

Minutes of the Clavering Parish Council Meeting held via Zoom on Monday 14th December 2020 at 7:30pm. Present – Councillors Stephanie Gill (Chairman), Rob Clayton, Richard Carter, Michael Patmore, Martina Ryan, Brian Barrow, and Jess Ashbridge (Clerk). Five Parishioners, and District Cllr Oliver, were present in part.

1. **Chairman welcome** The Chair welcomed those present, and expressed that last December the problems facing the PC were whether to stage the Carols in the rain. This year the situation was very different with concerns realigned; it had been announced that most of Essex would be moving in to Tier 3, with Uttlesford remaining in Tier 2 for Covid-19 guidance
2. **Apologies for absence** – Apologies for absence were received from Cllr Stanford due to illness. **P: Cllr Gill, S: Cllr Clayton, 5 in fav (Cllr Patmore was late to the meeting)**. Apologies were not received from Cllr Couchman.
3. **Declaration of Interest** – Cllr Clayton declared a personal and prejudicial interest in UTT/20/2982/HHF, and a pecuniary interest in item 9.
- 4 **Public Participation Session** – A Parishioner asked a question about different figures, the question was not clear, and so he was asked to email the Clerk. He then asked about the Standards Committee Hearing, and whether the Full Council had receiving Governance training; Cllr Gill related that at the time the Standards Committee had been unaware that the Full Council had received Code of Conduct training in July 2018, and that it was recommend that the Council have training, not obligatory. He then asked about the Village Greens Policy, suggesting that the maps be updated to show accesses as they are visible on Google Earth. Cllr Gill responded that the only accesses shown on the maps were those recognised by the Land Registry, and on also the Essex Highways website. It was also reiterated the policy was not a legal document and the maps were for illustrative purposes only. The Parishioner was thanked for his questions.
 A Parishioner spoke about the UDC Community Stakeholder Forum, there have been three meetings, followed by consultations. The recordings are available on UDC website, the consultation ends in April. Very few comments have been made, the parishioner recommended that the Parish Council should comment.
 A Parishioner commented on their planning application Paddock View, stating that their property was very small, and the conversion would bring much needed space. They had wanted to link the properties, but this had been declined.
 Cllr Patmore joined the meeting.
- 5 **To approve and sign minute of previous meetings** - The minutes of the Clavering Parish Council meeting held on 9th November 2020 were approved **P: Cllr Carter, S: Cllr Patmore, All in fav**. The minutes of the extraordinary planning meeting on 16th November were approved **P: Cllr Carter, S: Cllr Gill, Abstain:1, 5 in fav**. The In Camera Report from the meeting held on 9th November 2020 was received.
- 6 **District and County Councillors Reports** – A written report had been received from Cllr Oliver.
- 7 **Planning**

7.1 Cllr Clayton was placed in the waiting room for UTT/20/2982/HHF

Planning Reference	Address	Proposal	Decision
UTT/20/2766/HHF	Pond Cottage Clatterbury Lane	Proposed erection of glass roof verandah beside entrance door with one aluminium support. No comment	Awaiting Decision
UTT/20/2982/HHF UTT/20/2983/LB	Paddock View Stickling Green	Extension of existing chimney stack to Paddock View. Conversion of existing barn to annexe. Erection of detached two bay cart shed and green house No comment	Awaiting Decision

UTT/20/2904/LB	Great Barn Clavering	Replacement of 3 no. doors No comment	Awaiting Decision
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7.2 UDC Decisions

Planning reference	Address	Proposal	Decision
UTT/20/2465/HHF	Tamar Stortford Road	Proposed orangery.	Approved
UTT/20/2436/FUL	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.	Refused
UTT/20/2484/FUL	Hazeldene, Langley Road	Demolition of 2 no. existing outbuilding and erection of 1 no. detached dwelling with detached garage	Approved
UTT/20/2500/OP	Clavering Farm Mill Lane	Demolition of glasshouse, and erection of new dwelling, with associated curtilage, car parking and landscaping.	Refused
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).	Approved
UTT/20/2777/HHF	High Elms Stickling Green	Proposed erection of 2 bay cart lodge with 1 open and 1 closed bay, storage and office area above.	Awaiting Decision (23.12.2020)
UTT/20/2634/HHF	18 Skeins Way Clavering	Demolition of single storey brick and timber lean to structure to the side elevation and erection of a two storey extension.	Approved
UTT/20/2738/FUL	Mill End Dairy Farm Mill End	Change of use of agricultural barn to 1 no. dwelling	Awaiting Decision (18.12.2020)
UTT/20/2680/HHF	Howards End Clatterbury Lane	Single storey rear extension	Awaiting Decision (14.12.2020)
UTT/20/2677/HHF	Genera Butts Green	Erection of single storey wooden residential annexe ancillary to the existing main dwelling	Withdrawn
UTT/20/2751/HHF	Olde Barn Clavering Hall	Installation of 2 no. air source heat pumps to replace existing boilers.	Awaiting Decision (23.12.2020)
UTT/20/2775/HHF UTT/20/2776/LB	Yew Tree Cottage, The Druce	S73a Retrospective application for the removal of brick wall to existing extension	Awaiting Decision (25.12.2020!)

		and replacement with wall extended by 2m to increase size of kitchen.	
UTT/20/2804/FUL	Ponds Manor Deers Green	Conversion of existing garage to workshop and addition of extensions to both sides. Replace roof on garage adding an ensuite bedroom in the roof space (amendment to previously approved UTT/18/1470/FUL).	Awaiting Decision (23.12.2020)
UTT/20/2722/HHF	Toad Hall Starlings Green	Demolition of existing front porch and erection of front extension to form new shower room and entrance hall.	Awaiting Decision (23.12.2020)
UTT/20/2551/FUL	Lantern Thatch Wicken Road	Erection of 1 no. detached dwelling. Alterations to existing vehicular access (alternative scheme to that approved under planning permission UTT/18/1207/FUL)	Awaiting Decision (07.12.2020)
UTT/20/2762/FUL	Ashcroft Wicken Road	Demolition of two existing outbuildings. Erection of 1 no. dwelling and the conversion of one outbuilding to form 1 no. dwelling	Awaiting Decision (30.12.2020)

- 8. Horse Pond – Trees** – Contact was made with the landowner, who reported that the trees on the boundary with Horse Pond were held in a covenant assigned in 1973 (not to damage, cut down, or in any way injure the trees). The original owner is deceased, so it sits with the current owners of Hill Green Farmhouse. It was determined that the Clerk should write to the owners of Hill Green Farmhouse, and send them a copy of the covenant, requesting that the boughs overhanging the Horse Pond are cut back by the land owner. **P: Cllr Carter, S: Cllr Patmore, All in fav.** It was updated that the drain at Horse Pond was blocked with mud, Cllr Gooding had advised that he can escalate drainage problems in the Village, and requested problem areas, as the team were more likely to visit for multiple problems than single drainage issues. The Clerk asked the Cllrs to check the drains nearby and report any that are blocked so the details can be passed on.
- 9. Stickling Green Copse behind pump** – Paul Abrahams had not cut the brambles back at the time of the meeting: the Clerk was instructed to chase him.
- 10. UDC Town and Parish Forum Consultation on Planning** – Though determined at November 2020 CPC meeting that Clerk was to write and forward submission, a report was received bringing certain matters to Councillors’ attention before submission was made. There was much discussion as Councillors expressed further concerns: the time frame required was very short notice, that developers would not understand that the PC could still object to the full application when it came forward, that developers would think that consulting the PC constituted full consultation with parishioners under the NPPF, that there was an expectation of councillors being expected to be planning experts, that UDC officers would not be present at the meeting with parish councillors & developers, that there would be misreporting of the parish council’s opinions. However, it was also felt that there would be a danger in not engaging as the voice of the parish, which can inform on many ‘local knowledge’ aspects, would not be heard at these early stages of a pre-application meeting and would then potentially be ignored at a later stage. As the submission is due 18th December, the Clerk was instructed to write to UDC expressing the reservations of the Parish Council and asking for clarification and reassurances.
- 11. Posts** – Posts in front of the Chapel: GWB were instructed to replace a post following the November meeting, subsequently the owner of Copt Hall had requested that the posts are removed. It was determined that a post had been removed in 2006 to allow them to back out of their property, however the remaining posts are to stay to prevent people driving across and damaging the Village Green. The Clerk was instructed to write back to the owners advising them that the posts would

remain. **P: Cllr Barrow, S: Cllr Carter, All in fav.** The Clerk was asked to chase GWB to find out when the post would be repaired.

- 12. Village Zoom for groups** – It was determined that not enough groups had come forward to request that a subscription was set up for Village Groups.
- 13. Laurels, Upper Hill Green** – A letter was received advising of forthcoming building works. Cllr Carter stated how refreshing it was to have someone ask for permissions before work commenced. It was determined that the Clerk should write and thank the owners, and request that building contractors' vehicles were not parked on the Village Green. **P: Cllr Carter, S: Cllr Barrow, All in fav.**
- 14. Policies** – A report was received, after discussion it was determined not to amend the Village Greens Policy and Procedures (includes Parish Land).
- 15. Road Safety & UDC Local Highways Panel** – Reports were received. Due to Covid-19, Speedwatch have not been able to operate. The Police had done speed checks in Clavering recently, although the best time for them to witness speeding was first thing in the morning. Active traffic calming measures required street lighting. The VAS replacement had dropped off the LHP, the panel are due to meet on 11th January, the Clerk had chased Rissa Long, to enquire why this was, but at the time of the meeting had not received a response.
- 16. Flooding** – Following a request from a parishioner that CPC purchase Flooding Signs, a discussion ensued. It was believed that CPC had mobile signs and waders, which were kept by a former Cllr; however it was determined that checks would need to be made with Highways whether CPC would have authority to put them out especially as the water levels are often dangerous. Further if the Police close a road, they need to remain and monitor the situation so would this be the same for the Parish Council. It was determined not to purchase signs as it was not CPC's responsibility. **P: Cllr Gill, S: Cllr Barrow All in fav.**
- 17. Clerk's Training** – Permission was sought and granted by the Chair for the Clerk to carry out training – that happened in between meetings – on Making Excel Documents Accessible, on 10th December, hosted by SLCC, on the proviso that the Clerk's other Council contribute towards the costs. £30+VAT. The Clerk is going to request that the other Council pay the total amount, as they have not had training costs due to the EALC/ECC bursary and CiLCA training. **P: Cllr Gill, S: Cllr Carter, All in fav.** The Clerk has passed the training slide to the Chair for information.
- 18. Representative Reports**
 - 18.1 Allotments** – Cllr Patmore requested that the Clerk send over a list of the Allotment Holders that had paid for their plots.
 - 18.2 Website and Email** – A report was received; it was determined to wait until the next meeting for Cllr Stanford's input.
 - 18.3 Footpaths and Byways** – It was reported that the kissing gate by the church had standing water underneath, it required type 2 MOT to be placed under it. Cllr Gill was going to check with the Landscape History Group as to its ownership, as it was believed that the Group had purchased the gate.
 - 18.4 Jubilee Field** – A report was received, the Jubilee Field Committee were thanked for the £6 contribution for using CPC's zoom for holding their AGM. The Chair of the JF Committee was present at the meeting, so it was requested that the price for the grass cutting tender was provided before the next meeting, so that it could be determined how much CPC would contribute in the budget for 2021/22
 - 18.5 EALC** – Two reports were received.
 - 18.6 UALC** - A report was received.
 - 18.7 Essex Passenger Transport** – A report was received.
 - 18.8 Oxleys Close Speeding Working Party** – It was noted that the Working Party was disbanded.
 - 18.9 Village Sign Working Party** – It was noted that a report would be given over in January. Permission was granted to continue beyond 9.30.

19. Clerks report – the Clerk’s report was received and noted. It was reported that PKF Littlejohn had responded, and had stated that the audit challenge would be investigated soon, but there had been delays due to Covid-19. It would be looked at before challenges for the 2019/20 year.

20. Risk Assessment Book – Both defibrillators were rescue ready on 8th December.

21. Finance

21.1 To approve cheques – P: Cllr Barrow, S: Cllr Carter, All in fav.

21.2 Budget – The draft budget and report were received. It was noted that the general reserves would be expected to be £14,500 and it was advisable for Parish Councils to hold 6-12 months of the precept value in reserves. It was confirmed that if the External Audit fee was greater than the reserves earmarked, then the General reserves could meet the shortfall. A Parishioner interrupted the discussion, and was asked to email the Clerk with his suggestion.

21.3 VAT – It was noted that a claim had been made for £705.83

21.4 Internal auditor – It was agreed, as the Internal Auditor had proposed, that due to time constraints & re-timetabling of audit returns re Covid-19 and his other commitments, he issued his combined, detailed report after performing the mini-internal audit in January 2021 (He had completed the report as required by the AGAR). It was determined to sign the Internal Auditor Engagement Letter for Financial Year 2020/21. **P: Cllr Carter, S: Cllr Barrow, All in fav.** The Clerk was instructed to sign the engagement letter of engagement for 2021/22 for Maurice Howard: this would be his final year auditing for CPC. **P: Cllr Clayton, S: Cllr Barrow All in fav.** A new Internal Auditor was being sought.

Credit Received	Allotments	£30
	Jubilee Field	£6
Wages s/o		£539.18
Balance at NatWest Bank 1st December		£16,020.53
Balance of Clerk’s Expenses Account 1th December		£94.31

Clerk’s Expenses Account	Detail	Amount	Total	VAT
17.11.2020	Clerk’s Expenses Printer Ink	£6.66	£7.99	£1.33
06.12.2020	Corsto website hosting	£29	£34.80	£5.80
03.12.2020	Zoom Meetings	£11.99	£14.39	£2.40
03.12.2020	Land Registry title plan and register		£6	
11.11.2020	Keyboard and Mouse (approved at November’s meeting)	£20.49	£24.59	£4.10
Total			£87.77	£13.63

Cheque	Detail	Amount	Total	VAT
1924	Clerk’s Expenses Account top up		£87.77	
1925	DM Payroll Services LTD – payroll second half of the year 2020/21	£66	£76	
	Admin fee re-run of September payroll	£10		
1926	Treetops – felling dead willow tree	£550	£660	£110
1927	SLCC – Clerk Training – Creating accesible excel documents	£30	£36	£6

1928	Treetops – fell plum tree on Hill Green	£180	£216	£36
1929	Castle Water	£99.84	£119.81	£19.97
1930	Paul Abrahams – grass cutting 9 th September, 1 st October		£370	
Total of Cheques to be paid			£1,565.58	£152
Total of Outstanding Cheques				
After above Cheques			£14,454.95	

22. Items for next agenda: Website, Health and Wellbeing Plan – comments to be received before the meeting, Budget, Drains, Byway 60.

The Chairman thanked the Parishioners for attending and wished everyone a Merry Christmas and to keep safe.

23. Dispute - Under the Public Bodies (Admission to Meetings) Act 1960 and in accordance with 3d pursuant to Standing Order 11, it is resolved that the Public are excluded from any discussion on this item as it concerns a dispute. **P: Cllr Carter, S: Cllr Patmore, All in fav.**

An update was received.

The Meeting closed at 10.14pm

Date of next meeting: Monday 11th January 2021