

Clavering Parish Council

Clerk to the Council Email: clerk@claveringparishcouncil.gov.uk

Members are summoned to the Meeting of the Council to be held in the Clavering Christian Centre, Stortford Rd on **Monday 12th June 2023** at 7:30pm to transact the business stated on the agenda

Councillors: Cllr R Couchman, Cllr K Elliston, Cllr S Gill, Cllr M Ryan.

The public and press have a right and are welcome to attend this meeting.

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

Amanda Brown

Locum Clerk

6th June 2023

AGENDA

29 Chairman Welcome

To give a report on meetings attended during the month.

30 Apologies for absence

31 Declaration of Interest

To declare any Disclosable Pecuniary Interests, Personal Interests or Personal and Prejudicial interests.

32 Public Participation Session

To receive representation from the public in attendance. Questions raised will not start a debate or require a response at the meeting.

33 District and County Councillors Reports

To receive reports.

34 To approve and sign minutes of two previous meetings

To approve and sign the minutes of an Extraordinary Meeting of Clavering Parish Council on 26th April and the Annual Council Meeting held on 15th May 2023.

35 Clerk's Report

To receive a verbal update.

36 To note that Clavering Village Hall has been booked for the following:

2nd Monday in July, August, September, October, & 1st Monday November.

CPC Monthly meeting to be held at the Christian Centre for December.

37 Planning

37.1 To be commented on

Planning Reference	Address	Proposal	Decision
UTT/23/1348/HHF	Casa Mia Stortford Road Clavering Saffron Walden Essex CB11 4PE	Development of first floor to improve accommodation including raising roof, re-positioning of rooflight and installation of solar panels	
UTT/23/0728/FUL	Kings Cottage Starlings Green Road Starlings Green Clavering Essex CB11 4PP	Erection of detached dwelling in existing garden	

UTT/23/1294/HHF	Yew Tree Farm Ford End Ford End Road Clavering Essex CB11 4PU	Erection of oak framed outbuilding comprising of home office, gym and entertainment space	
UTT/23/1353/DOC	Olde Barn Clavering Hall Stortford Road Clavering Essex CB11 4PG	Application to discharge condition 3 (rooflight specifications) attached to UTT/23/0748/HHF.	
UTT/23/1224/HHF UTT/23/1225/LB	Ruttles, Valance Road, Clavering Essex CB11 4RS	Demolition of 20th Century additions and garages. Construction of a 1.5 storey side extension and detached garage. Conservation and internal and external alterations to the historic range.	

37.2 UDC Decisions

Planning reference	Address	Proposal	Decision
UTT/23/0749/LB	Olde Barn Clavering Hall Stortford Road Clavering Essex CB11 4PG	Installation of a single VELUX Conservation roof window in the shower room of the annexe building at Olde Barn.	Approved with conditions
UTT/23/1131/PIP	Graylings Mill Lane Clavering Saffron Walden Essex CB11 4RL	Application for permission in principle for 1 no. dwelling.	Refused
UTT/23/1089/AG	Clavering Place Farm Stickling Green Clavering Essex CB11 4RN	Steel portal framed Agricultural Grain storage building	Deemed Approved
UTT/22/1921/HHF	Bower Cottage High Street Clavering Essex CB11 4QR	Demolition of garage. Construction of replacement cart lodge with driveway and garden remodelling	Refused

37.3 Verbal report

On site visit and UDC planning committee meeting report.

38 Representative Reports -

38.1 Allotments – availability of plots, clearing of paths. Laminated signs required for ‘No Dogs’, cutting of hedge along the grass track to allow vehicles to pass safely.

38.2 Footpaths – to receive a verbal update. Report on saplings: Email from a resident at Stickling Green.

38.3 EALC, WorkNest

38.4 Planning: Teach-in at UDC, Highways responsibility to planning.

39 Risk Assessment Book

To receive any updates and determine any inspections by two councillors if required.

40 Advert for the Benefice Bugle ‘Could you become a Parish Councillor?’

To receive advert from Cllr Couchman

41 Membership of the ICO

All Parish Councils are required to pay a yearly fee to be a member of the ICO. Membership to be registered by the new clerk.

42 Finance

Report from the RFO:

42.1 To receive the report from the RFO (Locum) regarding the AGAR

42.2 Receive and note the Internal Auditors Report

42.3 Complete and sign the Annual Governance Statement

42.4 Receive and sign the Annual Accounting Statement

- 42.5 To receive and note the bank reconciliation for 31st March 2023
- 42.6 To receive and note the explanation of variances
- 42.7 Confirmation of dates for the Exercise of Public Rights
- 42.8 To receive a finance statement and associated documents
- 42.9 To approve overtime for the RFO (Locum)
- 42.10 To approve cheques – Proposal: To approve the cheques listed
- 42.11 To approve RFO May overtime – 8.25 hours @ £25/Hr - £206.25
- 42.12 Note reduction in Force36 Billing as at 01 June @ £15/Mnth + VAT (5 Licences)

Credit Received	a/c 16513215 Business Reserve £0.11 interest a/c 67217796 Business Current UDC Coronation grant - £700.00 Allotment Rent Plot 22 - £10.00 Allotment tap dep. Plot 22 - £5.00
Wages s/o	None
Balance at NatWest Bank current account 31st May 2023	£22,959.03
Balance of Clerk's Expenses Account 31st May 2023	£ 203.01
Balance of NatWest Reserve Account 31st May 2023	£ 117.21
Balance of Saffron Walden B/S Account 31st May 2023	£30,516.58

Clerk's Expenses Account	Detail	Amount	Total	VAT
D/D	Force 36 Email hosting	£	£25.20	£
	HP Instant Ink	£	£9.99	£
Total		£	£35.19	£

Cheques to approve:

Cheque	Detail	Amount	Total	VAT
2115	RFO - May salary	£140	£140	£0
2116	Clerk expenses – WFH & Travel	£65.60	£65.60	£0
2117	Clerk – May salary	£TBA	£TBA	£0
2118	Paul Abrahams Landscapes	£500	£500	£0
2119	Reimburse Clerks Account	£35.19	£35.19	£0
Total of cheques to be paid				
Total of cheques outstanding	2113 Gallagher Insurance	£833.91	£833.91	£0
Balance after cheques			£	

43 Salt Bag Scheme

44 Training

To approve any training that Cllrs would like to take:

CLlr S Gill: WorkNest module 1 on 21st June
WorkNest module 3 on 27th July

This carries a cost of £80 per module total £160

45 Items for Next Agenda

46 Next Meeting

The next meeting of the Council will be held at the Village Hall, Hill Green on Monday 10th July at 19:30.