

Minutes of the Clavering Parish Council Meeting held on Monday 9th October 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)
3 members of the public and District Councillor Oliver were also in attendance

1. The Chairman welcomed everyone and thanked those that took part in the litter pick. Three primary school children took part and the PC asked for the school to reward them with a housepoint.
2. **Apologies for absence**
Cllr Gooding sent his apologies
3. **Declaration of Interest**
To declare any Disclosable Pecuniary, Pecuniary or non-pecuniary interests relating to items on the agenda.
Cllr Stanford declared a disclosable pecuniary interest in Cock Lane
Cllr Couchman declared a non-pecuniary interest in the Open Spaces Society
Cllr Gill declared a non-pecuniary interest in the Jubilee Field
4. **Public Participation Session**
 - A member of the public made the PC aware of a Health and Safety concern regarding the bin lorries reversing down Cock Lane. He noted that this had now stopped thanks to Edward Oliver. He told the PC that Cock Lane to Starlings Green has no passing places. If a car comes the other way it is expected that you move onto the bank on the left however this is not possible as the bank will collapse. The member of the public stated he was very concerned about the safety of children taking the school bus- recently the school bus had to reverse along the lane. Due to the HGV's using the single track narrow lane the banks are very unstable. He stated that ECC is putting itself at risk of being sued. The member of the public also told the PC that the blind bend at Curles Hill was a danger and also the blind bend at the top of Cock Lane and B1038. The diversion routes on ECC Roadworks is unclear. The member of the public stated that ECC financial planning is a shambles and as a financial consultant he feels qualified to say that.
 - A second parishioner stated that getting to Bishops Stortford is difficult due to the road closures. The parishioner asked the PC to set the date for the Village Carols and offered to organise the event. The Clerk was instructed to invite the vicar to say a prayer and ask the Village Hall committee if residents can use the car park. The Parishioner asked the PC to fund the mulled wine and six dozen mince pies if they were not donated.
 - The accident at Curles Hill was reported (Police incident number 122229917). This section of road desperately need chevrons. The parishioner asked the PC to approach ECC. It was also noted that ECC removed sign 'unsuitable for HGV signage.' All Public Highways must have a height clearance of 16 feet. Therefore, ECC has an obligation to put the correct signage along Cock Lane.
5. **To approve the Minutes of the last meeting of Clavering Parish Council**
To approve the minutes of the PC meeting held on the Monday 11th September 2017
Amendments:
Item 23 – Addition: The Parish Council discussed the funds held on behalf of the allotment holder and these funds need to be investigated.
Correction to rent: F6 Ab:1
Item 3 – Correction: Cllr Couchman stated it was a pecuniary interest not a non-pecuniary
Item 28 – Correction Cllr Couchman noted his objections changed to Cllr Couchman recorded his vote against the resolution In Fav: 6
It was resolved to sign the minutes with the corrections
P: Cllr Cook S: Cllr Carter In Fav: 7 Ab:1
Point of Order. Cllr Couchman asked why the items he requested to be added to the agenda at the extraordinary PC meeting on Monday 2nd October were not added to the agenda. The Clerk advised that the as per the standing orders the motion should have been received 9 clear days before the meeting. The request was made the evening before the clerk had to send out the agenda which did not allow time to produce a financial risk assessment nor time to ask 3 councillors to write a full report. The chairman decided that the request to add items to the agenda was not made in sufficient time.
To approve the minutes of the 'in camera' PC meeting held on the Monday 11th September 2017
P: Cllr Cook S: Cllr Carter In Fav: 6 Ab:2

6. **ECC report** from Cllr Ray Gooding (delivered by Cllr Gill from notes taken during a phone call just before the meeting)
 Parishioners that attended the Conservative Club local meeting will know that Cllr Gooding took along 3 draft proposals.
 ECC will be discussing the proposals at a portfolio meeting on Wednesday 11th October which is not a public meeting nor will Cllr Gooding be present. The proposal include:
- i) Affect repairs to the road bank £180,000 (basic repair) which could cost up to £1,000,000
 - ii) Diverting the road using Mr Abrahams land. Following the meeting in June 2016 costing approximately £175,000. This does not include diverting the overhead power land or the land purchase which will cost in the range of £250,000. Design costs will be approximately £25-30k
 - iii) Turn into a footpath / bridle way

Potential litigation has not been costed. A bridge over Watery Stones has not been costed.

Cllr Stanford left the room

The Clerk was instructed to request the minutes to the meeting on the 11th October 2017

All in Fav: 7

The meeting was advised there will be a Cabinet meeting on the 17th October

The meeting was advised that ECC had refused to grit Cock Lane this winter.

Item 8 moved with the permission of the Council

8. **Cock Lane update**

The Clerk was instructed to contact Road org website to check it is accurate.

Clerk instructed to get estimates (to incl. Mr Vrylandt) for the PC land at Marlows Knoll and to face up from Ash Tree.

P: Cllr Carter S: Cllr Barrow All in Fav

Cock Lane is a protected Lane so should not have an overuse of traffic

Cllr Stanford returned

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

Cllr Carter left the room declaring a pecuniary interest.

Cllr Oliver reported on the CPC's request for UDC to reclaim back dated business rates. Bills were issued for 7 properties – going back to April 2015.

Cllr Carter returned to the meeting

Land next to the Hazels was granted. The outcome saddened Cllr Oliver, not one of the regular planning committee spoke. The problem is that it opens the door for further developments along this section of road. It raises the questions are the planning committee saying they know more than the Inspector? Cllr Oliver felt the need to apologise on behalf of the UDC.

UDC Local Plan Garden Village sites have 2200 comments. Government must receive the plan by 31st March 2018 otherwise the government will add more houses to the plan.

A councillor commented that Nigel Brown led the planning committee on the Hazels item. Another councillor asked Cllr Oliver if there is any redress? Is it possible to alert the Inspector?

9. **Planning**

UDC Decisions

UTT/17/1906/HHF and UTT/17/1907/LB Ponds Manor, Deers Green

Erection of two storey rear extension, alterations to roof of rear wing and new entrance door with canopy on east elevation - Cock Lane Clavering Saffron Walden Essex CB11 4PX **Refuse**

UTT/17/2193/HHF Springwood, 2 Butts Green

Erection of two storey side extension **Refuse**

UTT/17/1950/FUL Land Adjacent To The Hazels Wicken Road, Clavering

Two new dwellings on land formerly the garden of The Hazels. Revised scheme to that approved under UTT/17/0188/FUL **Approve with Conditions**

Representation made by Cllr Barrow on behalf of the CPC can be listened to online. The CPC thought the inspectors view was final. The CPC discussed Judicial review.

It was resolved to instruct the Clerk to write to UDC for guidance and hint at Judicial Review. Clerk to copy in the Inspector.

P: Cllr Stamford S: Cllr Couchman All in Fav

10. **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/17/2713/HHF 5 The Hyde Stortford Road Demolition of extension and erection of two storey part side and part rear extension

No comments

11. External Audit

The external auditors report was received and considered. It was noted that the Clerk should always be employed by the PC so that PC ensures correct payments are made to HMRC regarding tax and NI.

Cllr Cook thanked the Clerk for the supplementary notes.

12. Health and Safety

It was resolved to book a Health and Safety Course (lawn mowing) at a cost of £150 + travel expenses.

All parishioners that live on a village green/parish land will be invited and a general invite to the rest of the village. Clerk instructed to book the course for Feb/March time.

The Parish Council gave permission for a member of the public to ask a question regarding the lawn mowing on the allotments. The allotment rules require the allotment holders to cut the pathways.

P: Cllr Stanford S: Cllr Gill All In Fav

13. Benches

The clerk reported that Rickling Restored have agreed to quote to complete the bench maintenance.

The clerk reported that the Parish Council's insurance broker advised that contractors must have their own insurance.

14. Village Sign

Three competition entries were received. Clerk to liaise with Angela Harvey regarding displaying entries at the Art Show. PC decided to move to competition end date to the March PC meeting and display entries at the Art Show.

15. Emergency plan

Cllrs raised their concern that farmers may not want their equipment listed. As a courtesy ask the farmers and local residents if their names and address listed. Cllrs asked to submit their ideas to the clerk.

16. Code of Conduct

UDC are changing their constitution therefore PC will wait until the UDC publish their Code of Conduct policy before considering adopting UDC's revised policy.

17. Village Green Policy

The Village Green Policy is still in draft format. Cllr Couchman requested that a copy of email from J. Balaam is circulated to all Councillors. Cllrs Gill and Clayton have advised that they have requested a meeting with Mr Balaam to address any concerns.

18. Local Highways Panel 2018-19

Clerk instructed to submit a FoI request regarding CPC's application to the Local Highways Panel to improve the signage at the Curles Hill/Watery Stones bend on the B1038. The Parish Council requests information regarding how this decision was made and if a site visit was undertaken.

The Councillors agreed to submit a request to the local Highways Panel to improve signage at the following locations:

B1038 Starlings Green and Curles Hill (alert drivers to the sharp bends)

Stortford Road near Oxleys Close (alert drivers of a 30mph speed limit ahead)

Valance Road (alert drivers to sharp bend)

19. Facebook

Cllr Cook to investigate setting up a Clavering Parish Council page/subpage to update the Clavering Village site

20. Carols

It was resolved to hold the Carols on Wednesday 20th December and pay £100 to the Walden Buskers to play at the event. Melody Carter to organise the event.

P: Cllr Gill S: Cllr Cook All in Fav

All in Fav

Mrs Ramuz has generously funded the mulled wine since the PC has been organising the event.

Clerk instructed to contact the vicar and VH to ask permission for attendees to use the car park

21. Starting time of meetings

PC can not start the PC meetings earlier due to hall bookings. It was decided that Councillors will submit reports to the Clerk to add to the meeting documents. Clerk to ask the ECC Councillor and the District Councillor to email their reports. Councillors discussed that they should be self-disciplined in the length of their comments.

22. Trees

A quote from Treetops was received. The Clerk asked two other companies to submit quotes, but these were not received.

It was resolved to suspend the Financial Regulations due to health and safety requirements and trees needing urgent attention.

P: Cllr Couchman S: Cllr Gill All in Fav

It was resolved to accept the quotation for £1458.

P: Cllr Stanford S: Cllr Couchman All in Fav

23. Representative reports

Allotments report given by Cllr Patmore

Cllr Patmore will arrange for the skip to be collected.

Gate is in poor condition. Clerk instructed to get quotes from Clarks of Walsham or Howe Fencing at Puckeridge for a gate with pedestrian access. Cllr Patmore to send Clerk measurements

Discussion regarding monies held for allotment holders. The Internal Auditor advised the PC can act as a temporary banker (not a trustee) for a short period for the £142.50. The Internal Auditor recommended that the PC should hold a meeting with the allotment holders. Rent is separate as is the PC's allotment income.

The PC received a complaint about bonfires. PC to ask people to be courteous

Cllr Gill asked permission to extend the meeting past 9:30pm

In Fav: 6 Ab: 2

The Clerk received a letter from Cllr Couchman requesting the accounts are kept separately. Clerk advised it is not a legal requirement but that in the software it is clear to see the allotments income, expenditure and reserves.

Jubilee Field report given by Cllr Gill 14th Oct Working Party on the JF and 31st Oct AGM

No Passenger Transport report by Cllr Gill

Report received on the EALC AGM and EALC & ECC Joint Annual Forum. 19th September 2017

24. Clerks report

General Correspondence and monthly report circulated.

Clerk advised a contractor of Thames Water will commence refurbishing of the access road to the allotments on the 30th October. Thames Water asked whether the PC would notify resident or if Thames Water should do a leaflet drop. Clerk was instructed to respond with a leaflet drop.

Agenda item – training for Cllrs on using email / compressed data files

Agenda item – Clavering Village website.

25. Risk Assessment Book

Beech Tree, fallen tree in Simons Wood, ECC has cleared the tree in Elmstreet, Crash at Watery Stones entered.

26. Finance

Quarterly bank reconciliation and budget received.

Credit Received		Precept - £8106.50	
		Allotments Rent - £13.00	
Victoria Moore Wages s/o		£411.11	
Balance at NatWest Bank as at 29.09.17		£16,804.10	
Chq. No	Payee	Amount	VAT
1623	Paul Abrahams (Grass Cutting July and Aug)	£ 360.00	
1624	S.Gill (Newsletter	£ 39.60	£ 6.60
1225	PKF Littlejohn LLP	£ 120.00	
1226	Victoria Moore (Extra hours)	£ 46.50	
1227	Victoria Moore (Expenses)	£ 248.80	£ 38.00
1228	Christian Clavering Centre Hire	£ 30.00	
Total of Cheques to be paid			£844.90
Total of Outstanding Cheques		Cheque No. 1620	£419.00 £360.00

	1621	£34.00
	1622	£25.00
After above Cheques		£15,540.20

PC agreed Clerk to add 2 additional hours for 2nd October Extraordinary PC meeting

Victoria Moore Expenses ITEM	VAT	COST
Selles Medical – Defib Battery	£38.00	£228.00
Stamps		£6.72
First Class Larger letter Stamp		£0.98
Stationary (folders and paper)		£13.10

P: Cllr Cook S: Cllr Clayton All in Fav:7 Ab:1

27. Items for next agenda:

Historical Storage and Data Protection
 Financial Risk Assessment
 Full Report from May Cottage Committee
 Parking on Pavements
 Facebook
 Training for Cllrs on using email / compressed data files
 Clavering Village website

28. 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
 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

See In camera Folder

Meeting called to an end at 22:07.

Date of next meeting: Monday 13th November 2017 at 7:30pm in the Village Hall