

Clavering Parish Council

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3rd June 2020

You are hereby summonsed to the Virtual Meeting of the Council to be held in your homes via Zoom on

Monday 8th June at 7:30pm to transact the business stated on the agenda.

The public and press have a right and are welcome to attend this meeting, please contact the Clerk at the email address above to receive the login and password details. The Meeting will be recorded via Zoom and deleted once the draft minutes are completed.

1. Chairman welcome

2. Apologies for absence

3. Declaration of Interest - To declare any Disclosable Pecuniary Interests, Personal Interests or Personal and Prejudicial interests.

4 Public Participation Session – The Chairman will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed.

5 To approve and sign minute of previous meetings - To approve the minutes of the Clavering Parish Council meeting held on 11th May 2020.

Cllr Couchman has requested that an amendment be made to Item 7. "I will not be attending the training courses in June and July, suggested by EALC. I will be attending training on Declarations of Interest, and Code of Conduct Matters as agreed with the Standards Committee. I will attend any training arranged for CPC as recommended by the Standards Committee, but I will not be paying for this personally, unless other Councillors do so."

6 District and County Councillors Reports - To receive reports.

7 Planning

7.1

Planning Reference	Address	Proposal	Decision
UTT/20/1103/HHF	Yeomans Cottage Wicken Road, Clavering CB11 4QT	Removal of existing thatched roof, construction of gable ends, construction of pitched roofs over dormer windows, and fitting tiled roof to match existing.	Awaiting Decision 08.07.2020
UTT/20/1139/FUL	Land Rear Of Hillcrest Hill Green, Clatterbury Lane	Erection of 1no. dwelling - Revised scheme to that approved under UTT/18/1837/FUL	Awaiting Decision 26.06.2020
UTT/20/1163/HHF	Lambourne, Stortford Road, Clavering, CB11 4PE	Proposed single storey rear extension and loft conversion.	Awaiting Decision 14.07.2020

7.2 UDC Decisions

Planning reference	Address	Proposal	Decision
UTT/20/0667/FUL	Land Rear Of Side Stream, High Street, Clavering, Saffron Walden, Essex, CB11 4QR	Erection of 6 no. dwellings including widening of existing bridge	Awaiting Decision 18.05.2020
UTT/20/0782/HHF	Roast Farm, Langley Road, Clavering, Saffron Walden, Essex CB11 4SQ	Proposed two storey side extension (revised scheme to approved UTT/17/0266/HHF and UTT/17/0267/LB)	Awaiting Decision 25.05.2020
UTT/20/0786/FUL Commented on 27.04.2020	Hazeldene, Langley Road, Clavering, CB11 4SQ	Proposed demolition of 2no existing out-buildings and erection of 1no detached dwelling with detached garage	Awaiting Decision 29.05.2020

UTT/20/0913/FUL	Ashcroft, Wicken Road	Erection of 4no. detached dwellings with associated landscaping and cartlodge parking (Revised scheme to UTT/19/1381/FUL approved under appeal APP/C1570/W/19/3241983)	Awaiting Decision 18.06.2020
UTT/20/0616/FUL	Britannia Works, Stickling Green, Clavering, Essex	Change of use from D1 (gym) to mixed use (gym and office)	Awaiting decision 25.05.2020

8. **Neighbourhood Plan** – To receive a report.
9. **Defibrillator at Village Shop** – To determine whether to instruct electrician of Community Heartbeat (suppliers) to install this.
10. **Willow Tree** – To determine whether any action is to be taken regarding the Willow Tree next to the Cricketers and Pond Cottage, following an email from a Parishioner.
11. **Parking on Hill Green** – To determine actions to be taken, as several vehicles have been observed, parked on the Green.
12. **Stickling Green Grass Re-seeding** – To determine actions for grass re-seeding, following an enquiry from a parishioner.
13. **Lime Trees** – To determine actions to be taken on the ivy, on the lime trees on Hill Green.
14. **Representative Reports**
 - 14.1 **Allotments** – To receive a report.
 - 14.2 **Website and Email** –
 - 14.3 **Footpaths and Byways** –
15. **Clerks report** - General correspondence and monthly report circulated.
16. **Risk Assessment Book** – Defibrillator at Village Hall checked 1st June 2020 and found to be rescue ready.
Dick Ball Meadow: dead branch at height but overhanging the entry path. Proposal that a tree surgeon looks at this soonest; also as this is an space used by the public, that quotes are sought for a qualified tree surgeon to carry out of a health check on the trees on parish held land. **P: Cllr Gill, S:**
17. **Finance**
 - 17.1 **To approve cheques** - To approve the cheques.
 - 17.2 **AGAR** – To note that an extension has been granted from PKF Littlejohn for the AGAR, to be submitted by 31st August, allowing Maurice Howard time to carry out his audit, the intention is to sign the AGAR off at the July meeting. Information about clarification of what needs to be submitted to PKF Littlejohn is on the Clerk’s Report. To note: PKF Littlejohn has advised that currently the Parish Council is able to be an exempt organisation.
 - 17.3 **Finalising the End of Year Accounts - Payslip and Payroll information.** It has been noted that the Clerk’s January 2020 payslip accounted for 3hrs of extra hours, when 3.5 hours of extra time were approved by the Council at the January meeting. The end of year Payroll Information produced shows a figure £5.08 less than those of the Parish Council Books. It is suggested that to rectify this, as the hours worked and paid for are the correct figures, 0.5 hours of extra time be added to Clerk’s salary for June 2020 for external Payroll Account purposes. There is no HMRC implication for the two financial years.
 - 17.4 **Saffron Building Society (SBS)** – to note re. Minutes March 2020 Item 22.2 Moving £5,000 to One Year Fixed Rate. Papers were signed by two signatories, whilst a third was unwell. Lockdown re Covid-19 took place and SBS closed to such transactions

Credit Received	EALC bursary Law and Procedures – Cheque lost in the post in October £67.50 Allotments - £19.50
Wages s/o	£523.68
Balance at NatWest Bank (based on May minutes – statements not received in time for the agenda publication)	£13,269.92
Balance of Clerk’s Expenses Account 8th April	£100

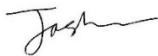
Clerk's Expenses Account	Detail	Amount	Total	VAT
16.05.2020	Clerk's Expenses Printer Ink	£6.66	£7.99	£1.33
18.05.2020	Clerk's Expenses Adobe Acrobat	£8.32	£9.98	£1.66
06.06.2020	Corsto website hosting	£29	£34.80	£5.80
02.06.2020	Zoom Meetings	£11.99	£14.39	£2.40
Total			£67.16	£14.59

Cheque	Detail	Amount	Total	VAT
1900	Clerk's Expenses Account top up		£67.16	£14.59
Total of Cheques to be paid			£67.16	£14.59
Total of Outstanding Cheques				
After above Cheques			£13,202.76	

18. Items for next agenda:

19. Dispute – To note that the Dispute Committee will be meeting on Tuesday 9th via Zoom to discuss the latest letter from the Insurer's Solicitor. Cllr Cook has stepped down from the Dispute Committee. No discussion will be held during the meeting.

Date of next meeting: Monday 13th July 2020



Jessica Ashbridge Clerk to Clavering Parish Council