

Minutes of the Clavering Parish Council Meeting held via Zoom on Monday 12th October 2020 at 7:30pm.
Present – Councillors Stephanie Gill (Chairman), Rob Clayton, Richard Carter, Michael Patmore, Martina Ryan, Brian Barrow, and Jess Ashbridge (Clerk)

3 members of the public were in attendance, County Councillor Gooding and District Councillor Oliver in part.

1. **Chairman welcome** - Cllr Gill welcomed those present, and advised that the UALC AGM would be taking place on 28th October, and that she was happy to continue as a representative. The Essex Passenger Transport Demand Consultation will be added to the Newsletter, as a response from Parishioners was required by 1st November.
2. **Apologies for absence** - Apologies for absence were accepted from Cllr Stanford **P: Cllr Gill, Cllr Clayton, All in fav.**
3. **Declaration of Interest** - Cllr Gill declared a personal and prejudicial interest in UTT/20/2465/HHF and a pecuniary interest in 18.1 as a beneficiary of a cheque.
4. **Public Participation Session** - A Parishioner asked about grasscutting insurance, Cllr Gill responded that the Jubilee Field was managed by a charity separate to the Parish Council. The Tennis Club, Bowls Club and Jubilee Field Committee arranged their own insurance for maintenance. The Cricket Club mow the pitch at Upper Hill Green and this is covered under their own insurance policies, Cllr Carter confirmed this included third party liability.
5. **To approve and sign minute of previous meetings** - The minutes of the Clavering Parish Council meeting held on 14th September 2020 were approved **P: Cllr Carter, S: Cllr Barrow, All in Fav.** The In Camera Report from the meeting held on 14th September 2020 would be received in November.
6. **District and County Councillors Reports** - Reports were received from Cllr Oliver and Cllr Gooding, both shared that they have funding available for Community projects.
7. **Planning**

7.1 Cllr Gill was placed in the waiting room for UTT/20/2465/HHF

Planning Reference	Address	Proposal	Decision
UTT/20/2465/HHF	Tamar Stortford Road	Proposed orangery.	Awaiting Decision No Comments
UTT/20/2436/FUL UTT/20/2437/LB	Further Ford End, Further Ford End Road	Proposed replacement dwelling with associated operational works including landscaping and refurbishment of the exterior of Elm Cottage including replacement joinery, surface materials and demolition of later conservatory. Erection of garage.	Awaiting Decision
UTT/20/2484/FUL	Hazeldene, Langley Road	Demolition of 2 no. existing outbuilding and erection of 1 no. detached dwelling with detached garage	Awaiting Decision
UTT/20/2500/OP	Clavering Farm Mill Lane	Demolition of glasshouse, and erection of new dwelling, with associated curtilage, car parking and landscaping.	Awaiting Decision
UTT/20/2525/HHF UTT/20/2526/LB	Peacocks Clatterbury Lane	Kitchen and Lean-to extension re-build. Internal alterations to provide woodburner (amendments to previously approved scheme UTT/20/1508/HHF).	Awaiting Decision No Comments

UTT/20/2436/FUL – It was determined to object to this application on the grounds that the proposed new dwelling was much further forward on the site. The property was not sustainable and is outside of the Village envelope, plus there was no biodiversity report with the application, and there was a pond on the site with newts.

UTT/20/2484/FUL – It was determined to repeat the comments that had been made on the previous application.

UTT/20/2500/OP – It was determined to object to the application on the grounds that it was not sustainable, and question the need for a rural worker to be housed on the site.

7.2 UDC Decisions

Planning reference	Address	Proposal	Decision
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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/20/1888/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 bathroom layout, bedroom door positions, ground floor WC area and external painting of the house.	Approved
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.	Refused
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 14.10.2020
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.	Approved

7.3 Appeal – 20/00106/REF Erection of 6 no. dwellings including widening of existing bridge. Land Rear Of Side Stream, High Street, Clavering, Saffron Walden, Essex, CB11 4QR to note the appeal is valid, but has not yet formally commenced, pending appointment of an inspector. APP/C1570/W/20/3259099.

8. Trees

8.1 Tree Planting UDC – An update had not been provided by Ben Smeeden, a map of the proposed trees and the varieties had been sent over to him.

8.2 Tree Reduction – It was determined that the silver birch on Colehills Close was healthy and did not need pruning, there had been concerns from a resident about branches spreading over properties. It will be monitored.

9. Stickling Green Copse behind pump – The brambles had not been cut back by Geddings Manor Farm, so the Clerk was instructed to contact Paul Abrahams to arrange a meeting with him and two Cllrs, to discuss the area, and other areas that had been missed off the cutting schedule. Once the brambles have been cleared, three quotes can be sought for the work in the copse. **P: Cllr Carter, S: Cllr Gill, All in fav.**

10. Consultation on pavement parking – It was determined that the consultation should be completed by the Clerk.

11. Spoil on Village Green – Spoil had been left on the Village Green at The Druce, following landscaping works, it was determined that the Clerk should write to owners asking for it to be removed. **P: Cllr Carter, S: Cllr Gill, All in fav.**

12. Training – Introduction module to Health and Safety online training was offered by EALC for £14+VAT registration will last a year, it was determined that Cllrs should contact the Clerk to take part. GDPR training £14+VAT (had been completed by Cllr Cook) Cllr Ryan volunteered to carry out the training. Clerk's Training: With Chairman's permission granted to sign up, approval was granted for the Clerk's attendance at SLCC Virtual National Conference (12th – 16th October) which included virtual workshops. Cost £25 plus £5 VAT. **P: Cllr Clayton, S: Cllr Carter, All in fav.**

13. Benches – A report on the condition of the benches in the Village was received, it was determined that the Highways Rangers should be instructed to look at those that need attention. Cllr Carter raised that the sign on the Dick Ball Meadow gate was rotten, that he had created many years before. He was asked to make a new one.

14. Policies – The Risk Assessment Policy was reviewed, it was determined that more additions were required, before adoption in November. The Clavering Parish Green Village Greens Policy and Procedures (including Parish Land) various comments had been made, with recommendations for the final policy including ensuring that all the maps used the same key, and adding that the maps were copies, for illustrative purposes, and that the originals could

be inspected, also that there would not be a public consultation as it was CPC's policy document. The introduction was going to be expanded to discuss the benefits of open spaces particularly during the pandemic. It was determined that the changes would be made, and it would be approved in November. Cllr Gill thanked the Working Party for all their hard work. Cllr Carter also passed thanks to the Working Party, and requested that parishioner's comments on the draft be circulated to councillors.

15. Representative Reports

15.1 Allotments – Allotment rents received for plots 8,9,10,19,20,23,28,29,32,37 and 38 via BACS and cheque at the time of the agenda being published. The Clerk informed the Council that she had signed up for an online account for Castle Water, which would hopefully speed up invoices being received, and that meter readings could be recorded.

15.2 Website and Email – There had been a request from Force36 to sign a letter transferring the domain registration over to them from Corsto. They had advised that Corsto would be alerted of this. It was determined that the Clerk (as registered owner of the domain) and Chairman sign the letter, and that the Clerk advised Corsto that another firm would be taking over the emails, and to ask for a refund for the month that was taken without any action occurring. **P: Cllr Gill, S: Cllr Clayton, All in fav.**

15.3 Footpaths and Byways – Footpath 42 has been reinstated.

15.4 Jubilee Field AGM – Tuesday 13th October.

15.5 Essex Association of Local Councils – The report for the EALC AGM which took place on 24th September 2020 was received.

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

17. Risk Assessment Book – Both defibrillators have been registered with Webnos, Cllr Gill and the Clerk can access the program – it advises when pads etc need to be changed. Both defibrillators have the addresses on them now in permanent ink, as if they are required, they often travel in the ambulance, and then confusion may occur as to where they have come from. Both were rescue ready on 11th October 2020. The bench in front of the Christian Centre has been taped up on one side. It has been passed over to Rissa Long for the Highways Rangers to deal with.

18. Finance

18.1 To approve cheques - The cheques were approved. **P: Cllr Clayton, S: Cllr Carter, Abstain: 1, 5 in fav.**

18.2 Accounts – The quarterly accounts were received, there were a few variances in the budget page, due to items being placed in the wrong columns, such as backpay.

Credit Received	Precept	£9020.50
	Allotments	£110
Wages s/o		£539.18
Balance at NatWest Bank on 5th October 2020		£17,738.24
Balance of Clerk's Expenses Account 30th September		£72.51

Clerk's Expenses Account	Detail	Amount	Total	VAT
15.09.2020	Clerk's Expenses Printer Ink	£6.66	£7.99	£1.33
06.10.2020	Corsto website hosting	£29	£34.80	£5.80
02.10.2020	Zoom Meetings	£11.99	£14.39	£2.40
30.09.2020	Postage – Allotment invoices		£19.50	
Total			£76.68	£15.67

Cheque	Detail	Amount	Total	VAT
1913	Clerk's Expenses Account top up		£76.68	
1914	Chris Rix – defibrillator installation	£345	£414	£69
1915	SLCC – Virtual National Conference (12 th – 16 th October) Clerk Training		£30	£5
1916	Paul Abrahams 6 th August		£185	
1917	Clerk's expenses – mileage – delivering the accounts for inspection		£18	
1918	Cllr S. M. Gill Expenses - 1 Roll of Tape Stamps (Covid-19: Cllr Gill sending out cheques)	£7.79	£9.35	£1.56

	14th May & 9th September 2020 6 Second class stamps 12 Second class stamps		£3.90 £7.80 £21.05	
1919	Clavering Village Hall Hire 10 th September for the inspection of the accounts by a parishioner		£30	
Total of Cheques to be paid			£774.73	£75.56
Total of Outstanding Cheques				
After above Cheques			£16,963.51	

19. Items for next agenda: Risk Assessment Policy, Village Greens Policy and Procedures, drain at Horse Pond, Village Sign, Paul Abrahams cutting schedule.
The meeting was closed at 21.14.

Date of next meeting: Monday 9th November 2020