

Clerk Report December 2020

Date	Name	Subject
CORRESPONDENCE		
11.11.2020	EALC	Booking form for GDPR sent to Pearl Wilcox for Cllr Ryan.
	EALC	Weekly walk through circulated
	Invoices/minutes	Sent to Cllr Gill
	Cllr Couchman	Response to Cllr Couchman's letter dated 31 st Oct (arrived on 7 th Nov – postmarked 6 th Nov).
	DSE	Wireless keyboard and mouse purchased through amazon.
	Parishioner	Email from a parishioner advising that they had had a copy of the draft village greens and parish land policy posted through their letterbox, with hand written notes on it. It was passed on to the Village Greens working party via Cllr Gill.
12.11.2020	EALC	Confirmation that Cllr Ryan is booked on to the GDPR, and has a year to complete it, and will be emailed directly from the training company.
	Planning	Decision Notification-UTT/20/2436/FUL - refused
16.11.2020	Meeting	Extraordinary Planning Meeting
	Planning	Comments made for: UTT/20/2722/HHF, UTT/20/2551/FUL, UTT/20/20/2762/FUL, UTT/20/2777/HHF, UTT/20/2634/HHF, UTT/20/2738/FUL, UTT/20/2680/HHF, UTT/20/2677/HHF, UTT/20/2751/HHF, UTT/20/2775/HHF, and UTT/20/2804/FUL
	CiLca	Unit 5 LO25 submitted, objection to a planning application.
18.11.2020	Planning Inspectorate	Appeal representation made for Land Adj Steven's Farm
	SLCC	With permission from the employment committee signed up for training on Website Accessibility for excel documents on 10 th December £30+VAT. I will be requesting a contribution to the cost from my other Parish Council.
19.11.2020	Planning	Planning Application Notification -UTT/20/2982/HHF Paddock View Stickling GreenClaveringCB11 4QX
23.11.2020	Planning Inspectorate	Appeal Representation made for the Land behind Side Stream
	JISC	Request from Force 36 to contact JISC about the JANET registration. All now proceeding.
	Force36	Request that various costing options could be put together for the new website, and setting up the new emails (which will be soon).
	Cllr Couchman	Letter dated 16 th November received on 18 th Nov, acknowledged.
	EALC	Weekly bulletin circulated
	GWB	Instructed to replace the post outside the Chapel on Hill Green.
24.11.2020	UDC	Local Plan: Theme 2 Character & Heritage Meeting
25.11.2020	CiLCA	Unit 4 LO16 submitted
26.11.2020	Force36	Discussion with Stephen from Force36 who is trying to establish with Microsoft if the PC can have non-profit status which would make the email accounts cheaper. There were problems logging in, so he is investigating.
30.11.2020	Minutes	
01.12.2020	Facebook	Community Safety Officer, Essex County Fire and Rescue Service, North West Group message that they would be visiting on 3 rd Dec between 10-2pm and knocking on doors to check smoke alarms etc. Posted on PC facebook page and shared to Clavering Village group.
	EALC	Weekly Walk through issue 30
	Willow House	Parishioner thanked for sweeping the gravel back since it was mentioned at the meeting, and request that it was regularly checked.
	Horse pond	Request from the owner that the trees at Horse Pond were inspected, with 2 Cllrs if required, and the elms cut back

	The Views, Hill Green	<p>Permission was sought from a parishioner to place Christmas lights on the tree outside their property to spread Christmas cheer. Bringing this for discussion at the Full Council meeting would be a bit late. Responded with the requirement that permission was granted if the following were accepted: that there are no trailing wires across the village green, that they are responsible to others re. electrical safety, that there is no damage to be caused to tree, and that no responsibility will be taken by the PC in any way in relation to this. It will be noted at Full Council on 14th Dec, and that this needs to be a one off event.</p> <p>The parishioner responded accepting all of the above.</p>
02.12.2020	Horse Pond	The owner responded that a covenant had been placed on the area by the former land owner, that the area was not touched. He recommended contacting the current covenant holders. He has been keen to prune back the trees for some time. He passed on the covenant document. This will be an agenda item.
	Draft Budget	
	PKF Littlejohn	Enquiry as to whether the audit challenge has been completed and an indication of the costs (documents were submitted as requested in February) – to prepare the budget.
03.12.2020	Land Registry Map	<p>EX763149 Land and pond on the east side of Arkesden Road, Clavering, Saffron Walden, Registered Owner(s) : CLAVERING PARISH COUNCIL care of Clerk to the Parish Council, P.O. Box 1376, Cambridge, CB1 0GS.</p> <p>Land Registry map and title purchased.</p>
	Clr Couchman	Letter dated 19 th Nov (opened on 30 th Nov – arrived on 27 th) responded to, on various points regarding the Village Greens Policy.
	Village Hall	APM booked for 17 th May 2021
	Rissa Long	Request for clarification on a replacement VAS outside the shop.
07.12.2020	VAT Claim	VAT Claim made for £705.83 (January 2020-December 2020)
	Treetops	Confirmation that the plum tree on Hill Green had been felled.
	Parishioners	3 Parishioners requested to join the meeting next Monday 14th
08.12.2020	Castle Water	Bill received
	Microsoft	Contact with further questions following the work Stephen from Force36 had carried out, trying to get the non-profit email account rate.
	Parishioner	Flooding – images sent of the ford at middle street on Friday, request for the PC to have a Flood sign
	Planning	Planning Application Notification -UTT/20/2766/HHF Pond Cottage Clatterbury Lane Clavering CB11 4QU
	Facebook on behalf of ECC	Covid-19 video and information post added to facebook page, and group.
	PKF Littlejohn	<p>Response:</p> <p>Thank you for your email. All challenge work has recently been on hold as we processed all the non-challenge files submitted for review by the end of November deadline. In the coming weeks, the challenge work will be resumed and, if not previously started, it will be allocated to engagement leads in date order of receipt, so prior year objection files (such as Clavering PC) will be allocated before current year files.</p> <p>Thank you for your patience. Please see the following NAO guidance that prescribes our work in relation to objections, the work is charged at £355 per hour (set by SAAA):</p> <p>https://www.pkfl.com/wpcontent/uploads/2020/09/x04.pdf</p>
09.12.2020	UDC	Christmas bin collections, added to facebook page

	Microsoft	Confirmation that CPC is not eligible for the discounted non-profit email rate, due to being a Government organisation.
OUTSTANDING ITEMS		
		Horse Pond Drains letters
Policies		
Oxley's Close		Recommendations
		TO DISCUSS
Village Sign		
Instruction		Action