fallen limb would cause erosion.
- We walked upstream at Watery Stones. Much of this stretch has huge tree debris partially blocking the river's path, but the water manages to find its way down. It was hard to determine how many years the large rooted parts have been there and from which bank they slipped down. It is the responsibility of the riparian owners to clear these blockages away and they should monitor them as there is erosion taking place under established trees.
- Culverts: if a culvert goes under a road that is maintained by highways, it is the responsibility of Highways to maintain and keep the culvert flowing.
- Concern has been raised about water on the road just west of Robin's Hill, Deers Green. We were advised that a request should be made to ensure the culvert is not blocked and also that the relevant landowner – which could be highways or privately owned – should dig out the ditch that is on the side of the road to take effectively the water from the field land-drain away to the river.
- Degradation of ditch banks nearer to Starlings Green: the EA regard this as the responsibility of the riparian owners – Highways therefore being responsible for the bank next to the road.
- Cooperation between EA and ECC on the section of bank erosion : the EA advised that the ECC Highways Engineers have been passed the information they requested and there is currently no query outstanding.

To note also: Barriers and cones at erosion point, which were in place on the road the previous week, are in the river. **9th October 2016**

Appendix B

Response by Cllrs Barrow, Patmore and Gill to phone call that the Village Green at May Cottage, Starlings Green was being dug up. Tuesday 4th October approx. 2pm

Background: The Clerk had received an email requesting permission to store building materials on the Village Green at May Cottage as the owners were effecting works to their driveway. Confirmation had been sought that the works were within the owners' property: this had been confirmed.

On arrival, it was established that the owners had instructed the workmen to dig down on the access over the green, lay a small brick wall and lay heritage block paving. Some spoil appeared to have been removed. The workmen contacted the owners by phone and informed them the parish council were present and passed the phone to Cllr Gill.

It was established that the owners understand from their deeds that they own the access to the rear of their property, and this access forms part of their curtilage.

The PC's understanding is that the owners have a right of access over the green.

Obviously as the councillor's present did not have documentation to hand, they were unable to justify a request to the owners to stop the work being carried out.

The matter was then passed to the Clerk who is looking out the relevant paperwork to establish what the legal situation is.

Follow up emails from the owners have been received and passed to the Clerk upon receipt.

9th October 2016

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Appendix C

Date	Name	Subject and Contents	Action	Complete
19.08.16	Thames Water	Email sent to Thames Water regarding Service Road repairs: kerbs, manhole cover, road surface		
26.08.16	Ali Bird Thames Water Property CPC	Acknowledgement Email. The Coordinator has contacted the surveyor site controller for the area with the request		
12.09.16 28.09.16 03.10.16	Izzy Grysztar Graduate Surveyor	Clerk emailed Ali Bird for an update Thames Water are chasing their site surveyor Site Manager will arrange an inspection shortly.	Clerk asked to contact Thames Water for an update. Izzy Grysztar requested I email back if I have not heard by the end of the week	
22.08.16 31.08.16 01.09.16	CP Councillors Cllr Oliver Cllr Gooding	Email received by Cllr Gill from Sir Alan forwarded to Cllrs regarding Cock Lane Email sent to Cllr Johnson regarding Cock Lane (concrete barriers, overgrown verges, diversion signs and winter service) Response received from Cllr Johnson: Concrete barriers were installed on Friday 26 th . PC's concerns will be investigated and a full response sent at a later date. Email sent to Cllr Johnson thanking him for his help (concrete barriers and cutting of verges)	Awaiting update regarding winter service and repairs	C
30.08.16 30.09.16	ECC – Winter Service Clerk to ECC Cc'd Cllr Gooding	Email sent requesting additional salt bins / grit lorry Automated response – should receive a reply within 20 days. RE ECC0917101 09 16 – response providing the gritting route Automated Response received	Clerk responded stating the PC found the response inadequate due to the dangers at Watery Stones, Deers and Hemingford House and the lack of alternative route.	
30.08.16 11.09.16 26.09.16 28.09.16	Environment Agency	Email sent to the Environment Agency asking for an inspection of the River Stort Received a reply asking for more information: Spoke to Coin Street Watercourse Inspector from the Environment Agency. He agreed to visit the site. Will email with date Dates emailed to Cllrs to complete a joint inspection Confirmed Thursday 6 th October 1pm	Forwarded response to Cllr Gill and Cllr Carter Responded to Environment Agency stating postcodes and grid references Inspection dates emailed to Cllrs Forwarded to Cllr Gill and Cllr Barrow	
07.09.16	Mrs Barrow	Overgrown hedges at Pond Cottage	Cllr Gill – AOB at PC meeting Clerk to email and write to the landowner	C
09.09.16	Kerry Wood	EALC E bulletin Friday 9th September	Sent to Cllrs	C
08.09.16	Adam Rees	PPWG - 13 September 2016 - Further Documents Available	Sent to Cllrs	C
08.09.16	Sian Morris	EALC Training Bulletin Reminder of courses running – see previous clerk's report	Available upon request	
08.09.16	Online Playgrounds	Advert	Available upon request	
08.09.16	Suzanna Wood	Local Plan Exhibitions	Forwarded to Cllrs	C
08.09.16	Maddy Iszchak	Groundwork newsletter - On the Ground - including energy-saving help, funding news and teacher training	Available upon request	
08.09.16	Came and Company	Came & Company are moving Office		
06.09.16	Council for Voluntary Service Uttlesford (CVSU)	Funding Newsletter – possible grants for local groups	Sent to Councillors	C
09.09.16	UDC	Recycling Poster	Available upon request	
09.09.16	Kerry Wood	EALC ebulletin	Sent to Cllrs	C
11.09.16	Cllr Gill	List of Improvements to Local Highways Panel	Clerk to email LHP again?	
12.09.16	Melanie Maguire	Precept form missing – contact UDC to ask for a copy Out of Office Received until 19 th Sep. Received		C
12.09.16	Conrad Smith	Resignation	Sent to Cllrs Notify Peter Snow (UDC)	
15.09.16 03.10.16	Peter Snow	Mr Snow will prepare a Notice of Vacancy Clerk requested an update	Advertise Vacancy	
12.09.16	Rebecca Stanford	Apologies		
12.09.16	ECC	Making the Links	Available upon Request	
12.09.16	UDC	Recycling Centre Poster	Available upon Request	
12.09.16	Kerry Wood	EALC Job Bulletin	Available upon Request	
12.09.16	Adam Rees	Planning Committee – 21 st September documents available	Available upon Request	
13.09.16	UDC	Planning Policy Working Group	Sent to Cllrs	
13.09.11	Cllr Eddie Johnson	RE: Cock Lane (ECC0908831 08 16) Update	Clerk sent to Cllrs Clerk to email Salt Bin Winter Service team and Cllr Gooding as decided in the PC meeting	
13.09.16	Planning Cllr Gill forwarded email from Cllr Oliver	Planning Committee dates Cllr Oliver asked Cllr Gill to attend due to a long standing work engagement.	Sent to Cllrs Gillr Gill and Cllr Williams to attend and speak in accordance with the Parish Councils published objections	
13.09.16	Peter Snow	Initial proposals for new parliamentary constituency boundaries in England - Eastern region	Sent to Cllrs	C
13.09.16	Passenger Transport	Transport Representation Meeting on the 21 st October	Cllr Gill to attend	C

14.09.16	Jacqueline Cooper	Clerk received an email asking for an update on the listening bench and noticeboard		
14.09.16		Clerk emailed to advise that the PC have agreed to pay for the noticeboard but not maintain the bench.		
26.09.16		JC to contact designer and ask for invoice address to CPC		
		Provided an official response advising that CPC did not agree to maintain the listening bench		
14.09.16	Cllr Stanford	Clerk received an email raising concerns that the Valance Road is not on the winter gritting route and advising this is a bus route.	Other Cllrs cc'd in this email	
14.09.16	Kerry Wood	EALC County Update	Available upon request	
14.09.16	Make the Connection	Superfast Broadband update	Available upon request	
Sep 16	Essex Air Ambulance	Grant request		
15.09.16	Cllr Gill	Councillor Vacancy	Put advertisement on noticeboard and website	
15.09.16	Cllr Gill	Printer FYI – Nearly at the end of the second cartridge of ink in 5 weeks		
15.09.16	Cllr Gill	Email issues	Cllr Gill and Clerk to meet with Corsto – emailed requesting a meeting	C
16.09.16	UDC Planning	Planning Application Notification -Brockingbury Stud	Sent to Cllrs Added to agenda	C
16.09.16	EALC	Stay Well This Winter Events	Poster displayed on Parish Noticeboard. Forwarded to Cllr Gill for newsletter	
16.09.16	EALC	Training Ebulletin - 16th September	Available upon Request	C
16.09.16	EALC	Legal Update - September Issue	Sent to Councillors	C
16.09.16	Adam Rees	PPWG - 13 September 2016 - Further Documents Available		
16.09.16	Karen Dovaston-Harris	Final Print Adverts...	FD to Church Newsletter	C
18.09.16	Lindsay Sharp	Work affecting Parish Council Land May Cottage, 5 Starlings Green	Sent to Councillors	
04.10.16	Cllr Gill	Advised Lindsay Sharp the next PC meeting was not until the 10th October Cllr Gill forwarded Clerk emails received from Lindsay Sharp and David Johnson		
19.09.16	Kerry Wood	Jobs Bulletin	Available upon request	
19.09.16	RCCE	RCCE Village Halls & Community Buildings Conference Sat 15th Oct 2016	Available upon Request Forwarded to Lindsey Sharp	
19.09.16	EALC	Transparency Code Funds	Forwarded to Cllrs	
23.09.16	Amanda Brown Parish Support Officer EALC	Clerk requested more information Transparency Code Funds Application form to claim £9.20 per hour for remaining compliant with the Transparency Code for uploading documents onto the website for the period Apr '16 through to Mar '17.		
19.09.16	Paul Richards Forwarded from Cllr Gill	Request for info regarding Cock Lane	Clerk updated website with latest email from Cllr Johnson	C
20.09.16	Councillors	Draft Minutes	Sent to Councillors	
20.09.16	EALC	FW: Very High Importance – Precept	Sent to Cllrs	
20.09.16	John Oglesby	Manuden School - Governor Vacancies Addition to newsletter	Deadline missed – gave details of Parochial Council Newsletter	
20.09.16	EALC	Advanced Councillor Training Days	Sent to Cllrs	
20.09.16	Sara Ward	RCCE Neighbourhood Planning Information Event - 8th October 2016	Available upon request	
20.09.16	UDC	SAVE THE DATE - 1st November 2016 - Living Well in Uttlesford Event - UDC Offices, London Road, Saffron Walden Details to follow		C
21.09.16	Joy Darby	Request advice regarding Standing Order 5f with the EALC. Advice is that the Council should not vary the model as described and should keep within the written by the NALC.	Sent to Councillors	C
12.09.16		There is a bench labelled CPC on the Jubilee Field that is not on the PC asset register. No records in folders (that I can find) or the computer files Contacted Charlie Balaam to see if she has any knowledge of it which she does not.	Clerk to investigate	
21.09.16	EALC	Training Bulletin	Available upon request	C
21.09.16	Sue Meyer	Clerk emailed UALC to ask for date of annual meeting – email bounced back		C
23.09.16	UALC	Letter sent by post requesting date of meeting (with subscription cheque)		
21.09.16	UDC Planning	Clerk telephoned UDC regarding the progress of the Enforcement Notice at Clavering Farm. ENF/16/0221/C	Update: Case Officer visited the site at the beginning of August 2016. Clavering Farm have been invited to submit a retrospective planning application within 6 weeks. Clavering Farm applied for an extension which was granted until mid-November. I have tracked the case as we had nothing on file and it was not coming up on a search of the UDC site.	C
23.09.16	Rissa Long	LHP Request Chased list of improvements for consideration to the Local Highways Panel (LHP) sent by previous clerk.		
03.10.16		FD to Local.HighwayPanels@essexhighways.org LHP have requested an application form providing evidence and drawings is completed.	Clerk to complete application form	
23.09.16	Mr and Mrs Farnham	Letter and email sent to Mr and Mrs Farnham regarding parking, vehicular access across Village Green, the trench and the overgrown hedge.	Fd to Cllrs	C
01.10.16		Response received		
23.09.16	Edward Rigby	Email sent to instruct the RCCE to carry out a survey.		C

23.09.16	Environment Agency	Email sent to the Environment Agency further requesting a date for inspection. Photograph of tree in bed attached.		C
23.09.16	Colin Street Advisor (Watercourse Inspector) Colin Street	Auto Reply Acknowledging Receipt received	Forwarded to Cllr Gill to request a Cllr with good knowledge of the issue speak to the EA	
26.09.16		Response from Colin Street requesting a phone call Environment Agency will not be able to inspect the watercourse unless property is at risk. The watercourse is the responsibility the responsibility of the owner. 3 months ago (approximately) the EA removed a fallen tree for Highways. Highways have no applied for a permit to complete repair works within 8m of a watercourse at Cock Lane site. Agreed to come out to complete a joint inspection with CPC.		
26.09.16	Sarah Nicholas	FW: Strategic Land Availability Assessment An additional document provided by site promoters have been made available of the website at www.uttlesford.gov.uk/tableofsites . They relate to 09Cla15(d) Land west of the Cricketers Clavering – Sustainability Appraisal		C
26.09.16	EALC	FW: Very High Importance Precept	Sent to Councillors	C
26.09.16	EALC	Transparency Code	Add to agenda	
26.09.16	EALC	The EALC invites Councillors, Clerks and Chairman to join the 1st EALC Facebook Training Page	Available upon request	C
27.09.16	Local Council Public Advisory Service	Yearly subscription £100 per year	Available upon request	C
27.09.16	RoSPA	RoSPA Playsafety Operational Playground Inspection Training Course at Marygreen Manor Hotel, Brentwood 9 - 11 November 2016	Forwarded to Cllr Gill (as PC representative on the Jubilee Field Committee Forwarded to Charlie Balaam	C
27.09.16	Olive Porter - Highways	Introduction to the HPN (Highways Practice Note) to local flooded roads	Sent to Cllrs	C
28.09.16	UDC	Uttlesford Strategic Partnership - Living Well in Uttlesford Event - 1st November 2016	Available upon request	C
27.09.16	Mark Stephenson	Question on the Minutes of Extra Counsel Meeting held on 23rd August Query regarding any new planning application in Haynes Road	Clerk responded explaining there was 1 vacant property at the time of the meeting and this would affect resident numbers	C
28.09.16	RCCE	RCCE Village Halls & Community Buildings Conference	Available upon request	C
29.09.16	UDC	FW: Parish Agenda - Planning & Building Control Parish /Town Council Forum	Sent to Councillors	C
29.09.16	Graham Turnock	FW: Cycle Event near Newport: Sunday 9 October	Sent to Cllrs	C
30.09.16	Cllr Ray Gooding	Email sent to Cllr Gooding advising that two Councillors had brought it to my attention that the school bus route is not on the winter gritting route. Question asked if it this meets criteria.		C
30.09.16	LHP – Rissa Long	Salt bins for Cock Lane, Clavering diversion route FD to Local.HighwayPanels@essexhighways.org	Forwarded to Cllrs	C
03.10.16	LHP	Request from LHP to complete their request form		
30.09.16	EALC	Training Bulletin	Available upon request	C
30.09.16	EALC	Weekly Bulletin	Forwarded to Councillors	C
30.09.16	Cllr Couchman	Standing Order, Asset register – check seat part is accurate Requesting documents -UDC letter 23 rd August, APM minutes 16 th May	Clerk has same information as Cllr Couchman Clerk holds no paperwork on this	C
30.09.16	Sonia Williams Cllr Gill	UDC requested copies of any paperwork held regarding SideStream Case from 22005.		
30.09.16	Carol Law	Saffron Walden Museum Society October Talk	Available upon request	C
03.10.16	UDC	Planning Application Notification -UTT/16/2699/HHF Chestnut Cottage	Sent to Cllrs	C
03.10.16	EALC	Job bulletin	Available upon request	C
03.10.16	UDC	Planning Application Notification -UTT/16/2689/FUL Land at Clatterbury House	Sent to Cllrs	C
03.10.16	EALC	LOCAL COUNCIL AWARDS BRIEFING Thursday 13th October 2016	Available upon request	C
04.10.16	EALC	Police and Crime Plan for Essex Consultation	Sent to Cllrs	C