

Minutes of the Clavering Parish Council Meeting held via Zoom on Monday 9th November 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). Three Parishioners, District Cllr Oliver, and County Cllr Gooding were also present in part.

1. **Chairman welcome** – The Chairman welcomed those present, and advised that as England was currently in a second Lockdown, she had contacted the community coordinator of the previous lockdown, but not had a response, so signposts to allow people to seek help were being placed in the newsletter.
2. **Apologies for absence** – Cllr Couchman had sent the Clerk a letter, which arrived just before the meeting, stating that in April 2020 he had said he would not be joining virtual meetings, due to not having the technology or the knowledge. The Clerk had contacted Cllr Couchman on four occasions offering support, and advising that meetings could be attended by phoning in, and being placed on speaker phone. There had also been the option of attending another Cllr’s house, or a friend’s house, between July and October. This would not have been possible for the November meeting. Cllr Couchman had contacted Elizabeth Smith (UDC - Legal) in August, who had advised the Clerk that he would be in touch. His apologies were accepted at the August Meeting out of courtesy, assuming correspondence would follow (it did not). Section 5 of the Corona Virus Acts stated that although it is preferable for Cllrs to be seen and heard, being heard alone and able to hear was acceptable and permitted. There was no proposer to accept the apologies.
3. **Declaration of Interest** – Cllr Clayton expressed a pecuniary interest in UTT/20/2777/HHF, and a personal and prejudicial interest in 7.3 Appeal for the Land adjacent to Steven’s Farm. Cllr Stanford expressed a personal and prejudicial interest in UTT/20/2804/FUL. Cllr Gill expressed a pecuniary interest in 7.3 appeal for the Land rear of Side Stream.
4. **Public Participation Session** – A Parishioner spoke on behalf of HoC, letters had been written for the inspectorate on the two appeals, however the statement had only been published online on the day of the meeting for the Side Stream appeal. He urged the Council to meet at a later date to discuss it. He also spoke about the Community Stakeholder Forum on the Local Plan, which was by invitation only. The first meeting was on 11th November, the topic was ‘Where you live’. Other topics would follow.
 A Parishioner spoke about UTT/20/2777/HHF, he expressed concern about the height of the proposed cart lodge, as the area is very exposed, and he felt it would be dominating and harmful as so close to the roadside.
 A Parishioner asked questions about the Village Greens Policy, which were answered by Cllr Gill. He also enquired about insurance responsibilities for people using mowing equipment etc, which was covered by the Risk Assessment Policy, and was advised that operators had to be competent.
5. **To approve and sign minute of previous meetings** - The minutes of the Clavering Parish Council meeting held on 12th October 2020 were approved **P: Cllr Carter, S: Cllr Clayton, Abstain: 1, 6 in fav**. The In Camera Report from the meeting held on 14th September 2020 was received.
6. **District and County Councillors Reports** – A written and verbal report was delivered by Cllr Oliver. He advised that UDC Officer Nigel Brown would be investigating the works on Byway 60, as the enforcement officer was on maternity leave. Cllr Gooding delivered a verbal report. Cllr Gooding was asked if he could liaise with Mr. Brown on the developments so far. He was also asked why community funding had been passed from ECC to EALC to distribute; he responded that EALC had a better knowledge of small groups that are in need.

7 Planning

7.1 Cllr Clayton was placed in the waiting room for UTT/20/2777/HHF, Cllr Stanford was removed for UTT/20/2804/FUL.

Planning Reference	Address	Proposal	Decision
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
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. No comments	Awaiting Decision
UTT/20/2738/FUL	Mill End Dairy Farm Mill End	Change of use of agricultural barn to 1 no. dwelling No comments	Awaiting Decision
UTT/20/2680/HHF	Howards End Clatterbury Lane	Single storey rear extension No comments – it was mentioned that the footpath was not shown on the map.	Awaiting Decision

UTT/20/2677/HHF	Genera Butts Green	Erection of single storey wooden residential annexe ancillary to the existing main dwelling	Awaiting Decision
UTT/20/2751/HHF	Olde Barn Clavering Hall	Installation of 2 no. air source heat pumps to replace existing boilers. Support, no comments.	Awaiting Decision
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. No comments	Awaiting Decision
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

UTT/20/2777/HHF – It was determined to comment that the height was excessive, and therefore it would be overbearing on the Green, street scene and neighbouring properties. The importance of no damage being caused to the Village Green was stated, and that permissions would need to be sort before materials could be stored on the Green.

UTT/20/2677/HHF – The proposed development (described as a Granny annex) is not ancillary to the main building, by having 3 bedrooms, 3 bathrooms and a kitchen, it was much closer to the neighbouring property which is a listed building, than to the main building. The area is not sustainable, and there was no design and access statement provided with the application. All were in favour to object.

UTT/20/2804/FUL – The original objections of the proximity to the riverbank and a concern about erosion of the river bank still stood.

It was determined that an extraordinary planning meeting would be held on Monday 16th November at 10.30am to discuss the three properties that had not been included in the meeting's agenda and required comment, if any, before the December Full Council Meeting.

7.2 UDC Decisions

Planning reference	Address	Proposal	Decision
UTT/20/1103/HHF	Yeomans Cottage Wicken Road,	Removal of existing thatched roof, construction of gable ends, construction of pitched roofs over dormer windows, and fitting tiled roof to match existing.	Approved
UTT/20/1889/LB	Wakefares, Hill Green	Replacement Windows	Approved
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	Refused
UTT/20/2465/HHF	Tamar Stortford Road	Proposed orangery.	Awaiting Decision
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.	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
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ClIr Gill was placed in the waiting room.

7.3 Appeal – APP/C1570/W/20/3259099 Erection of 6 no. dwellings including widening of existing bridge. Land Rear Of Side Stream, High Street, Clavering, Saffron Walden, Essex, CB11 4QR. End date 24.11.2020. Moved to the Extraordinary Meeting on 16th November for to allow Cllrs to read the Statement of Appeal.

ClIr Gill returned. ClIr Clayton was placed in the waiting room.

Appeal - APP/C1570/W/20/3257946 Land Adj. To Stevens Farm Wicken Road, Outline application with all matters reserved except access for the erection of 1 no. dwelling Application reference: UTT/19/3056/OP Appeal start date: 20.10.2020, End date 24.11.2020. It was determined to add additional comments, it was stated that the comparison that was made with the Jubilee Works was not comparable, as that was a brown field site that was levelled before development, not a single dwelling. Another planning appeal cited was also not comparable. The access of the barn remained a problem. It was determined that ClIr Gill would help the Clerk with the letter to the Inspectorate.

ClIr Clayton returned.

8. Trees

8.1 Tree Planting UDC – It was noted that Ben Smeeden offered the following replacement trees: 1 English oak (*Quercus robur*), 2 Wild cherry (*Prunus avium*), 1no. Common hornbeam (*Carpinus betulus*), 1 Common crab apple (*Malus sylvestris*). The hornbeam was considered to be a suitable replacement for the willow as it is relatively resistant to honey fungus. The crab apple was proposed as replacement for the plum tree. The trees were to be delivered in the middle December, ClIr Carter would take delivery of them, and plant them out, bar the hornbeam, which would be planted out once the willow was felled. The Clerk had ascertained that this would be taking place in January.

8.2 Horse Pond - Request from a parishioner for the trees on the far side of Horse pond, to be looked at, as they are growing further into the middle, darkening the area in the pond, leading to a reduction in wildlife. It was determined that the Clerk should write to the land owner, to request that the area was investigated, and the elms be cut back, and to suggest that two Cllrs attend a meeting if required. The drain at Horse Pond was discussed; it was determined to instruct the clerk to write to the owner of the property on the other side of the road, as the piped ditch runs past their property, and also write to the Village Hall and Jubilee Field, to ask if it is blocked there, and to seek assistance from ECC.

9. Stickling Green Copse behind pump – A report was received, ClIr Gill had met with Paul Abrahams prior to the meeting to discuss the patch of brambles in front of the pump, and also the other areas that had been missed off the cutting schedule. Further discussion to take place in December about the copse.

10. Posts – One post in front of the Chapel, Hill Green, has become rotten. It was determined to suspend financial regulations and for the Clerk to instruct GWB to replace the post, as they replaced the previous ones, and would be mindful that the gas main runs in the area. **P: ClIr Gill, S: ClIr Clayton All in fav.**

11. Logs on Village Green – It had been reported that logs had been placed on Hill Green, which could be a trip hazard. It was determined that ClIr Carter provide the Parishioner responsible with traffic cones as a temporary measure, to keep workmen off the green, instead of the logs, as they would be more visible. **P: ClIr Gill, S: ClIr Barrow All in fav.**

12. UDC Town and Parish Forum Consultation – It was determined that the Clerk should complete the consultation.

13. Litter Picking – It was determined that as there was another national lockdown, if individuals/family groups requested litter picking equipment it would be provided, and the bundle would then be kept for a period of time. Came and Company advised that the usual cover would apply for litter picking, but to follow the guidance about contact with others etc.

14. Village Zoom for groups – A report was received; it was determined to place a piece in the newsletter to see if any village groups came forward requesting a community zoom account.

15. UDC/Visit Essex It was determined that ClIr Gill would write a blurb, and would request some photographs from Nigel Cook.

Permission to continue beyond 9.30pm was granted.

16. Policies – The Risk Assessment Policy and the Clavering Parish Green Village Greens Policy and Procedures (includes Parish Land) were approved, subject to proof reading. The amendments to the Standing Orders were approved. The vote was taken en bloc **P: ClIr Carter, S: ClIr Barrow, All in fav.**

17. Representative Reports

17.1 Allotments – Allotment rents received for plots 1, 2, 3, 6, 7, 9, 25, and 30, via cheque and BACS at the time of the agenda being published. ClIr Patmore had found the Allotment book.

17.2 Website and Email – To note that Cllr Gill and the Clerk signed a letter granting permission for Force36 to register as the domain administrators through JANET. Corsto were informed and provided a refund for the email that was charged in error in June for £26.89. There was no update at the time of the meeting as Force36 were waiting for the registration to be changed over.

17.3 Footpaths and Byways – None.

17.4 Jubilee Field – A report was received.

17.5 EALC – A report was received.

17.6 UALC – A report was received.

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

19. Risk Assessment Book – Both defibrillators were rescue ready on 9th November. It was reported that there was an excess of gravel on the pavement from the drive of Willow House, the Clerk was instructed to write to the owners. The post outside the Chapel to be replaced.

20. Finance

20.1 To approve cheques - The cheques were approved **P: Cllr Carter, S: Cllr Barrow, All in fav.**

20.2 Community Funding – A report was received, it was determined to pay Clavering Care £125 – in lieu of the Carols and to pay Uttlesford Citizens Advice Bureau £125, from the funds that had been budgeted for Community Events, as there had not been any events, but these organisations had helped Parishioners throughout the pandemic. **P: Cllr Gill, S: Cllr Stanford, All in fav.** Cheques 1922, and 1923 were written.
Power used : LGA Section 137

Credit Received	UK Power Networks Wayleave £287.16 Allotments	£80
Wages s/o		£539.18
Balance at NatWest Bank 30th October		£16,545.38
Balance of Clerk's Expenses Account 30th October		£118.90
Credit received Clerk's Account - email service refund (from June 2020)		£26.89

Clerk's Expenses Account	Detail	Amount	Total	VAT
17.10.2020	Clerk's Expenses Printer Ink	£6.66	£7.99	£1.33
06.11.2020	Corsto website hosting	£29	£34.80	£5.80
03.11.2020	Zoom Meetings	£11.99	£14.39	£2.40
03.11.2020	Postage		£4.60	
Total			£61.78	£9.53

Cheque	Detail	Amount	Total	VAT
1920	Clerk's Expenses Account top up		£61.78	
1921	Treetops – Dick Ball Meadow Tree survey	£285	£342	£57
1922	Clavering Care – see report and above		£125	
1923	Uttlesford Citizens Advice Bureau – see report and above		£125	
Total of Cheques to be paid			£653.78	£66.53
Total of Outstanding Cheques	1918		£21.05	
After above Cheques			£15,891.60	

21. Items for next agenda: Village sign, pre-budget spend on trees, budget.

22. 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: Cllr Clayton, All in fav.**

Display Screen Equipment (DSE) Regulations were discussed. It was determined to purchase a separate mouse and keyboard, to enable the laptop to be raised for a better working position. **P: Cllr Gill, S: Cllr Stanford, All in fav.**

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 Gill, S: Cllr Clayton, All in fav.**
An update was received.

The meeting closed at 10.11pm.

Date of next meeting: Monday 14th December 2020

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