

## Clavering Parish Council

Stephanie Gill Chairman Tel: 01799 550212

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5<sup>th</sup> May 2020

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

**Monday 11<sup>th</sup> May** 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 To approve and sign minute of previous meetings

To approve the minutes of the Clavering Parish Council meeting held on 9<sup>th</sup> March 2020.

To receive the in-camera report of Clavering Parish Council meeting held on 9<sup>th</sup> March 2020.

To receive the planning and finance report for April 2020. This will be included as an appendix to the minutes for this meeting.

#### 5 District and County Councillors Reports - To receive reports.

#### 6 Planning

##### 6.1

Planning Reference	Address	Proposal	Decision
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)	<b>Awaiting Decision</b> – comments to be made by 21.05.2020
UTT/20/0616/FUL	Britannia Works, Stickling Green, Clavering, Essex	Change of use from D1 (gym) to mixed use (gym and office)	<b>Awaiting decision</b> Comments following the meeting, standard consultation date 04.05.2020, but the information was not circulated to CPC, so an extension has been granted.

##### 6.2 UDC Decisions

Planning reference	Address	Proposal	Decision
UTT/20/0667/FUL Commented on 07.04.2020	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/20/0638/HHF Commented on 07.04.2020	Clatterbury Cottage, Arkesden Road, Clavering, Saffron Walden, Essex, CB11 4QU	Proposed single storey rear extension at ground floor (kitchen) and rear extension at first floor to form en-suite	Awaiting Decision 07.05.2020
UTT/20/0782/HHF	Roast Farm, Langley Road, Clavering, Saffron Walden, Essex CB11 4SQ	Proposed two storey side extension (revised scheme to	Awaiting Decision 25.05.2020

Commented on 27.04.2020		approved UTT/17/0266/HHF and UTT/17/0267/LB)	
<b>UTT/20/0786/FUL</b>  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

7. **Training** – to note that Cllr Couchman has advised that he will follow the training plan suggested by EALC and UDC and confirmed training he is due to undertake, when Covid-19 restrictions are relaxed, will be at his own cost.
8. **Council Policies for review:** Dignity at Work/Bullying and Harassment Policy, as recommended by the Proper Officer following advice from EALC - policy that applies to Councillors and to the Clerk of the Council, the Council needs to decide if it is appropriate to include accusations of libel/slander in the policy. **P: Cllr Gill** Disciplinary and Grievance Policy – Staffing Committee changed to Employment Committee **P: Cllr Gill**
9. **Representative Reports**
  - 9.1 **Allotments** – To receive a report.
  - 9.2 **Website and Email** – Website is live, Clerk to receive training.
  - 9.3 **Footpaths and Byways** – Footpath 39 reported in March meeting by Councillor as blocked, found to be clear on inspection.
  - 9.4 **UDC Standards Committee** – To receive a report of the follow up meeting.
  - 9.5 **Hosting PC Meetings by webinar** – To receive a report.
- 10 **Clerks report** - General correspondence and monthly report circulated.
- 11 **Risk Assessment** – To receive a Covid-19 Risk Assessment.
- 12 **Risk Assessment Book** – to note Defibrillator checked 30.4.2020, found to be ‘Rescue Ready’ and suggested Covid-19 pack placed in cabinet.
- 13 **Finance**
  - 13.1 **To approve cheques** - To approve the cheques.
  - 13.2 **Review of the Accounts** – To receive the end of year accounts.

<b>Credit Received</b>	
<b>Wages s/o</b>	£523.68
<b>Balance at NatWest Bank (based on April report of finances – statements not received in time for the agenda publication)</b>	£5,527.52
<b>Balance of Clerk’s Expenses Account 8<sup>th</sup> April</b>	£100

<b>Clerk’s Expenses Account</b>	<b>Detail</b>	<b>Amount</b>	<b>Total</b>	<b>VAT</b>
18.04.2020	Clerk’s Expenses Printer Ink	£6.66	£7.99	£1.33
18.04.2020	Clerk’s Expenses Adobe Acrobat	£8.32	£9.98	£1.66
06.04.2020	Corsto website hosting	£29	£34.80	£5.80
06.05.2020	Corsto website hosting	£29	£34.80	£5.80
<b>Total</b>			<b>£87.57</b>	<b>£14.59</b>

<b>Cheque</b>	<b>Detail</b>	<b>Amount</b>	<b>Total</b>	<b>VAT</b>
<b>1895</b>	Community heartbeat defibrillator pads x2 (invoice from December 2019)	£70	£84	£14
<b>1896</b>	Chair expenses - Newsletter – Stamps (posting cheques)	£22.50 £11.70	£34.20	
<b>1897</b>	Clerk’s Expenses Account top up		£87.57	
<b>1898</b>	Hiscox Insurance Renewal Came & Co fees IPT at the prevailing rate	£481.76 £50 £57.81	£589.57	
<b>1899</b>	Affinity for business water	£86.24	£103.49	£17.25
<b>Total of Cheques to be paid</b>			<b>£898.83</b>	<b>£31.25</b>

<b>Total of Outstanding Cheques</b>				
<b>After above Cheques</b>			<b>£4,628.69</b>	

**14 Items for next agenda:**

**15 Complaints** – To note that a Complainant has agreed a response may be delayed due to Covid-19 and lockdown, but has been acknowledged. No discussion to be held at this meeting.

**16 Employment** – To note that the Employment Committee will be meeting to discuss a complaint made against the Clerk and follow up actions. No discussion to be held at this meeting.

**Date of next meeting: Monday 8<sup>th</sup> June 2020**



Jessica Ashbridge Clerk to Clavering Parish Council