

Clavering Parish Council

Minutes of the Annual Council Meeting held in Clavering Village Hall, Hill Green
on **Monday 15th May** at 7:30pm

Present: Cllrs: R Couchman, K Elliston, S Gill & M Ryan

Public: 4 members of the public and District Cllr Oliver were present.

Clerk: Mrs A J Brown (Locum)

- 1 The meeting was opened by the outgoing Chairman after confirmation that all newly elected councillors had signed the Declaration of Acceptance of Office, made before the Proper Officer of the Council.**
- 2 Election of Officers**
 - 2.1 Chairman - Councillor S Gill was elected as Chairman for the year 2023-24. **P:** Cllr Ryan, **S:** Cllr Elliston, Councillor Gill was elected unopposed.
 - 2.2 The Acceptance of Office was signed by the Chairman.
 - 2.3 Vice-Chairman - Cllr Ryan was elected as Vice Chairman for the year 2023-24. **P:** Cllr Gill, **S:** Cllr Couchman, Councillor Ryan was elected unopposed.
 - 2.4 The Acceptance of Office of Vice Chairman was signed by the Vice Chairman.
- 3 Determination of Representatives/Trustees**
 - 3.1 Financial Overseer – Cllr Couchman, all agreed
 - 3.2 Jubilee Field Committee of Management Trustee: 1 per Trust Deed – Cllr Gill
 - 3.3 Village Hall Committee of Management Trustees: 3 per Trust Deed – Cllrs Ryan was undecided on whether to take up this post and will make a decision at a later date.
 - 3.4 Employment Committee:
With only 4 members of the Parish Council, it is not necessary to create an employment committee.
 - 3.5 Primary Complaints Sub-Committee (subset of employment):
As per the employment committee.
 - 3.6 Dispute Committee:
As per the employment committee.
 - 3.7 Editor of Newsletter – Cllr Gill
 - 3.8 Footpaths Representative – Cllr Elliston
 - 3.9 Allotments Representative -Cllr Ryan, & Cllr Elliston
 - 3.10 Passenger Transport Representative – Cllr Gill
 - 3.11 Hate Crime Ambassador – Cllr Ryan
 - 3.12 Uttlesford Association of Local Councils – agreement that Cllr Gill may continue and stand for the UALC Executive Committee at its AGM 26th June – All agreed.
- 4 Register of Members Interests:** Elected Councillors are reminded to sign a General Notice of Registerable Interests for delivery to the Clerk and that they forward it to the Monitoring Officer within 28 days of 9th May. Councillors reminded to submit the Declaration re. expenses and the return of expenses form as required under law even if expenses were nil.
- 5 It was noted that the Council has post-election vacancies and may co-opt five councillors.**

The Councillors were in agreement to invite parishioners via newsletter/social media and submit an expression of interest to the Clerk for consideration at the June Parish Council Meeting. Cllr Couchman agreed to send to the Clerk an advert to put into the church magazine. **P:** Cllr Ryan, **S:** Cllr Couchman, **In Fav:** Unanimous.

Cllr Oliver arrived at 19.57 – He gave his apologies as he had been at an earlier meeting at Arkesden.

6 Declarations of Interest

There were no declarations of interest

7 Public Participation Session

There were a number of questions and statements made by the residents attending the meeting:

- Is the Locum Clerk employed by the Council and will the locum be completing all the required tasks for the council or are they employed as a Minutes Clerk?
- Is the Locum RFO also employed by the Council?
It was answered by the Chairman that “yes” both roles are employed by the council on a 3-month contract and will be fulfilling the full roles.
- A resident wished the council well, hoping that it can co-opt more councillors.
- An Elm tree has died recently and has a dead limb overhanging Blacksmiths Green which looks dangerous and needs inspection.
- Keep Clavering Rural Group has been advised and invited to the UDC planning workshop to be held shortly.

8 To approve and sign minutes of previous meeting

Although the minutes of the meeting held on 26th April had been written up, they had not been circulated to the councillors so will be signed at a further meeting.

9 District and County Councillors Reports - To receive reports.

Cllr Oliver did not have much to report as all councillors had been meeting under Purdah rules. Cllr Oliver would be chairing the Audit as well as the Governance & Standards Committees. The Performance committee was going to be heard and debated by cabinet members.

10 Council's Monthly Meeting Dates for 2023/2024

A list of meeting dates was given to each councillor to agree. It was confirmed that the August meeting is traditionally for planning matters only. The November meeting will be on the 1st Monday to keep the meeting quorate. The December meeting will be held at the Christian centre as the village hall will already be booked.

11 Consideration of Community Benefits of Projects Requesting Monies under the Easements Funds Grants

Councillors were reminded that in order for the Council to be quorate for this (as Councillors have interests in village charities, societies and groups) an agreed format of dispensation letter is to be signed by each Councillor and forwarded to the Monitoring Officer as soon as possible, with a copy to the Clerk. No format was discussed.

12 Council Policies & Procedures:

Resolution: That Standing Orders as existing and adopted on 9th May 2022 are re-adopted at this meeting without amendment. **P:** Cllr Gill, **S:** Cllr Ryan, **In fav:** Unanimous

Resolution: That Financial Regulations as existing and originally adopted 9th September 2019, readopted with amendments 15th April 2021 and readopted without amendment 14th November 2022, are re-adopted without amendment. **P:** Cllr Gill **S:** Cllr Ryan, **In fav:** Unanimous

Anti-bullying and Harassment, Disciplinary and Dignity at work – response to queries still awaited from NALC.

To note that all other policies will be reviewed August 2023.

13 Resolution: That the UDC New Model Code of Conduct as existing and adopted by CPC on 9th January 2023 is confirmed as being adopted. **P:** Cllr Gill, **S:** Cllr Ryan, **In fav:** Unanimous.

14 Parish Councillors Designated Email Addresses: To instruct the Clerk to request that i) Force 36 close the designated email addresses for previous councillors Barrow, Clayton and Stanford and ii) that Force 36 set up a designated email address for Cllr Elliston. **P:** Cllr Gill, **S:** Cllr Ryan, **In fav:** Unanimous.

15 Planning

15.1 To be discussed:

Planning Reference	Address	Proposal	Decision
UTT/23/1089/AG For information only	Clavering Place Farm Stickling Green	Steel portal framed Agricultural Grain storage building	No comment is made by the PC on agricultural applications.
UTT/23/1064/HHF Comment by 30 th May	Oak Tree Barn Langley Road	New gate and enclosure to property boundary.	Councillors did not want to make any comment.
UTT/23/1131/PIP Comment by 24 th May	Graylings Mill Lane	Application for permission in principle for 1 no. dwelling.	Comments to be sent to the UDC planning dept.: The dwelling is not infill but in open country so as a result will impact on the countryside. It is overdevelopment of a small plot. It is placed beyond the development line of other buildings.

15.2 UDC Decisions

Planning Reference	Address	Proposal	Decision
UTT/23/0184/LB	The Wheelhouse Middle Street	Replacement of existing concrete floor in one room of the house with a breathable replacement	Approved with conditions
UTT/23/0394/HHF and UTT/23/0432/LB	Sheepcote Green House Sheepcote Green	Demolition of the existing garage. Construct a single storey annex to be used as ancillary accommodation to the house	Approved with Conditions
UTT/23/0643/PAQ3	White Lodge Stud Butts Green Valance Road	Prior Notification of change of use of agricultural building to 2 no. dwelling	Refused

16 It was Proposed: That Cllr Gill, or a substitute, has the remit to attend UDC Planning Committee Meetings or Inspectorate Appeals and is so authorised to speak on behalf of Clavering Parish Council on matters coming before the Committee or Inspectorate for decision.

This is because as only one week's notification of the UDC Planning Committee's Agenda is given there may not be a CPC meeting in the notice period to give above authorisation.

All representation is to be made in line with the PC's written objections or further relevant comments made at a subsequent Parish Council Meeting. **P:** Cllr Ryan, **S:** Cllr Elliston, **In fav:** Unanimous. UDC planning meeting 21st June which Cllr Gill will attend.

17 Insurance

Cllr Ryan to work with the RFO to re-evaluate the insurance quotes. An amount not exceeding £950 in insurance premiums is budgeted. Lock in for three years. The insurance needs to be in place by 1st June. **P:** Cllr Gill, **S:** Cllr Elliston, **In Fav:** Unanimous.

18 Representative Reports

18.1 Allotments - to note emergency repair work carried out, water pipes split in the very cold weather which have been repaired and the council are awaiting the invoice.

18.2 Jubilee Field –Village Hall is to rewrite the Trust Deed and are looking to combine the Trust with the Jubilee field.

18.3. Byways and Footpaths – nothing to report.

18.4 Passenger Transport Meeting 26th April 2023 – a written report was circulated.

18.5 UDC Local Council's Liaison Forum 5th June 2023 7-9pm in Thaxted. None of the councillors were able to attend.

18.6 UALC Executive Meeting 19th April 2023 – a written report was circulated.

19 Clerk's report – The clerk had not written a report as only just taken up office. Correspondence received via email had started to be circulated. There was a request to the Clerk to look at how the meetings could be kept to the required 2 hrs.

20 Risk Assessment Book

Tree at Blacksmiths Green to be added into the book. Cllr Ryan and Cllr Gill to inspect the tree.

21 Update on Recruitment of Clerk/RFO

The costs of newspaper advertising in the Walden Local was tabled. It was agreed to put an advert in the Walden Local, the size two columns by 2" at £12 per week for 2 weeks. **P:** Cllr Couchman, **S:** Cllr Ryan, **In fav:** Unanimous.

22 Training to be Undertaken by Councillors

It is necessary for councillors to sign up for Code of Conduct Training given by UDC. Details of other training given by EALC were issued to councillors.

23 Coronation Weekend

Parishioners gathered at the Jubilee Field for The Big Picnic Lunch on 7th May, on 8th May twenty four villagers, including seven children, participated in the Big Help Out Litter Pick while two villagers cleaned many highway signs. UDC confirmed the Council were successful in its Coronation Grant application for commemorative mugs and have been awarded £700. The Coronation Mugs are being distributed to the children as agreed; it will be advised at the June meeting if any remain for elderly parishioners.

24 Finance

24.1 The Internal Audit Meeting was moved from 2nd May to later in the month to allow Locum RFO to facilitate.

24.2 Bank Mandates: - To instruct NatWest Bank to remove previous signatories Brian Barrow, Robert Clayton and Rebecca Stanford from the Bank Mandates for the Council's accounts. **P:** Cllr Ryan, **S:** Cllr Elliston, **In Fav:** Unanimous.

Current signatories for Nat West Council's Accounts: Ronald Couchman and Stephanie Gill

The new signatories for the Nat West Accounts will be Cllr Ryan & Cllr Elliston. **P:** Cllr Gill, **S:** Cllr Couchman, **In Fav:** Unanimous.

To instruct Saffron Building Society to remove previous signatories Brian Barrow and Rebecca Stanford from the mandate for the Council's account. **P:** Cllr Gill, **S:** Cllr Elliston, **In fav:** Unanimous.

To determine new signatories for the Saffron Building Society Accounts.

At present all four councillors will be signatories. **P:** Cllr Gill, **S:** Cllr Ryan, **In fav:** Unanimous.

24.3 Application received from Clavering Cricket Club requesting agreed donation for grass cutting. It was agreed at the Full Parish Council Meeting of 19th December 2022 that a donation of £350 would be given to Clavering Cricket Club towards the grass cutting costs of the Village Green at Hill Green in the financial year 2023/24 and this amount was added to the Parish Council's budget for 2023/24. The accounts for the required financial years of Clavering Cricket Club are as submitted in December to the Parish Council.

Proposal: That a donation of £350 is made to Clavering Cricket Club. **P:** Cllr Gill, **S:** Cllr Ryan, **In fav:** 3 councillors in favour 1 against, motion carried.

24.4 The original authorisation for GO-Edit to take a monthly debit from the Clerk's Expense Account in the amount of £34.80 in respect of the provision the website hosting expired in April 2023. Payment agreed of two months of website hosting (April & May) totalling £69.60 and to agree the setting up of a new monthly debit arrangement of £34.80. **P:** Cllr Gill, **S:** Cllr Ryan, **In fav:** Unanimous.

24.5 To approve cheques

Credit Received	a/c 16513215 Business Reserve 0.09 interest a/c 67217796 Business Current £10,884- UDC Precept Allotments rent: £20- Allotments tap key deposit; £5-
Wages s/o	None
Balance at NatWest Bank current account 28th April 2023	£23,768.43
Balance of Clerk's Expenses Account 28th April 2023	£203.01

Clerk's Expenses Account	Detail	Amount	Total	VAT
12.04.2023	Clerk's expenses HP Printer Ink	£8.32	£9.99	£1.67
15.04.2023	Force 36 email hosting (7 accounts)	£21.00	£25.20	£4.20
Total			£35.19	

Cheque	Detail	Amount	Total	VAT
2108	Clavering Village Hall Hall Hire 10 th and 26 th April 2023		£50.00	
2109	To reimburse the CPC Clerk's Expenses Account (April debits)		£35.19	
2110	Go- Edit Website hosting for April & May 2023 Inv 13363 & 13440	58.00	£69.60	11.60
2111	Andrew Hogbin salary		£307.60	

	See minutes 26 th April 2023			
2112	Clavering Cricket Club		£350.00	
2113	Insurance		TBC	
Total of cheques to be paid				
Total of cheques outstanding	2063 Newport Scouts	£50.00		
	2075 Mrs Ashbridge	£6.30		
	2089 UCAB	£150.00		
	2106 EALC	£ 409.21		
	2107 A Brown	£ 202.80		
Balance after cheques				

Payments agreed: **P:** Cllr Elliston, **S:** Cllr Ryan, **In fav:** Unanimous.

25 Village Social Evening:

It was determined that Cllr Gill and Cllr Elliston shall attend the Village Social Evening 17th May (CVH) to promote the Parish Council and co-option process.

26 Items for next agenda:

Laminated signs are needed for the allotment to inform holders no dogs, as they have been found to defecate within the allotment area. Also, to put at the gate to keep dog walkers from entering the allotments to access the field behind.

Insurance company option and premium paid.

Co-option.

27 Surface Damage to a Registered Village Green with a prescriptive access.

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 sensitive information/commercial.

P: Cllr Gill, **S:** Cllr Ryan, Cllr Couchman objects to this item being discussed in a closed meeting. A named vote was requested. Three councillors voted in favour: Cllr Elliston, Cllr Gill and Cllr Ryan, votes against Cllr Couchman.

The clerk has been asked to contact the resident and ask if there is a way that the damage can be minimised. Could they also give an indication as to when the new access will be ready for use as the Village Green is undergoing heavy use and damage. The Parish Council realise that this is unavoidable at present but can the Parish Council also be given an undertaking that the damage be made good. **P:** Cllr Elliston, **S:** Cllr Ryan, **In Fav:** Unanimous.

28 Requested Easement Over Parish Land

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 sensitive and/or commercial information. A named vote was requested. **P:** Cllr Gill **S:** Cllr Ryan, In fav: Cllr Gill, Cllr Elliston, Cllr Ryan. Cllr Couchman voted against and reiterated that his previous comments stand.

The council discussed the issues.

Standing Order 3.x was suspended to allow for the continuation of business to be discussed at the meeting. **P:** Cllr Elliston, **S:** Cllr Ryan, **In fav:** Unanimous.

The Clerk was advised that it is the Council’s opinion that all costs legal and otherwise should be paid if access is given to cross Parish Council land. With all disruption to residents kept to a minimum. **P:** Cllr Ryan, **S:** Cllr Gill, **In fav:** Unanimous.

The meeting came to a close at 21:39, with all business having been transacted.

Date of next meeting:

Monday 22nd May 2023 Annual Meeting of the Parish at the Clavering Village Hall at 8pm.

Monday 12th June 2023 at 7:30pm.

Signed:
Chairman

Dated: