

Minutes of the Clavering Parish Council Meeting held via Zoom on Monday 13th July 2020 at 7:30pm.  
 Present – Councillors Stephanie Gill (Chairman), Rob Clayton, Richard Carter, Nigel Cook, Rebecca Stanford, Michael Patmore, Brian Barrow, Martina Ryan and Jess Ashbridge (Clerk)  
 3 members of the public were in attendance, and District Councillor Oliver in part.

1. **Chairman welcome** – The Chairman welcomed those present, and advised that the playground and bowls club have reopened, cricket will restart but the Village Hall remains closed. Under advice the Parish Council will continue to meet via Zoom.
2. **Apologies for absence** – Apologies for absence were received from Cllr Couchman, offers have been made to facilitate in him joining in via a conference call.
3. **Declaration of Interest** – Cllr Clayton declared a pecuniary interest in the Clerk’s Report, if an item relating to him was to be discussed. Cllr Gill declared a personal and prejudicial interest in item 11, as a trustee of the Jubilee Field.
- 4 **Public Participation Session** – A parishioner complimented CPC on its virtual meetings, and draft Village Greens Policy, he made a suggestion, which Cllr Gill asked if he could send to her via email, so it could be discussed and considered by the Village Greens Policy Working Party. He also mentioned that a bridge on footpath 34 was rotting. Cllr Gill requested that he report it to the Highways Authority. The Parishioner went on to raise a question about the Standards Board Hearing and training that had been recommended, but it was unclear what the question was so Cllr Gill stated it is a Monitoring Officer who decides the course of action to be taken regarding complaints made about councillors and there was a CPC training budget. Cllr Gill thanked the Parishioner.
- 5 **To approve and sign minute of previous meetings** - The minutes of the Clavering Parish Council meeting held on 8<sup>th</sup> June 2020 were approved. **P: Cllr Carter, S: Cllr Clayton, All in fav.**
- 6 **District and County Councillors Reports** – Cllr Oliver delivered a verbal report, he advised that the local plan would no longer support garden communities and that new houses would need to be built in parishes and towns. He had received a complaint about rats on Skeins Way and had taken it up with the District Council, but advised that CPC should also write, as the complainant had been a private owner, but there are elderly council tenants in the close too.

**7 Planning**

**7.1**

| Planning Reference | Address                       | Proposal  | Decision   |
|--------------------|-------------------------------|---|--|
| UTT/20/1357/LB     | Wakefares, Hill Green         | Property repairs comprising; recovering of the front pitched roof reusing existing tiles, recovering of flat dormer roofs, fitting of cowls to the chimney pots, replacement of cement render with lime render, replacement windows, new external doorset, internal first floor ceiling renewal to some bedrooms, alterations to first floor bathroom layout, bedroom door positions, ground floor WC utility area and external painting of the house | Awaiting Decision<br><br><b>No Comments</b> – It was determined that the Clerk write to new owners advising them not to park on the Green etc. |
| UTT/20/1508/HHF    | Peacocks, Clatterbury Lane    | Partially rebuild and extend existing modern extension to rear.   | Awaiting Decision<br><b>No Comments</b>  |
| UTT/20/1397/HHF    | Jobest, Stortford Road        | Demolition of garage. Two storey rear extension, loft conversion and 2 no. dormer windows to front elevation  | Awaiting Decision<br><b>No Comments</b>  |
| UTT/20/1223/HHF    | Butts Green Farm, Butts Green | Minor amendment to previously approved stable block   | Awaiting Decision  |
| UTT/20/1223/HHF    | Butts Green Farm,             | Revised scheme to that approved under UTT/14/2599/FUL for erection of stable block and change of use of land from agricultural to paddock and formation of manege   | Awaiting Decision<br><b>See below</b>  |

|                       |                          |   |   |
|-----------------------|--------------------------|---|---|
|                       | Butts Green,             |   |   |
| <b>UTT/20/1071/OP</b> | Clavering Farm Mill Lane | Outline application with all matters reserved for the demolition of glasshouse, and erection of 1 no. dwelling, with associated curtilage, car parking and landscaping. | Awaiting Decision<br><b>No Comments</b> |

**UTT/20/1223/HHF** - There is an enforcement order outstanding, which was not listed against the application: ENF/19/0379/C: Unauthorised change of use of stable block to residential property. The original application was for a new stable block approved on 28th October 2014 which clearly showed internals of the proposed build. No residential provision was shown. Plans for proposed build show elevations with residential windows and external doors.

The Floor plans show a lack of internal details for the stable block excepting interconnecting doors of a domestic nature. There is no first floor plan shown, despite residential windows shown at height in the elevation plans.

The Property is currently being marketed for sale. The marketing floor plans of the stables clearly show stables, internal layout of walls and doors per the application. It also details grooms quarters on ground and first floor, shower with toilet on ground floor and internal staircase all of which are not shown on the planning application.

CPC consider that true floor plans should have been submitted with this application which appears to be actually a retrospective change of use from a stable block to a stable block with residential attached in the curtilage of a listed building.

It was also noted that the marketing floor plans also show that the garage attached to Butts Green Farm has been converted to a self-contained annexe, with kitchen and bathroom. CPC cannot see any previous application for this but do not know whether this is considered permitted development and is also permitted development in the curtilage of a listed building.

The curtilage shown on the application does not agree with the Land Registry maps that are held by the Parish Council, as access from the byway to the House is over Registered Village Green.

## 7.2 UDC Decisions

| Planning reference                                | Address   | Proposal   | Decision                               |
|---|---|--|--|
| <b>UTT/20/0667/FUL</b>                            | Land Rear Of Side Stream, High Street, Clavering, Saffron Walden, Essex, CB11 4QR | Erection of 6 no. dwellings including widening of existing bridge  | <b>Refused</b>                         |
| <b>UTT/20/0782/HHF</b>                            | 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)   | <b>Approved</b>                        |
| <b>UTT/20/0786/FUL</b><br>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   | <b>Awaiting Decision</b><br>29.05.2020 |
| <b>UTT/20/0913/FUL</b>                            | 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>Approved</b>                        |
| <b>UTT/20/0616/FUL</b>                            | Britannia Works, Stickling Green, Clavering, Essex                                | Change of use from D1 (gym) to mixed use (gym and office)  | <b>Awaiting decision</b><br>25.05.2020 |

|                        |   |   |   |
|------------------------|---|---|---|
| <b>UTT/20/1103/HHF</b> | 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. | <b>Awaiting Decision</b><br>08.07.2020  |
| <b>UTT/20/1139/FUL</b> | Land Rear Of Hillcrest Hill Green, Clatterbury Lane | Erection of 1no. dwelling - Revised scheme to that approved under UTT/18/1837/FUL   | <b>Approved</b>   |
| <b>UTT/20/1163/HHF</b> | Lambourne, Stortford Road, Clavering, CB11 4PE      | Proposed single storey rear extension and loft conversion.  | <b>Awaiting Decision</b><br>14.07.2020  |
| <b>UTT/19/2852/FUL</b> | Land West Of Stortford Road Clavering Essex         | Technical Details pursuant to Planning in Principle ref UTT/18/3326/PIP for the erection 8 dwellings  | <b>Received: Fri 15 Nov 2019</b><br><b>Validated: Fri 15 Nov 2019</b><br><b>Awaiting decision</b> |

- 8. Defibrillator at Village Shop** – Following approval at the June meeting of instructing electricians from Community Heartbeat (suppliers) to install this, for the quote of £200+VAT, they reverted with a new quote of £467 exc VAT. Another contractor had come forward, but had not provided a quote prior to the meeting. The Clerk was instructed to chase the contractor for a quote, and contact the Rotary Club contact, and approve a quote if it is less than the quote from Community Heartbeat, with permission from the Chairman.
- 9. Tree Survey** – Four tree surgeons were asked to quote to survey all the trees in the Dick Ball Meadow, and an ornamental plum tree on Hill Green – the owners of the neighbouring property are willing to carry out any work necessary. The acacia tree on Colehills Close was going to be surveyed, but was felled on safety grounds. Please see the Clerk’s report. Only Treetops returned a quote of £285+VAT. **P: Cllr Gill, S: Cllr Stanford, All in fav** The Clerk was asked to instruct Treetops to carry out the survey.
- 10. Local Government Association Model Code of Conduct Consultation** – It was determined that the Clerk should complete the consultation.  
Cllr Gill was placed in the waiting room.
- 11. Jubilee Field Wayleave** – A report was received, advising that the Jubilee Field would receive a wayleave of £16.80, and it was determined that the wayleave document was signed by Cllr Clayton, as the Vice Chairman. **P: Cllr Clayton, S: Cllr Barrow, Abstain: 2, 6 in fav.**  
Cllr Gill returned to the meeting.
- 12. Village Greens and Parish Land Policy** – The draft policy was received. This was for presentation to the Parish Council for any feedback comments - it was not for discussion nor adoption at the meeting. The relating maps had not been attached to the document in the Meeting Documents, but can be made available to Councillors if wished. They will be included when the document comes to the Council for final comment and /or adoption. Cllr Carter thanked all who had been involved. Cllr Gill expressed that new land registry documents had been purchased, as a strip of land is still in CPC’s ownership next to the land sold in the Arkesden Road.  
**Cllr Oliver left the meeting.**
- 13. Risk Assessment Policy** – To note that the risk assessment policy should have been reviewed in June 2020, this has been postponed to September 2020.
- 14. Representative Reports**
- 14.1 Allotments** – See Clerk’s report re Castle Water charges, Cllr Patmore has read the meter, to revert to Castle Water with the reading for a new bill.
- 14.2 Website and Email** – Email system is being charged for, Clerk is in consultation with Corsto over the cost and how to set it up for herself and the Cllrs.
- 14.3 Footpaths and Byways** – Byway 60 in Starling’s Green has been dug up and a new road way laid with crushed concrete and road planings on top, a new access has been made into the field off the track. The owner of the field, who has carried out the works, has said he has permission. It was reported to the Highways Department, who responded saying it was a minor defect. It has been escalated to Cllr Gooding to pass on, as the ancient byway has been desecrated. There is no evidence of permissions being granted for the works from ECCH or from UDC. It was determined that the Clerk should write to Kevin Bentley at ECC, Cllr Gill was going to investigate if there are any listed historic sites in the area.

**14.4 EALC Health and Wellbeing Plan Forum** – A report was received.

**14.5 EALC Chairman/Councillor Forums** – A report was received.

**14.6 Jubilee Field Meetings** – A report was received. To note that the amended Trust Deed dd 23rd July 2019 has been passed to the PC Chair for lodging with the original held at Tees, when access to Tees is permitted post Covid-19. (A photocopy is on the file)

**15. Clerks report** - General correspondence and monthly report circulated. A Parishioner had contacted the Clerk regarding dog waste being placed in bins, which was unpleasant for those sitting on the benches near the Fox and Hounds pub. It was determined that the Clerk should contact UDC for their policy on dog waste bins, or perhaps moving the current bin, so it was further away from the benches.

**16. Risk Assessment Book** – Acacia tree felled on Colehills Close on 23<sup>rd</sup> June by Treetops, following a limb falling on 17<sup>th</sup> June. The cost of the work came under the Clerk's emergency spending, and followed advice from the Tree Surgeon and approval from Cllr Gill that the tree should be felled as soon as possible on safety grounds and before further limbs fell potentially damaging cars and properties. Defibrillator 7<sup>th</sup> July 2020 checked and rescue ready. The blocked drain at Horsepond has still not been cleared.

#### **17. Finance**

**17.1 To approve cheques** - The cheques were approved. **P: Cllr Clayton, S: Cllr Barrow, All in fav.**

**17.2 Clerk's Expenses Account** – To note that due to an unbudgeted payment for the email system from Corsto additional funds had to be added – the Clerk paid cash into the account on 6<sup>th</sup> July.

**17.3 To approve Clerk's extra hours for website uploading – 3hrs P Cllr Gill S: Cllr Clayton, All in fav.**

| <b>Detail</b>   | <b>Amount</b> | <b>Total</b>  |
|---|---------------|---------------|
| 3 extra hours June  | £30.48        |               |
| 0.5hrs overtime from January (see June minutes – already paid to the Clerk)         | £5.08         |               |
| Reimbursement of Clerk c/a top up   | £ 26.89       |               |
|   |               | <b>£62.45</b> |
| Less extra paid in so for April, May, and June for travel not taken re Covid £54.00 |               |               |
| <b>Total owed</b>   |               | <b>£3.37</b>  |

**17.4 Accounts** – The quarterly accounts were received.

**17.5 AGAR** – The Chairman's Statement for 2019/2020 was received.

**17.6 AGAR** – The declaration of exemption for 2019/2020 was approved. **P: Cllr Gill, S: Cllr Cook, All in fav** – signatures for all parts of the AGAR to be made following the meeting due to Covid-19.

**17.7 AGAR** – The Annual Governance Statement for 2019/2020 was approved. **P: Cllr Clayton, S: Cllr Stanford, All in fav.**

**17.8 AGAR** – The Annual Accounting Statement for 2019/2020 was approved. **P: Cllr Cook, S: Cllr Barrow, All in fav.**

**17.9 AGAR** – The Internal Auditor's Report for 2019/2020 was not available prior to the meeting. To note that the accounts were last inspected in 9<sup>th</sup> August 2019, and the report will not be published online until 31<sup>st</sup> August for 2019/2020. Asset register recommendations were completed in March 2020.

**17.10 AGAR – To note:** SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020. This SI amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.

**17.11 Saffron Building Society (SBS)** – to note one-year Bond opening. Confirmed commenced 9<sup>th</sup> July 2020

|   |            |
|---|------------|
| <b>Credit Received</b>  |            |
| <b>Wages s/o</b>  | £523.68    |
| <b>Balance at NatWest Bank – 1<sup>st</sup> July</b>                        | £12,212.40 |
| <b>Balance of Clerk's Expenses Account 30<sup>th</sup> June</b>             | £33.89     |
| <b>Credit paid into the Clerk's Expenses Account on 6<sup>th</sup> July</b> | £26.89     |

| Clerk's Expenses Account | Detail                         | Amount | Total          | VAT           |
|--------------------------|--------------------------------|--------|----------------|---------------|
| 09.06.2020               | EE Phone Top Up                |        | £10            |               |
| 10.06.2020               | Post Office - stamps           |        | £11.25         |               |
| 18.06.2020               | Clerk's Expenses Printer Ink   | £6.66  | £7.99          | £1.33         |
| 18.06.2020               | Clerk's Expenses Adobe Acrobat | £8.32  | £9.98          | £1.66         |
| 26.06.2020               | Corsto Emails (9 users)        | £22.41 | £26.89         | £4.48         |
| 06.07.2020               | Corsto website hosting         | £29    | £34.80         | £5.80         |
| 02.07.2020               | Zoom Meetings                  | £11.99 | £14.39         | £2.40         |
| <b>Total</b>             |                                |        | <b>£115.30</b> | <b>£15.67</b> |

| Cheque   | Detail  | Amount  | Total             | VAT     |
|--|---|---------|-------------------|---------|
| <b>1901</b>  | Clerk's Expenses Account top up   |         | £94.41            |         |
| <b>Not written, as Castle Water are sending a new bill</b> | Castle Water – 1 <sup>st</sup> April – 30 <sup>th</sup> Sept assumed usage. | £135.71 | £162.85           | £27.14  |
| <b>1902</b>  | RCCE Annual membership  | £60.50  | £72.60            | £12.10  |
| <b>1904</b>  | Treetops- inv 6321A – fell acacia tree                                      | £450    | £540              | £90     |
| <b>1905</b>  | Paul Abrahams – grass cutting 8 <sup>th</sup> April, 11 <sup>th</sup> May   |         | £370              |         |
| <b>1906</b>  | J Ashbridge - Clerk Expenses – see above                                    |         | <b>£3.37</b>      |         |
| <b>Total of Cheques to be paid</b>                         |   |         | £1,080.38         | £144.91 |
| <b>Total of Outstanding Cheques</b>                        |   |         |                   |         |
| <b>After above Cheques</b>                                 |   |         | <b>£11,132.02</b> |         |

**18. Items for next agenda:** Parking on Pelham Road, Highways Rangers – seats by the Christian Centre, update o Byway 60, Speedwatch.

**19. Dispute –**

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 Carter, All in fav.**

An update was received.

Permission to continue beyond 9.30pm was granted.

**20. Employment -**

Under the Public Bodies (Admission to Meetings) Act 1960 and in accordance with 3d pursuant to Standing Order 11 and 20, it is resolved that the Public are excluded from any discussion on this item as it concerns employment matters. **P: Cllr Gill, S: Cllr Barrow, All in fav.**

Following the Employment Committee meeting on 19<sup>th</sup> June, the following items are for noting. The confidential report was delivered verbally.

**20.1** It was noted that the Clerk's Annual review (due April 2020 postponed due to Covid-19) will now take place in August 2020 as a virtual meeting on a convenient time and day to be agreed between the Clerk and Chair; it was further noted that the 2020/2021 agreed rates of pay have yet to be advised by NALC/ SLCC. It was agreed that, as before, Councillors would be passed a Confidential Annual Staff Appraisal Form for use of Councillors to inform the Employment Committee and this Annual Review.

**20.2** Correspondence received from a parishioner and advice sought from EALC was noted. Also, it was noted that the Monitoring Officer, who had been sent the correspondence also, had responded to the parishioner. All members of the Parish Council present reaffirmed their support of the Clerk.

The meeting closed at 9.53pm.

**Date of next meeting: (Planning if required – Monday 10<sup>th</sup> August) Monday 14<sup>th</sup> September 2020**

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