

## Clavering Parish Council

Stephanie Gill Chairman Tel: 01799 550212

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**8<sup>th</sup> July 2020**

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

**Monday 13<sup>th</sup> July** 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 8<sup>th</sup> June 2020.

**6 District and County Councillors Reports - To receive reports.**

**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
UTT/20/1508/HHF	Peacocks, Clatterbury Lane	Partially rebuild and extend existing modern extension to rear.	Awaiting Decision
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
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, Butts Green,	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
UTT/20/1071/OP	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

## 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	<b>Refused</b>
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)	<b>Approved</b>
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	<b>Awaiting Decision</b> 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)	<b>Approved</b>
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> 25.05.2020
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.	<b>Awaiting Decision</b> 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	<b>Approved</b>
UTT/20/1163/HHF	Lambourne, Stortford Road, Clavering, CB11 4PE	Proposed single storey rear extension and loft conversion.	<b>Awaiting Decision</b> 14.07.2020
UTT/19/2852/FUL	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> <b>Validated: Fri 15 Nov 2019</b> <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 (Travel (2 men) £87.5, Mileage (1 van) £29.75, Installation £200 (Assuming cabling required is less than 10m), Cable would be £1.25per meter, Wooden Supports £20, Travel £87.5, Mileage £29.75.) To receive other quotes, and determine actions.
9. **Tree Survey** – To receive quotes.
10. **Local Government Association Model Code of Conduct Consultation** – To determine whether to complete the consultation.
11. **Jubilee Field Wayleave** – To receive a report and determine actions.
12. **Village Greens and Parish Land Policy** – To receive the draft policy. This is for presentation to the Parish Council for any feedback comments - it is not for discussion nor adoption at the meeting. The relating maps have not been attached to the document in the Meeting Documents, but can be made available to Councillors if wished. They will obviously be included when the document comes to the Council for final comment and /or adoption.

**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.

**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** –

**14.4 EALC Health and Wellbeing Plan Forum** – To receive a report.

**14.5 EALC Chairman/Councillor Forums** – To receive a report.

**14.6 Jubilee Field Meetings** – To receive a report. 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.

**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.

**17. Finance**

**17.1 To approve cheques** - To approve the cheques.

**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**

Detail	Amount	Total
3 extra hours June	£30.48	
0.5hrs overtime from January (see June minutes)	£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>£8.45</b>

**17.4 Accounts** – To receive the quarterly accounts.

**17.5 AGAR** – To receive the Chairman’s Statement for 2019/2020.

**17.6 AGAR** – To approve the declaration of exemption for 2019/2020 – signatures for all parts of the AGAR to be made following the meeting due to Covid-19.

**17.7 AGAR** – To approve the Annual Governance Statement for 2019/2020.

**17.8 AGAR** – To approve the Annual Accounting Statement for 2019/2020.

**17.9 AGAR** – To receive the Internal Auditor’s Report for 2019/2020 (if available). 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.

<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		£88.41	
<b>1902</b>	Castle Water – 1 <sup>st</sup> April – 30 <sup>th</sup> Sept assumed usage.	£135.71	£162.85	£27.14
<b>1903</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		£8.45	
<b>Total of Cheques to be paid</b>			£1,242.31	£144.91
<b>Total of Outstanding Cheques</b>				
<b>After above Cheques</b>			<b>£10,970.09</b>	

**18. Items for next agenda:**

**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. To receive an update.

**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.

Following the Employment Committee meeting on 19<sup>th</sup> June, the following items are for noting. The confidential report will be 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. The Employment Committee will ask that the Parish Council reaffirm their support of the Clerk at the Parish Council Meeting of July 13th 2020.

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



Jessica Ashbridge Clerk to Clavering Parish Council