

Minutes of the Clavering Parish Council Meeting held via Zoom on Monday 10th August 2020 at 7:30pm.
 Present – Councillors Stephanie Gill (Chairman), Rob Clayton, Richard Carter, Rebecca Stanford, Michael Patmore, Martina Ryan, Brian Barrow, and Jess Ashbridge (Clerk)

4 members of the public were in attendance, and County Councillor Gooding in part.

1. **Chairman welcome** Cllr Gill welcomed those present, and advised that since the last meeting Cllr Cook had resigned at the end of August, she thanked him for all the work he had carried out on behalf of the Parish Council through Committees and working parties. The Clerk will inform UDC. Parish Council meetings will continue via Zoom, in light of government legal advice not to meet under the rule of six. Cllr Gill will contact the coordinators of the self-isolation support cards, as these may need to be reissued.
2. **Apologies for absence** – Cllr Couchman was not present at the meeting. Apologies for absence were not received.
3. **Declaration of Interest** – Cllr Clayton declared a personal and pecuniary interest in item 10, Cllr Stanford declared a personal and prejudicial interest in UTT/20/1971/HHF, Cllr Patmore declared a personal and prejudicial interest in 13.1, and Cllr Gill declared a personal interest in 13.5.
4. **Public Participation Session** – A Parishioner spoke about the Copse behind the Pump on Stickling Green, comments had been added to the report, but he was very against cutting down healthy trees. He also reported that an appeal had been lodged opposite the Fox and Hounds Pub, but that it was not on the UDC Website at the time of the meeting, and that HoC would fight it.
 A Parishioner spoke on behalf of the Bowls Club and requested information on how to apply to CPC for a grant application. Cllr Gill informed him that the Clerk would send over the information, and in the past CPC had given the Bowls Club funding from the Easements Reserves, when they had applied for an equal amount from the CIF grant scheme.
 A Parishioner spoke about the track to Wakefares.
 Cllr Gill thanked the Parishioners for their comments, and it was determined to move items 8 and 10 up the order of the agenda.
5. **To approve and sign minute of previous meetings** - The minutes of the Clavering Parish Council meeting held on 10th August 2020 were approved **P: Cllr Carter, S: Cllr Clayton, Abstain: 1, 6 in fav.** The In Camera Report from the meeting held on 13th July 2020 was discussed In Camera, to add a comment.
6. **District and County Councillors Reports** – A written report was received from Cllr Oliver, Cllr Gooding delivered a verbal report – later in the meeting.
7. **Planning**

7.1 Cllr Stanford was placed in the Waiting Room for the discussion of UTT/20/1971/HHF

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 No comments
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 No comments

Cllr Ryan left the meeting due to a connection fault.

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	Refused
UTT/20/1103/HHF	Yeomans Cottage Wicken Road,	Removal of existing thatched roof, construction of gable ends, construction	Awaiting Decision 08.07.2020

	Clavering CB11 4QT	of pitched roofs over dormer windows, and fitting tiled roof to match existing.	
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 bathroom layout, bedroom door positions, ground floor WC area and external painting of the house.	Awaiting Decision
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.	Withdrawn

Cllr Ryan returned.

7.3 Planning White Paper Consultation – It was determined that the Clerk would complete the consultation. A comment was raised that there was no restriction on building on agricultural land.

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. It was determined that as comments had not been made on the original application, nothing would be added.

- 8. Wakefares Track, Upper Hill Green** – A parishioner’s report was received for resurfacing the track, and removing the excess material in the middle, and installing a new gas connection. It was noted that on the track there was a registered right of access to Copthall Field, but would be considered a prescriptive right to Wakefares. It was proposed that the works go ahead, with the edges stamped down, the middle removed, and compressed crushed limestone used for the surface, retaining the current dimensions. It was also proposed that the gas connection could be made, however the photo in the report differed to the route held on file, so Cllr Gill offered to forward papers to the Parishioner. **P: Cllr Gill, S: Cllr Carter, All in fav.**

9. Trees

9.1 Tree Survey – The report from Treetops was received. It was determined that Treetops be instructed to remove the willow deadwood over the path, financial regulations were suspended in seeking 3 quotes, and a health and safety risk was identified. **P: Cllr Gill, S: Cllr Stanford, All in fav.** The Clerk was instructed to contact the Parishioner who had raised the health of the ornamental plum tree on Hill Green, and who had offered to carry out its removal, and enquire if this was still the case.

9.2 Tree Planting UDC – It was determined that the replacement trees required were an oak, two cherries, and to ask Ben Smeeden for suggestions to replace the willow tree, and ornamental plum. Clerk instructed to contact him.

- 9.3 Essex Forest Initiative** – It was determined that the survey should be completed **P: Cllr Gill, S: Cllr Carter, All in fav.**
- 9.4 Willow Tree** – Three quotes were received to remove the dying willow tree between the Cricketers and Pond Cottage, Treetops were to be instructed to carry out the works, as their quote was half the amount of the other 2 contractors. **P: Cllr Gill, S: Cllr Carter, All in fav.**
- 9.5 Tree Reduction** - Request from parishioners to reduce the size of the red flowering chestnut on Church End, and to reduce the size of the silver birch on Colehills Close. Cllrs Carter and Barrow inspected the chestnut determined that no action was required. The silver birches were moved to October's meeting, to allow Cllrs the chance to examine them.
Cllr Clayton was placed in the waiting room.
- 10. Stickling Green Copse behind pump** – A report was received. Following a discussion it was determined that unsafe trees would be cut back, deadwood removed, and that the brambles be cut back to the fence – it was suggested that the Clerk instruct Geddings Manor Farm to do this with a tractor mounted flail mower, and that Cllr Carter would rake up and remove the debris. The Clerk was requested to remind Paul Abrahams about keeping the area strimmed. **P: Cllr Carter, S: Cllr Stanford, Abstain:1, 6 in fav.** Once that work had been completed it was determined to seek quotes from tree surgeons on removing the deadwood, and cutting the unsafe trees back. **P: Cllr Gill, S: Carter, Abstain: 1, 6 in fav.**
Cllr Clayton returned to the meeting.
- 11. Policies** – The draft Risk Assessment Policy was reviewed with suggested amendments, for the Clerk to circulate in advance of the October meeting, for comments and additions before adoption.
- 12. Carols at Hill Green** – It was determined that due to the Covid-19 restrictions that the Carols would not take place this year. Thanks were expressed to those that had organised and assisted with the Carols in previous years.
- 13. Representative Reports** Cllr Patmore was placed in the Waiting Room for the discussion about allotment rents.
- 13.1 Allotments** – A report and an allotment holder's letter were received. The 44 plots are all rented out. It was determined that the rents for 2020/2021 would rise to £10, as the running costs have been higher than the rents, due to increased water charges and skips every other year. The Clerk was instructed to send out the invoices at the end of September for payment by the end of October, and to request that payment was sent to the Clerk, or paid by BACS, and for money not to be handed to Cllr Patmore due to Covid-19. **P: Cllr Stanford, S: Carter, Abstain 2, 5 in fav.** A discussion was held about bonfires. It was determined that the Clerk should add a note to the invoice letter reminding allotment holders to be considerate, to only light bonfires when the wind was in an easterly direction, and that the burning of household waste was forbidden. Plus, to remind the allotment holders that debris could be disposed of through the Green Waste Scheme.
- 13.2 Website and Email** – This item was discussed In Camera, as it discussed quotes from various firms.
- 13.3 Footpaths and Byways** – A report on Byway 60 was received.
Cllr Gill was placed in the Waiting Room.
- 13.4 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 £31.70 for 2 years.
It was determined that The Jubilee Field AGM on the 14th October via Zoom could be hosted through CPC's monthly subscription, and that the Parish Council representative on the Jubilee Field Committee would host the meeting. The Jubilee Field had offered to make a contribution to the Parish Council for facilitating this.
P: Cllr Clayton, S: Cllr Stanford, Abstain: 1, 6 in fav.
Cllr Gill returned to the meeting.
- 13.5 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.
- 13.6 Newsletter** – It was determined that a paper format would not be issued. The newsletter is currently sent on email, posted on the Council website and a copy placed on the PC noticeboard at the shop. A request would be placed in the newsletter for parishioners to print out copies, if they were aware their neighbours could not access it in any other way.
- 14. Clerks report** - General correspondence and monthly report circulated. Some of the benches that were in need of urgent repair had been passed on to the Highways Rangers for attention. It was determined that Cllr Carter should survey all of the benches in the Village, so their condition could be monitored. **P: Cllr Gill, S: Cllr Stanford, All in fav.** It was noted 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, as advised by the interim Monitoring Officer at UDC.
- 15. Risk Assessment Book** – Defibrillator at Village Shop has been placed in cabinet: rescue ready 7th Sept 2020. The Clerk was instructed to thank the proprietors of the Nisa Shop, and register the defibrillator with Webnos. The Clerk had written to the school, preschool and the Willows advising them that paediatric pads were available if

required. Defibrillator at Village Hall rescue ready 7th September 2020, the keypad has become stiff, Cllr Gill was going to attend to it with WD40, if not a replacement would be sought. Cllr Barrow sought permission to sweep out the bus shelter, he had not undertaken health and safety training, but the risk was deemed low, so permission was granted.

16. Finance

16.1 To approve cheques – The cheques were approved **P: Cllr Carter, S: Cllr Clayton, Abstain: 1, 6 in fav.** It was noted that interest was no longer being accrued on the account, due to the fall in interest rates.

16.2 Adobe – It was determined that the Clerk should use a free programme such as Foxit, or libreoffice, rather than pay the higher subscription rate, so the free adobe trial was cancelled.

16.3 Clerk's Wages Standing Order – This was 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

Permission was granted for the meeting to continue beyond 9.30pm

16.5 To Appoint Maurice Howard as Clavering Parish Council Internal Auditor for Financial Year 2020-21- P: Cllr Gill, S: Cllrs Stanford, All in fav. It was noted that it would be his final year acting as Internal Auditor for CPC, and he has been asked for recommendations for someone to take over.

16.6 Inspection of the Accounts – It was noted that the accounts had been inspected by a parishioner on 10th September, Cllrs Gill and Clayton were in attendance as the Clerk had childcare restrictions. The Village Hall was booked for the inspection for 3 hours, and the Clerk incurred travel costs bringing the books to the Village.

Credit Received : UK Power Networks	£31.70
Wages s/o New amount P: Cllr Gill, S: Cllr Stanford	£539.18
Balance at NatWest Bank 14th September	£10,049.48
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	Julbilee Field Wayleave for 2 years (cheque was made out to CPC by UK Power Networks mistakenly)		£31.70	
1909	Clerk's Expenses – backpay to April 2020 less accrued mileage.		£134.10	
Total of Cheques to be paid			£482.26	
Total of Outstanding Cheques		1908	£370	
After above Cheques			£9,567.22	

17. Items for next agenda: Village Greens & Parish Land Policy (deferred from this meeting – meeting length constraints) benches, risk assessment policy. Cllr Gill thanked the Parishioners that had remained throughout the meeting.

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 18, it is resolved that the Public are excluded from any discussion on this item as it concerns tenders.

P: Cllr Gill, S: Cllr Clayton, All in fav. It was determined that Force36 would be used to set up the new emails for the Cllrs, and would look in to hosting the website – costs and timings to be discussed in October. **P: Cllr Stanford, S: Cllr Gill, All in fav.**

19. Employment -

Under the Public Bodies (Admission to Meetings) Act 1960 and in accordance with 3d pursuant to Standing Order 11 and 19, it is resolved that the Public are excluded from any discussion on this item as it concerns employment matters. **P: Cllr Gill, S: Clayton, All in fav.**

A verbal report with the Employment Committee's recommendations following the annual employment appraisal on 20th August 2020 was received. It was determined that the Clerk's pay would be increased by two spinal column points, the NALC advised pay scale rates for 2020 be adopted, and to amend the monthly standing order, also removing mileage costs. **P: Cllr Gill, S: Cllr Stanford, All in fav.** It was determined that the pay increase would be backdated to April 2020 and an amendment to the clerk's contract written and signed accordingly. **P: Cllr Gill, S: Cllr Patmore, All in fav.**

An amendment was noted for the In Camera Report dated 13th July.

The Meeting closed at 10.08pm.

Date of next meeting: Monday 12th October 2020