

**Clerk Report July 2020**

<b>Date</b>	<b>Name</b>	<b>Subject</b>
<b>CORRESPONDENCE</b>		
8.6.2020	CPC Zoom Meeting	
	Planning	UTT/20/1223/HHF PROPOSAL: Minor amendment to previously approved stable block LOCATION: Butts Green Farm Butts Green
9.6.2020	Dispute Committee	Meeting via Zoom.
	Gigaclear	Signed document scanned over the Gigaclear, allowing the minor amendments to the route in Starling's Green, creating 2 spurs off the main route, to allow access to two houses, crossing the Village Green.
	EALC	Signed up to the UDC Clerk's Forum held by EALC on Friday 12 <sup>th</sup> .
		Minutes, invoices, allotment rules for Cllr Patmore to distribute, sent to Cllr Gill
10.6.2020	Website	Training session with Corsto, how to use the new website.
	Paul Abrahams	Email requesting that the following areas, are on the cutting schedule, and for him to respond to me. <ul style="list-style-type: none"> <li>• Areas around posts in front of chapel on Hill Green</li> <li>• Area by pump on Hill Green strim back to ditch and pond</li> <li>• Area between HorsePond and Saddlers strim back to ditch</li> <li>• Confluence of River Stort and Kingswater strim back to river bank</li> <li>• Lower Hill Green sightline from concrete track to old Whyman's nursery.</li> </ul>
11.6.2020	Website	More support needed from Corsto on uploading a document – success after a long time! June Newsletter uploaded. Email format sent over to Corsto - cllr.intialsurname@claveringparishcouncil.gov.uk
	Stickling Green	Email to the parishioner advising that on the advice of Mr. Rowley, not to use bought in grass seeds, and that Cllr Carter was volunteered to collect seeds from nearby grasses on the Green to lay on the area.
	Community Heartbeat	Request for one of their electricians to install the defibrillator at the Shop.
	Parishioner	Response email, for the parishioner that expressed concern about the Willow tree between The Cricketers and Pond Cottage – it was looked at by 2 Cllrs, they have concluded that it is ok, but will keep it under surveillance. Slow leaf growth is likely to be due to drought conditions last year, stressing the tree.
12.6.2020	Planning	UTT/20/1071/OP PROPOSAL: Outline application with all matters reserved for the demolition of glasshouse, and erection of 1 no. dwelling, with associated curtilage, car parking and landscaping. LOCATION: Clavering Farm, Mill Lane
	Parishioner	Thanks expressed for the owner of Willow House, about how their driveway renovation works were conducted – permission sought far in advance, and the materials used/width maintained were in keeping with their deeds. The name of the contractor was requested, so the recommendation can be passed on to others. The contractor was: M&M Surfacing <a href="https://www.mmsurfacing.co.uk/">https://www.mmsurfacing.co.uk/</a>
	Parishioners	Letters sent to The Chapel, Pond Cottage, and Pleasant View regarding parking on/driving across Hill Green.
	Corsto	Format for emails sent over, following a request, confirmation that the emails would be £2.50+VAT per user for emails hosted by their servers up to a 500MB limit, rather than £7.50+VAT for a Gmail account with unlimited storage.

15.5.2020	Draft minutes	Draft minutes circulated, and added to website, without needing the assistance of Corsto's livechat. (Big improvement on last week).
	Planning	UTT/20/1223/HHF PROPOSAL: Minor amendment to previously approved stable block and manege. LOCATION: Butts Green Farm Butts Green, Extension requested for this to be discussed at the meeting in July. Extension granted.
17.6.2020	Planning	UTT/20/1397/HHF PROPOSAL: Demolition of garage. Two storey rear extension, loft conversion and 2 no. dormer windows to front elevation LOCATION: Jobest Stortford Road
18.6.2020	Parishioner	Enquiry about the proposed tree survey, and whether the acacia in Coleshill Close would be looked at, as he has concerns about part of it. I confirmed that it was one of the trees that would be checked. Further email stating that part of the tree fell down in the night, and was cleared on to the island. Cllr Gill looked at the tree, and suggested urgent action is required, before another limb falls, as the centre of the tree appears to be rotten. Contact made with Treetops for urgent investigation.
	Tree Survey	Quotes sought to carry out the tree survey on the trees on the Dick Ball Meadow, and the Acacia on Coleshill Close. Requests from Treetops, GWB, Paul Abrahams, and All Aspects Tree Services.
	Planning	UTT/20/1357/LB PROPOSAL: 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. LOCATION: Wakefares Hill Green
	EALC	Signed up to the Clerk's Forum on 26 <sup>th</sup> June – and hope to join the Team chat this time, as I couldn't access it last week.
	Parishioner	Request from a Parishioner: "I maintain/plant/water the granite planter on the junction of the B1038 and Mill Lane by the Fox and Hounds; donated by the Clavering Horticultural Society. It has come to my attention that the waste bin close by is used by dog walkers for the disposal of their dogs excrement, in the appropriate normally, sealed bags. On a hot day the smell from the open bin, with a following wind, can be quite over powering and with two benches in close proximity it is no wonder that they may not be very appealing. Would it be at all possible to place a dog waste bin (these do at least have lids) in the area for these walkers, not necessarily that close to the benches. Apart from passers-by and the people sitting on the benches it cannot be very pleasant for the person emptying the bin." Returned to advise that lidded bins have been requested from UDC in the past, and that they will not provide them. That they would need to be provided by CPC, and then CPC would have to pay for them to be emptied. UDC have previously advised that dog waste should be placed in any bin, and will be emptied.
	Planning	Comments made for UTT/20/1103/HHF, UTT/20/1139/FUL, UTT/1163/HHF

	Defibrillator	Quote received from Community Heartbeat for £467+VAT to install the defibrillator – price includes mileage plus travel for 2 installers. Responded that it would have to go back to the Council, as more than double the £200+VAT that was first suggested and approved.
	Website	Policies uploaded.
	Planning	Decision Notification-UTT/20/0913/FUL approved with conditions.
19.6.2020	Parishioner	Apology received from the owner of Pleasant View. He apologised for failing to inform the Parish council and failing to get the necessary permission. He would like to assure the Parish council that no damage will be caused to Hill Green. He will ask the builder when he returns regarding the skip leaving site and request permission should they need another. He will ask that the builders use their parking where possible on site, while he is out at work.
	Website	Groups page amended, AGAR documents for 2017-18, 2018-19 added
	Acacia Coleshill Close	I spoke to Shane at Treetops, who had visited the acacia tree, and while he could not see any damage to the tree above ground, it is a multilimbed tree, with the limbs originating below the ground, and one limb had fallen due to the rain and winds. The potential damage another limb could cause to properties and vehicles is very high, it was lucky the other limb had not hit anything. He recommended felling the remaining limbs, and quoted £450+VAT to fell the tree and remove the wood. With agreement from Cllr Gill I have instructed him to do so, under emergency funding. The work will be carried out within the next week.
22.6.2020	Acacia Tree	Informed by Shane that the tree will be felled on the morning of the 23 <sup>rd</sup> . I have informed the parishioner, who is going to alert his neighbours to ensure that the parked cars are moved out of the way.
	Adobe	The rate is due to rise from July from £8.32 to £12.64 per month, so I have cancelled the subscription (hoping that a new lower rate will be offered).
23.6.2020	Website	Sorting some formatting, adding Financial Regulations that had not uploaded correctly.
24.6.2020	Langley PC	Email in response to concerns about footpaths being overgrown. I suggested that perhaps the Highways Rangers may be able to assist.
25.6.2020	Parishioner	Advised that works would commence to resurface a drive across Stickling Green, in line with the specification in their deeds. To repair, renew and keep the hoggin road finished with tar and shingle and not exceeding 2.5metres in width to the reasonable satisfaction of the Council. The work will be carried out by George Draper, who recently repaired the drive over Upper Hill Green. In order to get a datum line for the drive - and to ensure it is the correct width, they will need to face back the copse to the east of the drive, due to the copse encroaching over the years, as it has pushed the drive out. The facing back of the copse is acceptable as it will not disturb the roots of the copse.
	UK Power Networks	Consent sought to sympathetically reduce some trees away from the overhead power lines. These are located along Clatterbury Lane. Request to: <ul style="list-style-type: none"> <li>• Reduce the boundary hedge of Dick ball meadow to 1.5 meters below the height of the power line. In this hedgerow there is noticeable thorn and sycamore around pole number 52, reduce these to 1.5 m below the power line. Remove some ivy of pole 51.</li> <li>• 3 lime trees on the south side of the lane. The 1st two a very gentle side pruning back to suitable growth points to gain 1 m / 1.5 m clearance, the 3rd lime tree located near the pump, a very,</li> </ul>

		<p>very gentle through prune to stop any of the branches rubbing against the power line.</p> <ul style="list-style-type: none"> <li>• Clear some of the overhanging Ash branches to a clearance of 1.5 Ms above the electrical service power lines to the village hall, located near the entrance to jubilee park.</li> </ul> <p>They have consented other properties along Clatterbury lane. The plan would be to provide traffic management and safely clear the trees from the power lines from the meadow up to hill green and Robson feed supplies. At present this will be done with the power staying on and using approved methods</p> <p>All arising's would be removed from site and all sites will be left tidy. This service is provided by U K power networks, free of charge. As we have a duty of care to maintain the safety of the network and the supply of electricity.</p> <p>They will be contacting Uttlesford distinct council to check for tree preservation orders, and if found, gain consent.</p> <p>They will give CPC as much notice as possible before the proposed works start.</p> <p>Permission granted with the advice that the Lime Trees and probably the Ash Tree are in Conservation areas, and that I would inform the Village Hall Chairman, and secretary. I have asked for their assurance that if they have to take vehicles on to Hill Green that any damage would be rectified.</p>
	Bee Orchids	Cllr Gill has been placing canes next to the bee orchids before mowing occurs, over 50 found, with more canes required.
	RCCE	Membership renewal and supporting letter circulated.
26.6.2020	Corsto	Bill received for emails for Cllrs and new Clerk email. Logins and passwords received, but no instruction on how to access the email.
1.7.2020	Planning	UTT/20/15 09/LB Peacocks, Clatterbury Lane, Clavering Essex, CB11 4QU UTT/20/1508/HHF PROPOSAL: Partially rebuild and extend existing modern extension to rear.
	Parishioner	RATS
	Parishioner	FOI Request from a Parishioner. The information requested is contained in a policy on the website, this information has been passed on.
	Highways	Starlings Green Byway works, UDC/ECC applications/permissions have not been found, this has been passed to Cllr Gooding to investigate.
2.7.2020	EALC	Advice from EALC to continue meeting virtually for the foreseeable future.
	Hatfield Heath	<p>"I am the Parish Clerk at Hatfield Heath Parish Council. The Council as a whole have decided that our residents would benefit from a PCSO. We do not require a full time PCSO and thought it may be a very good idea if other parishes within the Uttersford District would consider sharing a full time PCSO. We are looking for 3 or 4 parishes to join us.</p> <p>Funding for a PCSO is in the region of £38,520 for the year – Obviously, this changes in line with inflation etc. Contracts will usually be 3 years due to the training and for a PCSO to be competent and proficient."</p> <p>It was determined that it was not suitable for Clavering, as too far from Hatfield Heath, and too much to raise the precept by, plus the car that would be provided would not be suitable for Clavering's rural surroundings.</p>
	Castle Water	Invoice received (last paid in May to Affinity for Business) a clear balance was moved over to Castle Water, they charge in 2mo in arrears/2mo in advance on predicted usage – bill for April to September. (Affinity for

		Business charged in arrears). I mentioned that the meter was leaking. She will instruct an engineer, on the proviso that I confirmed that £75+VAT would be charged if no fault was found or if the appointment was cancelled with late notice. Once the meter has been repaired, meter readings can be sent to them to provide accurate billing.
	Cllr Couchman	Letter received from Cllr Couchman, requesting that it was circulated to all Cllrs. Advice is being sought from UDC Monitoring Officer before doing so. (Responded on 7 <sup>th</sup> July)
6.7.2020	Corsto	Email requesting how the new email addresses are accessed.
	Website working party	From August 2019 minutes "2 blocks of 5 emails are required – 5 business addresses at £51.24 exc VAT, and 5 business unlimited addresses at £71 exc VAT. When another Cllr joins the Council, another block of 5 business rate emails would need to be added." Clarification whether this was an annual or monthly fee, as the rate now being charged by Corsto is £2.50+VAT per user, per month, so more than double. Call booked on 9 <sup>th</sup> July to discuss, and accessing the accounts.
	Clerk's Expenses Account	Received the bank statement, and realised that there were insufficient funds to pay Corsto website bill, having been charged for the emails on 26 <sup>th</sup> June, so cash paid in, to be refunded to the Clerk at the next meeting.
8.7.2020	Defibrillator	Chris Rix contacted me to enquire whether a quote was still required – I resent the spec, and have requested a quote prior to Monday's meeting.
	Cllr Couchman	Following a conversation with Elizabeth Smith, who is looking after the UDC Monitoring Officer department, as Mr. Pugh has stepped down, Cllr Couchman's letter dated 27.06.2020 was circulated to all Cllrs.
<b>OUTSTANDING ITEMS</b>		
Policies		Village Green – under review
Oxley's Close		Recommendations
Electricians		Quotes required
		<b>TO DISCUSS</b>
Village Sign		
<b>Instruction</b>		<b>Action</b>