

Minutes of the Clavering Parish Council Meeting held on Monday 13th November 2017 at 7:30pm in Clavering Village Hall.

Present – Councillors Stephanie Gill (Chairman), Rob Clayton, Richard Carter, Michael Patmore, Rebecca Stanford, Ron Couchman, Brian Barrow, Nigel Cook and Victoria Moore (Clerk)

4 members of the public, Bob Jones from National Grid, District Councillor Oliver, County Councillor Gooding were also in attendance.

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

1. **Chairman welcome**

The Chairman thanked everyone for attending and advised that the meeting was being recorded.

2. **No Apologies for absence**

3. **Declaration of Interest**

Cllr Couchman declared a non-pecuniary interest as VH trustee and a Pecuniary interest in Clavering Place Farm. Cllr Stanford declared a disclosable pecuniary interest in Cock Lane. Cllr Cook declared a non-pecuniary interest in 7 Colehills Close. Cllr Gill declared a non-pecuniary interest in Jubilee Field

4. **Public Participation Session**

Bob Jones from National Grid advised the PC that on the 10th December 2017 a large load containing a new shunt reactor will be transported through the village to the electricity substation at Brent Pelham. There will be no interruption of electricity supply during installation as National Grid are responsible for the high voltage lines not the lower voltage lines that come into the village (operated through UK Power Networks). A Councillor asked Bob Jones to investigate low hanging trees along the route. There will be a letter drop and press release to follow.

The Chairman asked for permission to extend the Public Participation session. All in Fav.

Martina Ryan advised the council that she would like to be co-opted onto the PC at the next meeting.

Arrangement for the Christmas Carols were discussed.

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

The PC approved the minutes of the PC meeting held on Monday 9th October 2017 with the following addition to Item 28:

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. P: Cllr Gill S: Cllr Clayton In Fav: 7 Ag: 1

Cllr Couchman request a recorded vote (Cllr Gill – In Fav, Cllr Clayton – In Fav, Cllr Carter – In Fav, Cllr Patmore – In Fav, Cllr Stanford – In Fav, Cllr Couchman – Ag, Cllr Barrow – In Fav, Cllr Cook – In Fav)

P: Cllr Carter S: Cllr Clayton In Fav: 7 Ab:1

Clerk to check the September minutes as the link is not working

6. **ECC report** from Cllr Ray Gooding

Cllr Gooding advised the meeting that his portfolio no includes Passenger Transport. There are no planned changed to bus services in Clavering. However, ECC is having difficulty with providers withdrawing services (77a and 322). Cllr Gooding expressed his support for Berden PC regarding the Clavering/Berden byway. He stated it is not an easy process to get a Winter Closure agreed on a byway. Cllr Gooding advised he would be attending the Cock Lane public meeting with the Cabinet member and officers.

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

Cllr Oliver was unable to attend the Planning Policy Working Group. 2000 people have commented on the local plan. UDC is still keen to go ahead with the Garden Village principles. Cllr Oliver met with Nigel Brown regarding Enforcement. Cllr Oliver and Cllr Gooding attended Newport PC and there is concern at Newport about the additional 150 houses west of the M11.

8. **Cock Lane update**

Cllr Stanford left the meeting

Cllr Gill presented the question to ECC at the ECC Full Council Meeting on 10th October. This can be seen on the website minutes. The chair of the Cock Lane Public meeting will be Edward Stanford, a resident. Cllrs are invited to attend as interested parties. Clerk received a report from J. Allen who walked with a ECC. Salt bin is in place.

Cllr Stanford returned to the meeting.

9. **Planning**

UTT/17/2713/HHF 5 The Hyde, Stortford Road

Demolition of extension and erection of two storey part side and part rear extension

Comments by 1st November 2017 – *No Comments*

UTT/17/2845/HHF 7 Colehills Close

Erection of single storey front extension

No comments

UTT/17/2895/HHF and UTT/17/2896/LB Clavering Place Farm Stickling Green

Cllr Couchman left the meeting

Proposed removal of existing boiler house and erection of lean to garden room extension. Erection of two storey rear extension and stair tower extension. Erection of front veranda and replacement windows and doors. Internal alterations including new opening and stud partition wall to ground floor, removal of existing staircase and removal of first floor partition and ceiling to 'solar room'.

No comments

Cllr Couchman returned to the meeting

UTT/17/2968/LB Peacocks Clatterbury Lane

Close off door from modern library extension and infill opening, infill the existing wine store access door with insulated and rendered stud walling. Form new opening off internal lobby with an internal window within the wall in library extension.

No comments

UTT/17/2961/FUL Clavering Farm Mill Lane

Section 73A application for retrospective amendment to planning permission

UTT/16/3415/FUL (Change of use from agricultural use to mixed business use including B1 & B8) to include retail use of part of Building 1

Remind UDC to claim missed business rates

P: Cllr Barrow S: Cllr Carter All in Fav

UTT/17/2891/HHF and UTT/17/2996/LB Brockingbury Stud Langley Road

Removal of existing fencing and replacement with new post and rail fencing.

Conversion of existing garage to living space.

No Comments

UTT/17/3051/HHF Hollybury Valance Road

Attached annexe

No Comments

UTT/17/3074/HHF 20 Colehills Close, Clavering

Single storey rear and front extensions and two storey side and front extensions.

Make a comment regarding possible over development

In Fav: 2 Ag: 5

No comments

UDC Decisions

UTT/17/2353/LB Pleasant View Deers Green

Replacement of 7 no. windows and 2 no. doors.

Approve with Conditions

UTT/17/2354/FUL Hillcrest, Hill Green

Demolition of existing greenhouses and outbuildings. Erection of 1 no. dwelling with garage including new detached garage and extended garden for the existing dwelling

Approve with Conditions

UTT/17/2537/FUL Ash Tree Cottage, Starlings Green

Change of use from paddock to garden land and construction of an external staircase to outbuilding

Approve with Conditions

Planning Inspectorate

UTT/16/1415/FUL - APP/C1570/W/17/3175499 Brocking Farm, Langley Road

Appeal Allowed

10. **No 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.
11. **Website**
It was agreed that Nigel Cook, Rebecca Stanford and the Clerk will form a working party to discuss a new website to combine the current village website (run by CORSTO) and the current Parish Council website (Essex info.net) and to include an email facility (for data protection regulations).
12. **Emergency plan**
To update the draft plan - moved to the next meeting
13. **Village Hall**
An email was received from Mr Howland requesting a Clavering Parish Councillor representative on the Village Hall Management Committee. A full discussion took place. Each councillor was asked if they wished to become a VH trustee. Clerk instructed to write to Colin Howland to advise that currently no Councillors wishes to join the VH management committee. PC can be contacted for advice.
14. **Village Green Policy**
The PC received a report from the Village Green Policy Working Party.
15. **Facebook**
The PC agreed to set up a Clavering Parish Council page to update the Clavering Village site with news and information sent to the PC. There is no cost involved. The page will not be open for public comment, but people will be able to message the PC. Cllr Cook and Cllr Stanford will be administrators.
P: Cllr Gill S: Cllr Cook All in Fav
16. **Road Safety**
The PC considered the lack of road signs and markings on the B1038 through Clavering. A Cock Lane resident mentioned, that in a meeting with ECC and the Cock Lane residents, the ECC Highways Officer stated that the signage should be improved. The PC notes that the signage along the B1038 is inconsistent with the signage in Hertfordshire as in Hertfordshire all bends have large chevron signs. There is no/ inadequate signage in Clavering. On entering Clavering from Hertfordshire there is no sign at Pelham Gate, no sign for the sharp bend at the junction with Cock Lane, no sign indicating the junction at Starlings Green, poor hidden signage at Watery Stones (the chevron sign that was there was knocked down and not replaced), the bend sign at Blacksmiths Corner is hidden by a for sale sign and there is no sign at the Cricketers. Coming the other way from Wicken Bonhunt towards Clavering the signage is inconsistent: there is a sign at the Cricketers bend, the sign at Bank View is hidden in the hedge, there is a junction sign and double bent sign at Blacksmiths Corner but the sign at Watery Stones is inadequate. Clerk was instructed to write to ECC David Gollop, cc Cllr Gooding and ask for the signage to be inspected and improved.
All in Fav
The PC considered the speed of vehicles along the Wicken Road and Cllr Couchman informed the PC that Speed Watch have a site by the Cricketers. The Speed Watch Committee is looking for volunteers.
The PC considered parking on pavements along the Pelham Road. PC to put a reminder in the newsletter to ask residents to be considerate of pedestrians.
17. **Byways**
The PC received an email from Cllr Burton of Berden Parish Council regarding seeking a winter closure of the Clavering to Berden Byway. The PC were concerned that if a winter closure did come into effect the 4x4's/ trail bikes will bypass the closure by going around into the farmers field. Currently the farmer is repairing it every year. PC to respond to Berden PC that it is happy for Berden to pursue and contact the Clavering landowners but will wait to see if it is contacted by Clavering residents (note to go in the newsletter) before seeking a winter closure. Clerk to check if The Druce is closed.
18. **Historical Storage and Data Protection**
The PC consider the storage of Parish Council records in accordance with LTN 40 and the Data Protection regulations. Clerk to investigate hiring a document scanner.
19. **Training for Councillors**
It was decided that no training was required for Councillors to use email to receive electronic documents.
20. **Representative reports**
Allotments report given by Cllr Patmore
The current gate has been repaired. It was agreed that as new allotment holders would be required to take on overgrown / new ground, their allotment rent for the first-year should be offered free. All in fav

Clerk to contact Water board regarding reading the meter. Cllr Patmore to discuss the monies held by the PC on behalf of the allotment holders with the allotment holders that raised the money.

The need to cut the spare ground twice a year was raised. The contract is with the Balaams.

The Chairman asked Cllr Couchman if he wished to declare an interest as he had declared a pecuniary interest regarding Mr Balaam earlier and the PC was discussing the Balaam's carrying out work for the PC. The Clerk clarified that Cllr Couchman did not wish to declare an interest. Cllr Couchman stated he did not want to declare an interest as the earlier declaration was for a planning application and this allotments discussion was regarding the firm of Balaams.

Cutting the spare ground – Balaam, Gilbertson,

Balaams have not sent through the invoice for the allotments. They have previously, generously, completed the work for free. During the Village Green working party meeting Cllr Gill and Clayton will ask the Balaams if they can cut it twice a year.

Jubilee Field report given by Cllr Gill

Passenger Transport report by Cllr Gill – Clerk to send out minutes

21. Clerks report

General Correspondence and monthly report circulated.

Discussion regarding the PC's requirements in regard to the contents of the report as the Clerk is currently spending around 6 hours per month compiling the report.

Cllr Couchman declared an interest as personal interest as a friend of the Perkins - left the meeting

Clerk instructed to write to UDC to ask if there has been planning permission granted that the PC missed as there is a postbox named The Barn in Butts Green? There is an agricultural access not a residential access.

PC must be consistent as it has written to other properties using Village Greens to access properties. Clerk instructed to write to the barn regarding the access over VG. To include in Newsletter – No parking on village greens unless for recreation

P: Gill S: Clayton

All in Fav

Cllr Couchman returned to the meeting

He asked stated that this was not on the agenda and therefore Mr Perkins has not had the opportunity to comment. The Chairman stated that it was on the Clerk's report (not available on the website this month).

In the future the Clerk will check the Clerk's report is on the website.

Watery Stones diversion signs missing, Clerk instructed to write to Highways.

Permission granted to extend the meeting past 9:30pm

22. Risk Assessment Book

Swings, Starlings Green in risk assessment book

23. Finance

The PC received the accounts.

Credit Received		£0.00	
Victoria Moore Wages s/o		£411.11	
Balance at NatWest Bank as at 31.10.17		£15,634.09	
Chq. No	Payee	Amount	VAT
1629	Stephanie Gill (Envelopes)	£ 30.75	
1630	Stephanie Gill October Newsletter	£ 13.20	£ 2.20
1631	Corsto Web Design	£ 116.95	£ 6.99
1632	Clavering Christian Centre Hire (Document Storgae)	£ 50.00	
1633	Victoria Moore (Expenses)	£ 19.08	
Total of Cheques to be paid			£229.98
Total of Outstanding Cheques		Cheque No.	
		1623	£360.00
		1625	£120.00
		1628	£30.00
		1622	£25.00

After above Cheques	£14,869.11
---------------------	-------------------

Cllr Gill – authorised the Clerk's expenses

It was resolved to sign the cheques

P: Cllr Cook S: Cllr Clayton In Fav:7 Ab:1

24. Items for next agenda:

Swings at Starlings Green

Emergency Plan

Snow Clearance

Carol Service

Martina Ryan Co-option

25. May Cottage

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.

P: Cllr Gill S: Cllr Clayton In Fav:7 Ag: 1

Meeting closed at 10:45pm

Date of next meeting: Monday 11th December 2017 at 7:30pm in the Village Hall