

Clavering Parish Council

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9th September 2020

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

Monday 14th September 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 10th August 2020. To receive the In Camera Report from the meeting held on 13th July 2020.
- 6 District and County Councillors Reports - To receive reports.**
- 7 Planning**

7.1

Planning Reference	Address	Proposal	Decision
UTT/20/1840/HHF	Hill Cottage, Middle Street	Remove existing external cement render on the non-original 70's and 50's extensions. Install a timber batten to allow for PIR insulation boards to increase the U value of the extensions. Insulate the ceiling of the bedroom in the 70's extension. Install black weatherboard cladding to match the outbuilding	Awaiting decision
UTT/20/1971/HHF	Mill End, Mill Lane	Erection of a stand-alone garden room to be used as an office, games room and storage.	Awaiting decision

7.2 UDC Decisions

Planning reference	Address	Proposal	Decision
UTT/20/0786/FUL	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
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.	Awaiting Decision 08.07.2020
UTT/20/1508/HHF	Peacocks, Clatterbury Lane	Partially rebuild and extend existing modern extension to rear.	Approved
UTT/20/1397/HHF	Jobest, Stortford Road	Demolition of garage. Two storey rear extension, loft conversion and 2 no. dormer windows to front elevation	Approved
UTT/20/1888/LB	Wakefares, Hill Green	Property repairs comprising; recovering of the front pitched roof reusing existing tiles, fitting of cowls to the chimney pots, replacement of cement render with lime render, new external doorset, internal first floor ceiling renewal to some bedrooms, alterations to first floor	Awaiting Decision

		bathroom layout, bedroom door positions, ground floor WC area and external painting of the house.	
UTT/20/1889/LB	Wakefares, Hill Green	Replacement Windows	Awaiting Decision
UTT/20/1628/OP	Land to The North Of Eldridge Close	Outline planning application with all matters reserved except access for up to 9 dwellings (Class C3) including, public open space, sustainable drainage systems, landscaping and all associated infrastructure and development.	Awaiting Decision
UTT/20/1916/HHF UTT/20/1917/LB	Paddock View Stickling Green	Erection of first floor extension including removal of lean-to slate roof, new front porch, conversion of barn including removal of roof, erection of single storey extension to link house to converted barn, erection of detached two bay cart shed and erection of green house.	Awaiting Decision

7.3 Planning White Paper Consultation – To determine whether to complete the consultation.

7.4 Appeal - APP/C1570/W/20/3256619 Appeal start date: 12.08.2020. Stansted Airport Airfield works comprising two new taxiway links to the existing runway (a Rapid Access Taxiway and a Rapid Exit Taxiway), six additional remote aircraft stands (adjacent Yankee taxiway); and three additional aircraft stands (extension of the Echo Apron) to enable combined airfield operations of 274,000 aircraft movements (of which not more than 16,000 movements would be Cargo Air Transport Movements (CATM)) and a throughput of 43 million terminal passengers, in a 12-month calendar period. Application reference: UTT/18/0460/FUL. To determine whether to submit further comments.

8. Wakefares Track, Hill Green – To receive a report and determine actions.

9. Trees

9.1 Tree Survey – To receive the report from Treetops, and determine actions.

9.2 Tree Planting UDC – To determine actions.

9.3 Essex Forest Initiative – To determine whether to complete the survey.

9.4 Willow Tree – To receive quotes to remove the dying willow tree between the Cricketers and Pond Cottage, and determine actions.

9.5 Tree Reduction - Request from parishioners to reduce the size of the horse chestnut on Church End, and to reduce the size of the silver birch on Colehills Close. To determine actions.

10. Stickling Green Copse behind pump – To receive a report and determine actions.

11. Policies – To review the draft Risk Assessment Policy for adoption in October.

12. Carols at Hill Green – To determine whether the Carols will take place.

13. Representative Reports

13.1 Allotments – To receive a report and an allotment holder's letter and determine rents for 2020/2021. Following a request from an allotment holder, to discuss bonfires on the allotments.

13.2 Website and Email – To receive a report and determine actions, this will be discussed In Camera, as discusses quotes from various firms.

13.3 Footpaths and Byways – To receive a report on Byway 60.

13.4 Representative Reports

13.5 Jubilee Field - The Wayleave payment cheque for the Jubilee Field was in the name of CPC.

This has been paid in, so a cheque needs to be made out to the Jubilee Field for £16.80.

The Jubilee Field AGM will be 14th October and the Jubilee Field is looking at the possibility of its holding AGM by Zoom. It has been holding its meetings through lockdown via free 40 minute Zoom sessions, but more time may be required for the AGM. It asks whether it is possible that the Parish Council representative on the Jubilee Field Committee could host the Jubilee Field AGM through CPC's monthly Zoom subscription? The Jubilee Field will make a contribution to the Parish Council for facilitating this.

13.6 Essex Association of Local Councils – To note the EALC AGM will be held via Zoom on 24th September 2020. Cllr Gill will attend, as voted on during the August Meeting.

13.7 Newsletter – to determine whether to issue a paper format, delivered to houses not on email, for September. The newsletter is currently sent on email, posted on the Council website and a copy placed on the PC noticeboard at the shop.

14. Clerks report - General correspondence and monthly report circulated.

15. Risk Assessment Book – Defibrillator at Village Shop has been placed in cabinet: rescue ready 7th Sept 2020
Defibrillator at Village Hall rescue ready 7th September 2020

16. Finance

16.1 To approve cheques - To approve the cheques.

16.2 Adobe – To consider signing back up for the Adobe Acrobat for the Clerk’s use, despite the cost rising following a year at a discounted rate. Previous rate £9.98 (inc VAT), new rate £15.17 (inc VAT).

16.3 Clerk’s Wages Standing Order – This will be amended following discussion in camera, in line with the National Pay Scales, and removing mileage.

16.4 To note that the Internal Auditor signed the 2019-20 AGAR on 25th August 2020 without qualification
Formal report to follow

16.5 To Appoint Maurice Howard as Clavering Parish Council Internal Auditor for Financial Year 2020-21

Credit Received	
Wages s/o	£523.68
Balance at NatWest Bank – Based on August minutes (statement did not arrive in time for the agenda publication)	£10,171.16
Balance of Clerk’s Expenses Account 28th August 2020	£92.01

Clerk’s Expenses Account	Detail	Amount	Total	VAT
20.08.2020	Clerk’s Expenses Printer Ink	£6.66	£7.99	£1.33
06.09.2020	Corsto website hosting	£29	£34.80	£5.80
02.09.2020	Zoom Meetings	£11.99	£14.39	£2.40
Total			£57.18	£15.67

Cheque	Detail	Amount	Total	VAT
1910	Clerk’s Expenses Account top up		£57.18	
1903	Castle Water – 1 st April – 30 th Sept metered usage	£161.06	£193.28	£32.22
1911	DM Payroll Services, admin for first half of 2020/2021		£66	
1912	Jubilee Field Wayleave (cheque was made out to CPC by UK Power Networks mistakenly)		£16.80	
Total of Cheques to be paid			£333.26	
Total of Outstanding Cheques (Based on August Minutes)	1902 1904 1905 1906		£72.60 £540 £370 £3.37	
After above Cheques			£9,837.90	

17. Items for next agenda: Village Greens & Parish Land Policy (deferred from this meeting – meeting length constraints)

18. Website and Email Quotes

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 tenders.

To receive a report and determine actions.

19. 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.

To receive a verbal report following the annual employment appraisal on 20th August 2020, and to determine a pay increase in line with the National Pay Scales.

Date of next meeting: Monday 12th October 2020

Jessica Ashbridge Clerk to Clavering Parish Council