

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

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

Also present – Cllr Oliver and one member of the public

1. Chairman welcome

The Chairman opened the meeting by advising that the New Clerk's contract was signed at the last Parish Council Meeting dated 8th August in camera. The Chairman advised the Parish Council that she had not been informed about the rolling roadworks.

2. Apologies for absence

Apologies were received from Cllr Stanford and Cllr Smith.

3. Declaration of Interest

Cllr Gill declared a non-pecuniary interest in the Blacksmiths Corner and Listening Bench item as a member of the Clavering Landscape History Group.

4. Public Participation Session

The Parish Council was informed that the hedge at Ponds Cottage has overgrown onto the path.

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

The minutes of the last meeting held on Monday 8th August 2016 were received and accepted. P: Cllr Carter S: Cllr Williams. Unanimous.

The minutes of the last meeting held on Tuesday 23rd August 2016 were received and accepted. P: Cllr Carter S: Cllr Williams. F: 6 Ab: 1

6. ECC report from Cllr Ray Gooding – not present

7. District Council report from Edward Oliver

Cllr Oliver reported on New Local Plan stating that there are two sites for new settlements under discussion. The preferred site is Great Easton, between Dunmow and Stansted Airport, with Great Chesterford a second choice. Cllr Oliver is concerned with the proposed development in Clavering and will be meeting with the UDC. The number of dwellings Clavering is expected to take has been changed from 31 to 10. Transport is a driving factor within the local plan. The Industrial sites are still in discussion but the site at Stevens Farm is not listed on the UDC papers. No decisions have been made regarding Traveller sites however it is likely that provisions will be made in the new settlement. At present it does not look like 5 Acres will go ahead as it is not listed on any plans. There will be no decisions until after the consultations. Members of CPC to attend the Consultation in Stansted.

Cllr Oliver also reported on the School Bus Service. Rather than stopping to collect children in Arkesden (due to bridge's weight restrictions) it turns at Wood Hall. There are concerns, as winter approaches, over children's safety as they will have to walk in the dark along a road that does not have a pavement.

8. Cock Lane update

The Clerk reported that Cllr Johnson emailed stating that concrete barriers have been installed and the verges trimmed back. The response from UDC regarding the Parish Council's request for the diversion route to be added to the winter gritting route was also discussed. The Parish Council felt that the response was inadequate and have instructed the Clerk to pursue this. The Parish Council is particularly concerned about the ice on the road before and after Watery Stones, near Deers and Hemingford House.

9. RCCE Affordable Housing Survey

After discussion The Parish Council agreed to instruct the RCCE to carry out a survey in accordance with the information received from RCCE. The survey is valid for 5 years and as such the last survey completed is now out of date. It will inform any development in Clavering. The survey will cost between £900 and £1900, this is dependent on the number of households that respond. In future the Parish Council could budget for it over 5 years. The Parish Council agreed to use the General Reserve funds for this P: Cllr Carter S: Cllr Williams. F: 6 Ab: 1

10. Internal Auditors report

To consider recommendations of the Internal Auditor:

- 1) The Parish Council has explained its current high position regarding the reserves.
- 2) The Parish Council is in the process of reviewing its Standing Orders.
- 3) The new Clerk has a new contract.
- 4) The Parish Council is currently waiting for HMRC to issue next step instructions regarding Work Place Pensions. The Parish Council has been advised the staging date is November.
- 5) The clerk is to write more detailed minutes in relation to financial decisions. In addition, the new clerk will keep a separate folder of in camera minutes.
- 6) In February the Parish Council will give due consideration to the new 'Practitioner's Guide' during its annual process of risk assessment, asset register and insurance cover.
- 7) The Parish Council will ensure that key financial decisions are recorded in the minutes of the Parish Council meetings.

Clavering Parish Council reappointed Mr Maurice Howard as the Internal Auditor for 2016/2017. It was noted that the Parish Council is able to reappoint Mr Maurice Howard as there is a new RFO in post so the rules on a PC using the same Internal Auditor for more than 3 years do not apply. P: Cllr Gill S: Cllr Carter F: 7

11. CPC Standing Orders

The draft Standing Orders, amended from the NALC (2013) model Standing Orders, were presented to the Parish Council. Draft Standing Orders 5f, 18c, 18d(v), 21b, 23b (removed) and 24 were discussed. It was noticed that Procurement is not referred to in the draft Standing Order. The Chairman offered to insert an additional Standing Order. Clerk to check the wording of Standing Order 5f with the NALC. The amended draft will be presented at the October meeting.

12. Maintenance of Benches

There is a bench labelled CPC on the Jubilee Field that is not on the PC asset register. Clerk to investigate. It was confirmed that The Parish Council previously agreed to maintain Eggie's bench. It was previously painted but this is flaking badly. Also, at installation the Parish Council had agreed to maintain the RBL Bench at the shop, but it appears, rather than treated, to have been painted recently and so the Parish Council now longer regard the bench as their responsibility. Cllr Patmore to find out if the RBL are now maintaining the bench.

A working group, consisting of Cllr Couchman and Colin Howland, are to inspect and determine the works needed to the benches.

13. **Uttlesford Association of Local Councils Membership Subscription for 2016/2017**

The Parish Council discussed the membership. Councillors have previously attended the Forum for Highways Panel and Standards Committee which was useful. Clerk to contact UALC to ask when the annual meeting is. P: Cllr Couchman S: Gill F: 7

14. **Planning**

UTT/16/2352/HHF - Valance Manor Lodge, Valance Road

PROPOSAL: Proposed new extension to create an additional wing, enlarging and remodelling of a ground floor bay, moving 2 windows, creating a new set of french doors and internal remodelling throughout. Comments by 6th September 2016 **No comments**

UDC Planning decisions

UTT/16/1533/HHF and UTT/16/1534/LB - Lantern Thatch Wicken Road

Demolition of existing rear extension and erection of single storey rear extension. Increase eaves height. Alterations to roof, including new guttering and rainwater pipes and insertion of rooflight to east elevation. Replacement and new windows and fenestration alterations

Approved with Conditions

UTT/16/1645/HHF – Thatched Cottage Sheepcote Green

Extend existing chimney to 1800mm (including chimney pot with bird guard) above thatched ridge **Approved with Conditions**

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

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

Approved with Conditions

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

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

UTT/16/0001FUL Fox and Hounds, High Street

Proposed erection of a sound lobby and the retention of a garden shed **Approved with Conditions**

15. **To discuss any other planning applications**

Clerk instructed to write to UDC regarding the progress of the Enforcement Notice at Clavering Farm.

16. **Clerks report**

Councillors had received a report before the meeting containing the Clerk's actions and correspondence since the last meeting. The Parish Council instructed the Clerk to write to the owners of Pond Cottage seeking a response from Mr Farnham that was due by 31st July 2016 regarding repairing a hole in Parish Council land. In addition, Clerk to ask for the hedge to be trimmed and to unearth the pavement in line with 'Wickets' hedge as a matter of urgency as pedestrians cannot pass.

17. **Training**

Approval was granted for the Clerk to attend the following training courses: Law and Procedures, Finance and New Clerk's Briefing. Approval and retrospective approval was granted for the Chairman to attend the following training courses: Advanced Councillors Training and the Village Green course.

Councillor Couchman to attend the Advanced Councillor Training; invoices to be sent to himself directly.

18. Finance

Credit Received					
Chq No	Inv. No	Payee	Cost	VAT	Total
1541		Corsto Ltd	£112.79	£18.80	£112.79
1452	1495	M.G.Howard	£150.00		£150.00
1453		Uppercut Trees (£25 above original estimate as a concreting was needed to make good)	£450.00		£450.00
1544		Uppercut Trees	£275.00		£275.00
1546		V Moore Wages	£325.10		£307.10
1547		V Moore Office Expenses	£45.68		£45.68
1548		UALC Membership	£ 25.00		£ 25.00
1545		Kevin Money Wages and Expenses	250.31		£250.31
Total of Cheques to be paid					£1615.88
Outstanding Cheques					
1490		Expired and replaced by 1541	£112.79		
1538			£240.00		
Balance at NatWest Bank as at 31.08.16					£10,890.83
After above Cheques					£9034.95

Building Society account was not updated. V Moore's Office Expenses adjusted from the agenda due to a refund issued for the unsuitable minute paper and were agreed at £45.68 P: Cllr Carter S: Cllr Clayton F: 7

19. Representative reports

Allotments report given by Cllr Patmore

The Parish Council agreed to keep the rent at £6.50 per allotment. P: Cllr Carter S: Cllr Gill F: 6 Ab: 1 abstain

Parish Council agreed to approach and ask Mr Balaam to cut the allotment hedge and the Dick Ball Meadow hedge.

Village Hall report

As Cllr Stanford has resigned from the Village Hall Committee Cllr Couchman will ask for a report.

Jubilee Field report given by Cllr Gill

Jubilee Field Committee met on 6th September

Cllr Gill had sent a report to the Councillors before the meeting.

Parish Council committee has not received the bill from GWB for cutting the agreed tree.

Jubilee Field Committee to send GWB new Clerk's details. Recent field lettings have added to the income. Fundraising continues. A Working Party (comprising three trustees) who are reviewing the Trust Deed met with Sue Shepherd of RCCE where it was concluded that the Trust Deed is out of date, especially as half the groups/organisations listed in the Deed no longer exist while others cease to appoint trustees. Recommendations made at the meeting with RCCE will be discussed further

by all Trustees. Sue Shepherd was pleased to note that the current trustees have procedures in place which ensure good governance, such as the yearly RoSPA inspection, and they act per the Trust Deed. The Trustees were looking to verify if further procedures could/should be introduced as there are three main areas where a liability may occur for Management Trustees: i) entering into contracts, usually building /employment ii) health and safety and iii) criminal acts. The AGM will be Tuesday 18th October followed by an ordinary meeting.

Passenger Transport report
Cllr Gill is waiting for the next meeting

The Chairman asked permission to continue the meeting at 9:30pm

20. Danceys' Hedge

The hedge is overgrown and is affecting the use of the bus shelter, bench and noticeboard. The Parish Council agreed to wait and see if the owners cut back to the fence before writing a letter.

21. Thames Water Sewerage

Cllr Couchman spoke to the residents of Stortford Road regarding the smell of sewerage. The Clerk or Chair have received no complaint from the residents. Cllr Patmore confirmed he had not been troubled, and it was noted that muckspreading on fields had possibly taken place as no dates had been provided. It was proposed that the council makes written representations to Thames Water concerning the smell of raw sewerage emanating from the Clavering Sewerage works. P: Cllr Couchman S: Cllr Patmore F: 2 Ag: 5

22. Risk Assessment book

No additions

23. Blacksmiths Corner and Listening Bench

The Parish Council approved the replacement noticeboard at Blacksmiths Corner, funds provided from easement reserves. This project had been approved previously, pending further information materials used and final costings. Councillors had previously agreed the proforma invoice figures F: 6 Ab: 1

The Parish Council discussed the long term maintenance, the electronics panel, battery replacement, and the insurance cover of the proposed listening bench. Councillors that had visited Saffron Walden Museum commented on the functions of the sound panel. There was no proposer for the Parish Council to take responsibility for the bench as of 2018.

24. Items for next agenda:

Christmas Carols

The Chairman closed the meeting at 9:55pm.

Date of next meeting: Monday 10th October 2016 at 7:30pm in the Village Hall

Signed S. M. Gill on 10th October 2016