**Clavering Parish Council**

Stephanie Gill Chairman

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

Email: clerk@claveringparishcouncil.gov.uk

**7th July 2021**

You are hereby summonsed to the Meeting of the Council to be held in the Clavering Village Hall on

**Monday 12th July** 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.

Due to the ongoing corona virus pandemic, face masks must be worn throughout the meeting as it takes place in a community hall and social distancing maintained. Names and contact details of attendees must be given over before the meeting commences and held securely for 21days per government requirements.

The Meeting will be recorded, and deleted once the draft minutes are completed.

1. **Chairman welcome**
2. To confirm that Mr Michael Patmore resigned from Clavering Parish Council on 5th May 2021 and subsequently was elected unopposed to Clavering Parish Council on 6th May 2021.

Cllr Patmore has signed his Acceptance of Office on 27th May 2021 and submitted that day a Declaration of Interests and other paperwork required by the UDC Election Officer.

Clavering Parish Council has three vacancies for which it may co-opt.

1. **Apologies for absence**
2. **Declaration of Interest -** To declare any Disclosable Pecuniary Interests, Personal Interests or Personal and Prejudicial interests.
3. **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**.**
4. **To approve and sign minute of previous meetings -** To approve the minutes of the Clavering Parish Council meeting held on 4th May 2021. To receive a report for CPC actions that occurred in June. To receive the In Camera reports from 8th March, 4th May.
5. **District and County Councillors Reports - To receive reports.**

**7. Planning**

**7.1**

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| **Planning Reference** | **Address** | **Proposal** | **Decision** |
| **UTT/21/2076/FUL** | Helegrene Wicken Road | Section 73A Retrospective application for the erection of 1 no. detached  dwelling (amended scheme to that approved under planning permission UTT/20/2551/FUL) and addition of detached garage outbuilding with first floor home studio space | **Awaiting Decision** |
| **UTT/21/1922/FUL** | Funstons Commercial Centre Clatterbury Lane | Application to vary conditions 7 and 8 of application UTT/15/3631/FUL -  Amendments to on-site parking and storage facilities. | **Awaiting Decision** |
| **UTT/21/2016/FUL** | Land Adj. Spinney Cottage Wicken Road | Erection of 1 no. dwelling and detached garage | **Awaiting Decision** |
| **UTT/21/1998/FUL** | Land South Oxleys Close Stortford Road | Erection of 13 no. dwelling houses and associated development | **Awaiting Decision** |

**7.2 UDC Decisions**

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| **Planning reference** | **Address** | **Proposal** | **Decision** |
| **UTT/21/0488/FUL** | Fox And Hounds High Street | Proposed extension and alterations to beer garden including the erection of 2 no. timber frame structures and a fence and gate. | **Awaiting Decision**  **(27.04.2021)** |
| **UTT/21/0977/OP** | Land West Of Colehills Close Middle Street | Outline application for the erection of 10 no. dwellings with all matters  reserved apart from access | **Awaiting Decision**  **(16.07.2021)** |
| **UTT/21/1115/LB**  **UTT/21/1101/AV** | Fox And Hounds High Street | Installation of replacement illuminated and non-illuminated signs to include 2 no. sets of sign written letters, 1 no. set of existing individual letters to be refurbished, 1 no. replacement post pictorial with 2 no. amenity boards, 2 no. post mounted car park entrance signs | **Awaiting Decision**  **(24.05.2021)** |
| **UTT/21/1314/FUL** | Brices Farm Butts Green | Erection of agricultural building with biomass tank (amended scheme to that approved under planning permission UTT/20/3455/FUL) | **Awaiting Decision**  **(10.06.2021)** |
| **UTT/21/1691/HHF** | Valance Manor Lodge Valance Road Clavering | Proposed demolition of existing detached out-building and erection of replacement annexe. | **Awaiting Decision** |
| **UTT/21/1581/HHF** | 19 Skeins Way Clavering | Erection of two storey side and part two storey/part single storey rear extension | **Awaiting decision.** |

**7.3 Appeals -** 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. Application reference: UTT/20/2436/FUL, Appeal reference: APP/C1570/W/21/3268299. To determine whether to make further comments.

To note that comments were made for Ashcroft, Wicken Road, Demolition of two existing outbuildings. Erection of 1 no. dwelling and the conversion of one outbuilding to form 1 no. dwelling.

Application reference: UTT/20/2762/FUL, Appeal reference: APP/C1570/W/21/3271280 on 9th July 2021.

**7.4** To note report of UDC Planning Committee Meeting 14.5.21

1. **Flooding and drainage** –To receive an update.
2. **Cricket Club** – To receive letters from the Cricket Club, and a report from CPC. To determine actions.
3. **ECC Salt Partnership Scheme** -To determine whether to sign up to the scheme.
4. **Village Greens/Parish Land –**

**11.1 Sheepcote Green –** The seat and pump are overgrown. To determine actions.

* 1. **Willow House Drive –** To determine actions.
  2. **Copse on Stickling Green –** To determine whether tree surgeons should survey the copse, before work taking place in the autumn.
  3. **Village Green and Parish Land Policy:** to determine whether to send the essential parts to landowners whose properties adjoin village greens/parish land.

1. **Assets of Community Value –** To receive an update.
2. **Meetings in 2021 –** To confirm that the Village Hall is booked for meetings for the rest of 2021, on 9th August, 13th September, 11th October, 8th November, and 13th December.
3. **Bins –** To discuss the bin by the Ford and determine actions.
4. **Training -** To approve HR Webinar Training for Cllr Gill Cost £35, Wednesday 26th May and note report.
5. **Representative Reports**
   1. **Allotments –** To receive a report and update.
   2. **Footpaths and Byways** –
   3. **UALC –** To receive a report
   4. **EALC –** To receive a report.
   5. **Village Sign Working Party** – To receive a report.
   6. **Free Climate Change Webinar –** to note a report
   7. **Village Litter Pick 29th May & Orchids on Lower Hill Green –** to receive a report
6. **Clerks report -** General correspondence and monthly report circulated.
7. **Risk Assessment Book** –
8. **Finance** 
   1. To receive the Internal Auditor’s Report for year End 31st March 2021
   2. **Internal Auditor 2021/22** Mr M. Howard has indicated that he would be willing to audit the accounts for one further year. To determine his appointment or to continue to seek new Internal Auditor.
   3. **To approve cheques -** To approve the cheques.
   4. **Quarterly Accounts –** To the quarterly accounts.
   5. **Accounts Software –** To receive a verbal report and determine actions (zoom session occurring on 8th July)
   6. **Saffron Walden Society Bond –** Maturity date 8th July 2021 Motion that maturing funds go into the SWS Corporate Account (an accessible account) rather than being held for a year as a Corporate Bond without immediate access. (Potential requirement re allotments) **P: Cllr Gill.**
   7. **Clerk’s Wages** - Motion to authorise that the Bank SO be altered as of August 2021 to now be the amount as per the monthly payslip for Salary, Home Allowance and Travel. **P: Cllr Gill**

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| **Credit Received** |  |
| **Wages s/o** | £539.18 |
| **Balance at NatWest Bank 1st July 2021** | £15,022.15 |
| **Balance of Clerk’s Expenses Account 1st July 2021** | £99.91 |

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| **Clerk’s Expenses Account** | **Detail** | **Amount** | **Total** | **VAT** |
| 17.06.2021 | Clerk’s Expenses Printer Ink | £8.32 | £9.99 | £1.67 |
| 06.07.2021 | Corsto website hosting | £29 | £34.80 | £5.80 |
| 15.07.2021 | Force36 email hosting (9 accounts) | £27 | £32.40 | £5.40 |
| 24.06.2021 | Land Registry title deeds and mapping x2 |  | £12 |  |
| **Total** |  |  | **£89.19** | **£11.87** |

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| **Cheque** | **Detail** | **Amount** | **Total** | **VAT** |
| **1960** | Clerk’s Expenses Account top up |  | £89.19 |  |
| **1961** | Clerk’s Expenses – Mileage to collect the books from the Internal Auditor.  As Bank Standing Order not yet altered:Backdated Pay April (after annual review)  Backdated Pay May  Backdated Pay June  Backdated Pay July  July Travel to PC Meeting | £27  £ 10.56  £ 21.02  £ 21.02  £ 21.02  £18 | £118.62 |  |
| **1962** | Cllr Gill Expenses Postage  Travel | £7.92  £18 | £25.92 |  |
| **1963** | RCCE Membership 2021/2022 | £60.50 | £72.60 | £12.10 |
| **Total of Cheques to be paid** |  |  | £306.33 | £12.10 |
| **Total of Outstanding Chqs** |  | **1957**  **1958**  **1959** | £503.88  £370  £5 |  |
| **After above Cheques** |  |  | **£13,836.94** |  |

1. **Items for the next Agenda**

1. **Potential 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 discuss Parish Land at Roast Green and determine actions.

1. **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 potential dispute.

To receive an update on the Village Green at Butts Green, and determine actions.

1. **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: 9th August 2021**

Jessica Ashbridge Clerk to Clavering Parish Council