**Clavering Parish Council**

Stephanie Gill Chairman

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

Email: clerk@claveringparishcouncil.gov.uk

**8th September 2021**

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

**Monday 13th September** 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, we ask that face masks are worn throughout the meeting as it takes place in a community hall. Social distancing between households will be maintained.

Names and contact details of attendees must be given over before the meeting commences and held securely for 21days per government recommendations.

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

1. **Chairman welcome**
2. **In memory of Cllr Michael Patmore**
3. **Apologies for absence**
4. **Declaration of Interest -** To declare any Disclosable Pecuniary Interests, Personal Interests or Personal and Prejudicial interests.
5. **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**.**
6. **To approve and sign minute of previous meetings -** To approve the minutes of the Clavering Parish Council meeting held on 12th July 2021. To receive the In Camera reports from 12th July, and 9th August.
7. **District and County Councillors Reports - To receive reports.**

**7. Planning**

**7.1**

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| **Planning Reference** | **Address** | **Proposal** | **Decision** |
| **UTT/21/2677/OP** | Millcroft, Mill Lane Clavering | Outline application with all matters reserved except access, for the erection of 1no. 1.5 storey detached dwelling and single storey cart lodge, with alterations to existing access | **Awaiting Decision** |
| **UTT/21/2617/HHF**  **UTT/21/2618/LB** | Black Lodge Mill End | Change in roof pitch of outbuilding to suit change in roofing materials to clay tiles | **Awaiting Decision** |
| **UTT/21/2552/FUL** | Curles Farm Pelham Road | Erection of B8 storage building (for long term car storage) | **Awaiting Decision** |
| **UTT/21/2720/FUL** | Land West Of Larkrise Wicken Road | Erection of 3 no. dwellings with carports | **Awaiting Decision** |

**7.2 UDC Decisions**

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| **Planning reference** | **Address** | **Proposal** | **Decision** |
| **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** |
| **UTT/21/2076/FUL** | Helegrene Wicken Road |  | **Approved** |
| **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/21/1998/FUL** | Land South Oxleys Close Stortford Road | Erection of 13 no. dwelling houses and associated development | **Awaiting Decision** |

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| **UTT/21/2374/HHF** | Russets Honey Lane Clavering |  | **Refused** |

**7.3 Appeals - APP/C1570/W/21/3267624** Land to the north of Eldridge Close, Clavering, Essex CB11 4FZ appeal dismissed. **APP/C1570/W/21/3268299** Elm Cottage Further Ford End, Clavering, Saffron Walden CB11 4SG appeal dismissed and costs refused.

1. **Flooding and drainage** –To receive an update.
2. **Village Greens/Parish Land**
   1. **Trees – Copse at Stickling Green –** To receive a quote for the works required at the Copse, and determine actions.
   2. **Trees – Colehills Close and Cherry Tree Stickling Green –** To receive a quote and determine actions.
   3. **Land behind Cricketers –** The neighbouring Parishioner has no equipment to cut the area but is willing to help. The area is overgrown and needs strimming and the debris removed for disposal to keep the ground lean. Cllr Carter has the area round the new hornbeam cut to stop it being choked. To determine actions.
   4. **Grass Cutting Contract –** To discuss areas that are being missed from the grass cutting tender repeatedly, plus query latest invoice, and determine actions.
3. **Highways Matters**

**10.1 Tonnage Limitation** – To receive an update and determine actions.

**10**.**2 Speed limit at the Mills –** To determine actions.

1. **Training –** To determine whether the Clerk should attend the SLCC two day conference virtually, cost is £100 + VAT. The Clerk will also be attending the CAPALC conference and the free Scribefest/NALC conference. To note that Cllr Gill attended Adult Mental Health Awareness Training via EALC ( free)
2. **Policies Review –** To review the following policies and determine changes if required: Allotments Rules, Compliments and Complaints policy, GDPR, and Equality Policies.
3. **Assets of Community Value –** To note that the Planning Committee decided to list Hill Green as an ACV on 17th August 2021. It was recommended to CPC that heirs to lease are traced. CPC to determine whether to take known information forward. Update re Fox and Hounds PH.
4. **Representative Reports**
   1. **Allotments –** Update and verbal report following the Allotment Meeting on 8th September.
   2. **Footpaths and Byways** –
   3. **Jubilee Field Committee –** to receive a written report
   4. **EALC –** To receive a written report.
   5. **UDC Local Plan Town & Parish Council Workshop –** to receive a written report
   6. **UALC –** To receive a written report
   7. **Village Sign Working Party** – To receive a written report.
   8. **Defibrillators –** To receive a verbal update.
5. **Clerks report -** General correspondence and monthly report circulated.
6. **Risk Assessment Book** – Village Hall defibrillator deployed but not used 3rd October. Both defibrillators ‘rescue ready’ 3rd October2021
7. **Finance** 
   1. **To approve cheques -** To approve the cheques.
   2. **Signatory – Proposal**: Further to the resolution of 9th August 2021 whereby Cllr Robert Clayton will be an authorised signatory on the NatWest Bank Accounts - It is resolved that: The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3 namely all accounts held with NatWest by Clavering Parish Council, be changed in accordance with the section Authorised Signatories. And the current mandate will continue as amended**. P: Cllr Gill S: Cllr Stanford**
   3. **Saffron Building Society -** To confirm that the matured funds from the 1 year Bond with Saffron Building Society were placed in the already existing account on 12.8.21. Total amount £5,037.48 included a further £0.23 interest credited.

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| **Credit Received** |  |
| **Wages s/o** | £539.18 |
| **Balance at NatWest Bank 01.09.2021** | £12,466.01 |
| **Balance of Clerk’s Expenses Account 31.08.2021** | £87.05 |

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| **Clerk’s Expenses Account** | **Detail** | **Amount** | **Total** | **VAT** |
| 15.08.2021 | Clerk’s Expenses Printer Ink | £8.32 | £9.99 | £1.67 |
| 06.09.2021 | Corsto website hosting | £29 | £34.80 | £5.80 |
| 16.09.2021 | Force36 email hosting (9 accounts) | £27 | £32.40 | £5.40 |
| 13.08.2021 | Recorded postage HMRC |  | £2.06 |  |
| 19.08.2021 | Postage Allotment letters |  | £22.80 |  |
| **Total** |  |  | **£102.05** | **£11.87** |

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| **Cheque** | **Detail** | **Amount** | **Total** | **VAT** |
| **1970** | Clerk’s Expenses Account top up |  | £102.05 |  |
| **1971** | Maurice Howard – Internal Audit 2020/2021 |  | £150 |  |
| **1972** | Paul Abrahams 23rd June (21st June on previous invoice) 13th July grass cutting  1st July Pond | £185  £185  £30 | £400 |  |
| **1973** | Castle Water – water bill – December 2020 – June 2021  Late charges (to be queried) | £930.34  £41.03 | £971.37 |  |
| **Total of Cheques to be paid** |  |  | £1,623.42 |  |
| **Total of Outstanding Chqs** |  | **1968**  **1967** | £400  £32.10 |  |
| **After above Cheques** |  |  | **£10,410.49** |  |

1. **Items for the next Agenda**
2. **Access Licence over Village Green at Hill Green.**

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 will consider commercial interests relating to an access license over Village Green at Hill Green.

To receive an update.

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 potential dispute.

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

1. **Ongoing 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 October 2021**

Jessica Ashbridge Clerk to Clavering Parish Council