

### Clerk Report October 2020

Date	Name	Subject
<b>CORRESPONDENCE</b>		
14.9.2020	Cllr Oliver	Report circulated
	Parishioners	4 requests to join the meeting this evening.
	Defibrillator	Letter sent to Clavering Primary School, Clavering and Arkesden Preschool, and the Willows out of school setting about the new defibrillator at the Nisa Shop.
	Castle Water	6 differing invoices/late charges letters all dated 1 <sup>st</sup> /2 <sup>nd</sup> September received today. Live chat to Castle Water. Several were credit notes, very poor customer service! The correct amount had been emailed over on 7 <sup>th</sup> Sept. Requested that further invoices are emailed, to prevent the postal delay.
	Cllr Couchman	Letter received including copies from the Our Common Land by Paul Clayden. Circulated.
16.9.2020	Parishioner	Freedom of information request received, and acknowledged.
	UDC	Consultation on pavement parking
	Treetops	Instructed to fell the Willow Tree in between the Cricketers and Pond Cottage, and the Sallow Willow on the Dick Ball Meadow.
	Ben Smeeden UDC	Request for an oak, 2 cherries, and replacement suggestions for the ornamental plum tree, and willow tree.
	Geddings Manor Farm	Request that the brambles by the pump in Stickling Green are cut down.
	Benches	Condition report on the benches in the Village compiled by Cllr Carter. Added to meeting docs for discussion in October.
17.9.2020	Ben Smeeden	Response requesting a map to show the planting of the requested trees – sent to Cllrs Gill and Carter.
18.9.2020	Email issues	Unable to access emails again (I was locked out on Monday evening) live chat with Corsto, the problem resolved itself, asked about saving emails to dropbox, I was advised to use mozilla thunderbird as an intermediate programme, as it was then possible to save emails from there. I was again advised that the webmail programme I am using is old, and they recommended the G-Suite option, and could transfer everything to that.
	Force36	Request that they set up emails for myself and Cllrs, and transfer the domain name over, plus provided information about the website so they could provide quotes, timelines etc.
21.9.2020	Parishioner	Email received with suggestions to add to the risk assessment
	EALC	Bulletin w/c 14 <sup>th</sup> Sept.
	Newsletter	Published on the website
22.9.2020		
23.9.2020	CiLCA coursework	
24.9.2020	Bus Shelter	Advice from Cllr Barrow that he swept out the bus shelter on 18 <sup>th</sup> , and that the noticeboard needs re-staining, and ivy behind it needs to be removed. There is a large bush that needs cutting back, requested that the Highways Rangers carry that out.
28.9.2020	Allotments	Invoices/letters advising about the price increase, bonfires, and a request for payment by cheque or cash to me, or bacs payment by 31 <sup>st</sup> October.
29.9.2020	Parishioner	Request for information to be circulated to Cllrs.
	Parishioner	“Two black objects on a pole, which may be cameras, have appeared overnight on the roadside verge opposite the back of my garden” at Sheepcote Green. I responded it was worth checking with Highways, follow up email to say they had gone over night.
		Allotment invoices
	Parishioner	Informed that he will have no time to fell the ornamental plum tree, as was previously suggested.

	Treetops	Request they quoted to fell the plum tree on Hill Green
	UDC	Informed the Monitoring Officer that Cllr Cook had resigned.
30.9-1.10	Unwell	
2.10.2020	Planning	Planning Application Notification -UTT/20/2465/HHF Tamar, Stortford Road, Clavering, CB11 4PE. UTT/20/2436/FUL Further Ford End, Further Ford End Road, Clavering, CB11 4SG. UTT/20/2437/LB
	Allotments	Query about plot 35, and advice from a holder that one plot had been taken over by their neighbour – invoice sent.
	Notice of Vacancy	Filling of casual vacancy on Clavering Parish Council Notice added to the website and notice board, following the resignation of Cllr Cook.
	Treetops	Instructed to fell the plum tree on Hill Green, following a quote being received, which falls under the Clerk's emergency spending, and agreement with Cllr Gill.
	Allotment	Enquiry from someone who is moving in to the Village.
	Carols	Email from Walden Buskers asking if they could assist with the Carols this year. Thanked for the email and advised that they would not be taking place due to Covid-19 restrictions.
	Highways	ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1) Temporary Traffic Regulation Order of Plantation Hill, Clavering Please click on the following link <a href="https://one.network/?tm=118281172">https://one.network/?tm=118281172</a> to find details of the intended closure of Plantation Hill, due to commence on 19th October 2020 for 2 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes repairs to railings.
	Cllr Couchman	Letter received dated 22 <sup>nd</sup> September
5.10.2020	Planning	Planning Application Notification -UTT/20/2484/FUL Hazeldene, Langley Road, Clavering, Saffron Walden, Essex, CB11 4SQ  Planning Application Notification -UTT/20/2500/OP Clavering Farm, Mill Lane, Clavering, CB11 4RL
	FOI Request	FOI request received on 15 <sup>th</sup> September answered.
	Ben Smeeden	Map of the area where new trees would be planted provided.
	SLCC Training	Virtual Conference £25+VAT for a week of virtual conferences, signed up following permission from Cllr Gill
6.10.2020	Essex Forest Initiative	Survey completed
7.10.2020	Defibrillator	Letter of thanks sent to the owners of the Nisa Shop, and a request for permission to install a v-shaped sign over the cabinet.
	Planning	Planning Application Notification -UTT/20/2526/LB, and UTT/20/2525/HHF Peacocks, Clatterbury Lane, Clavering, Essex, CB11 4QU
<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>