

**Clerk Report September 2020**

Date	Name	Subject
<b>CORRESPONDENCE</b>		
10.8.2020	EALC	Weekly bulletin circulated
	Parishioners	3 requests to join the meeting this evening.
	Complaint	Complaint initially made in August 2019 about a Cllr, resubmitted to the new interim Monitoring Officer at UDC.
	Castle Water	Live Chat to chase up the revised bill. Asked for a note to be added to the file that the invoice will be paid in September, as it was not provided before tonight's meeting, and request for it to be sent by email.
	FOI Request	FOI Request received from a Parishioner
	Parishioner	Email received during the meeting.
11.8.2020	Parishioner	Response to an email received on 6 <sup>th</sup> August about recreation grounds.
	Cllr Couchman	Letter dated 9 <sup>th</sup> August circulated to all Cllrs.
	Planning	Planning Application Notification -UTT/20/19 71/HHF Mill End, Mill Lane, Clavering, Saffron Walden, Essex CB11 4RP extension granted as standard consultation ends 15 <sup>th</sup> Sept.
	Planning	Comments made for: UTT/20/1888/LB, UTT/20/1889/LB, UTT/20/1628/OP, and UTT/20/1916/HHF.
	FOI Request	FOI Request answered. Further email received, and advice sought from UDC Legal Services Department.
12.8.2020	Paul Abrahams	A letter had been received, advising that an invoice for Oct 30 <sup>th</sup> 2019 had not been paid. Checked the files, and found it was a duplicate, it had been paid using cheque 1858.
	Cllr Gill	Invoices, and minutes sent to Cllr Gill.
	Highways Rangers	Email requesting that the Highways Rangers repair the bench at the Christian Centre, and also the bench outside the Chapel, and the one on Lower Hill Green. In the interim Cllr Gill will tape over
	FOI Request	Responded quoting ICO website, when documents can not be released, and the reason why.
	Footpath 42	Email to the landowner requesting that the footpath across the plough is re-established.
13-19.8	Annual Leave	
20.8.2020	Parishioner	"I'm contacting you on behalf of a few other residents regarding a large silver birch tree on the green area in the centre of Colehills Close. We would like to reduce its height, it has not been pruned in the 22 years I have lived here and it has reached quite a size. The parish council removed a damaged tree from the close earlier this year and we were wondering whether it would be possible for this matter to be dealt with too. We don't want the removal of the tree, just for it to be pruned back a bit." Responded that it would be added to the September Agenda.
	Employment	Annual review with Cllrs Gill and Clayton.
	Highways Rangers	Response from Chris Turner, who is no longer involved with the Highways Rangers, advising that the request needs to be made to Rissa Long. Request sent.
	PKF Littlejohn	Receipt of documents – notification of exempt status, 2020
	Defib	Defibrillator cabinet installed at the Nisa Shop on 17 <sup>th</sup> August.
	EALC	Weekly bulletin w/c 10 <sup>th</sup> August
	EALC	Local Government Reform - An Important Article from Cllr David Finch, Leader of Essex County Council
	Planning	Planning Application Notifications -UTT/20/1840/HHF UTT/20/1841/LB Hill Cottage, Middle Street, Clavering, CB11 4QL
	Highways	Please click on the following link <a href="https://one.network/?tm=118292212">https://one.network/?tm=118292212</a> to find details of the closure of Clatterbury Lane, due to commence on 14th

		September 2020 for 1 day. The closure is required for the safety of the public and workforce whilst Essex County Council undertakes Gully jetting and CCTV to determine drainage condition.
	Cllrs	Reminder sent informing Cllrs that if they have not completed the CPC Health and Safety training, that they are not covered by insurance for work on Parish Land such as strimming/mowing etc. Request that they inform me of problems so that contractors can be sought, or other Cllrs that have had training can carry out the work required. Also to inform me if Paul Abrahams had missed areas off the cutting schedule.
	Website/email WP	Request for companies that could take over running of website/email package, as one found through EALC.
24.8.2020	Cllr Cook	Resignation tendered with immediate effect.
	Parishioner	Advised that work to the drive across Stickling Green (previous permissions granted) would commence on Friday 21 <sup>st</sup> August, would be in line with the deeds in terms of width ad surface, and would take 3-4 days.
	Parishioner	Report received detailing plans they would like to carry out to the drive to their property over Hill Green. To be discussed at the meeting in September.
	AGAR 2019/2020	Provision for the exercise of public rights notice created to commence 1 <sup>st</sup> September – 13 <sup>th</sup> October. Copy sent to Cllr Gill for the notice boards, will be added to the website with the AGAR information on Friday 28 <sup>th</sup> August.
	Complaint	Response from interim Monitoring Officer at UDC, that the complaints made in August 2019, had been considered to be dealt with at the Standards Committee Hearing in January 2020, and were not covered by the Code of Conduct.
	UDC	Advised by the interim Monitoring Officer that all decisions regarding complaints and all associated costs (of Standards Hearings etc) are borne by UDC, this cost is not passed on to Parish Councils.
25.8.2020	EALC	Weekly bulletin circulated
	EALC	Request for information resent about confidential committee reports query.
	Website	Quotes sought from 3 companies for website and email hosting – catalyst2.com, A2hosting.co.uk, and siteground.co.uk
26.8.2020	Website	Report of website/email quotes created, and sent to Cllr Stanford for investigation.
27.8.2020	Parishioner	Request to inspect the books during exercise of public rights period. Responded that a venue would need to be established, and have asked which documents are being requested.
	Website	Further quotes sought from Force36, and conversation with catalyst2, and Cllr Stanford.
28.8.2020	Parishioner	5 further emails relating to inspecting the books.
	EALC	National pay scales sent from NALC
	EALC	Letter from the retired CEO of EALC, Joy Darby.
	UDC	White paper planning consultation information circulated.
	AGAR	Provision for the exercise of public rights, AGAR documents and accompanying financial documents published on the website.
	Cllr Couchman	Email responding to a letter dated 26 <sup>th</sup> August re: thicket at Stickling Green.
2.9.2020	Allotments	Request from an allotment holder re: rents circulated to Cllrs, for discussion on 14 <sup>th</sup> .
	Fallen Tree	Report that a tree has fallen next to the Elms on the bank of River Stort, Cllr Gill was contacted to determine the land ownership – it belongs to Highways, the parishioner has been advised to report it to Highways.

	Planning	Planning Appeal MT Stansted Airport MA,BODY=Planning Appeal Notification
	Ben Smeeden	Tree Planting Initiative – I have asked for suggestions to replace the acacia on Colehills Close, and the Willow next to the Cricketers.
	Castle Water	Chased for a revised invoice. Again.
4.9.2020	Information Box	Message from Mike Smith “I have changed the bulb twice but to no avail! So I now plan to change the light unit itself as I can’t quite see what the problem is other than it is not with the bulbs!” He will keep me informed of developments.
	Castle Water	Response that the previous invoice had been cancelled – this was requested at the end of July! A new invoice figure has been provided, I have asked what period this covers – previous one was April to September – as the cost is higher than the previous invoice, which is acceptable if the new one is April to December.
	Inspection of Accounts	Cllrs Gill and Clayton will meet with a parishioner on 10 <sup>th</sup> Sept in the Village Hall (I am unavailable due to childcare responsibilities) for the inspection of the accounts. Cllr Gill has completed all the relevant risk assessments, time for cleaning is required before and after the meeting.
	Parishioner	Statement received in response to Cllr Couchman’s letter dated 30 <sup>th</sup> August re: copse at Stickling Green.
7.9.2020	ECC	Essex Forest Initiative
	Castle Water	Invoice received, higher than the previous invoice due to accurate water usage following the meter reading invoice for April-September.
	Highways Rangers via Rissa Long	Requested that the following benches are attended to. 1. Outside The Christian Centre in Stortford Road 2 and 3. Either side of Cricket Pavilion on Hill Green ( one marked Arthur King the other Bert Holland) 4 The one on the grass triangle at the top of Church End ( Marked Clavering Women's Institute)
<b>OUTSTANDING ITEMS</b>		
Policies		Village Green – under review
Oxley’s Close		Recommendations
		<b>TO DISCUSS</b>
Village Sign		
<b>Instruction</b>		<b>Action</b>