

Clavering Parish Council

Stephanie Gill Chairman Tel: 01799 550212

Jessica Ashbridge Clerk to the Council PO Box 1376, Cambridge CB1 0GS

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9th December 2020

You are hereby summonsed to the Virtual Meeting of the Council to be held in your homes via Zoom on

Monday 14th December at 7:30pm to transact the business stated on the agenda.

The public and press have a right and are welcome to attend this meeting, please contact the Clerk at the email address above to receive the login and password details. The Meeting will be recorded via Zoom and deleted once the draft minutes are completed.

- 1. Chairman welcome**
- 2. Apologies for absence**
- 3. Declaration of Interest** - To declare any Disclosable Pecuniary Interests, Personal Interests or Personal and Prejudicial interests.
- 4 Public Participation Session** – The Chairman will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed.
- 5 To approve and sign minute of previous meetings** - To approve the minutes of the Clavering Parish Council meeting held on 9th November 2020. To approve the minutes of the extraordinary planning meeting on 16th November. To receive the In Camera Report from the meeting held on 9th November 2020.
- 6 District and County Councillors Reports - To receive reports.**
- 7 Planning**

7.1

| 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. | 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 | Awaiting Decision |
| UTT/20/2904/LB | Great Barn Clavering Hall | Replacement of 3 no. doors | Awaiting Decision |

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) |

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|---|------------------------------|--|--|
| 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. | Awaiting Decision (08.12.2020) |
| 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 | Awaiting Decision (21.12.2020) |
| 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 and replacement with wall extended by 2m to increase size of kitchen. | Awaiting Decision (25.12.2020!) |
| 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 Horsepond 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. To determine actions. To receive an update on the drain at Horse Pond and determine actions.
9. **Stickling Green Copse behind pump** – To receive an update, and determine actions.
10. **UDC Town and Parish Forum Consultation on Planning** – Though determined at November 2020 CPC meeting that Clerk was to write and forward submission, to receive a report bringing certain matters to Councillors' attention before submission is made.
11. **Posts** – Posts in front of the Chapel, GWB were instructed to replace a post following the November meeting, the owner of the Chapel has requested that the posts are removed. To determine actions.
12. **Village Zoom for groups** – To receive an update and determine actions.
13. **Laurels** – To receive a letter from a Parishioner and determine actions.
14. **Policies** – To receive a report and consider amendments to the Village Greens Policy and Procedures (includes Parish Land).
15. **Road Safety & UDC Local Highways Panel** – To receive reports and determine actions.
16. **Flooding** – Request from a Parishioner that Flood signs are purchased to place on Middle Street before the ford. To determine actions.
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.
18. **Representative Reports**
 - 18.1 **Allotments** –
 - 18.2 **Website and Email** – To receive a report, and determine actions.
 - 18.3 **Footpaths and Byways** –

- 18.4 **Jubilee Field** – To receive a report.
- 18.5 **EALC** – To receive two reports
- 18.6 **UALC** - To receive a report
- 18.7 **Essex Passenger Transport** – to receive a report
- 18.8 **Oxleys Close Speeding Working Party** – to receive a report
- 18.9 **Village Sign Working Party** – to receive a report
19. **Clerks report** - General correspondence and monthly report circulated.
20. **Risk Assessment Book** –
21. **Finance**
- 21.1 **To approve cheques** - To approve the cheques.
- 21.2 **Budget** – To receive the draft budget and report, and determine amendments.
- 21.3 **VAT** – To note a claim has been made for £705.83
- 21.4 **Internal auditor** – to agree, as the Internal Auditor has proposed, that due to time constraints & re-timetabling of audit returns re Covid-19 and his other commitments, he issues his combined, detailed report after performing the mini-internal audit in January 2021 (He has completed the report as required by the AGAR). To sign the Internal Auditor Engagement Letter for Financial Year 2020/21.

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| Credit Received | Allotments | £30 |
| Wages s/o | | £539.18 |
| Balance at NatWest Bank 1st December | | £16,020.53 |
| Balance of Clerk's Expenses Account 1th December – statement not received before the agenda was published. | | £ |

| 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 st 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 Greem | £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:

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.
To receive an update.

Date of next meeting: Monday 11th January 2021

A handwritten signature in black ink, appearing to read 'Jessica', with a long horizontal flourish extending to the right.

Jessica Ashbridge Clerk to Clavering Parish Council