

Clavering Parish CouncilClerk to the Council Email: clerk@claveringparishcouncil.gov.uk

Members are summoned to the Meeting of the Council to be held in the Clavering Village Hall, Hill Green on **Monday 10th July 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

4th July 2023

AGENDA**29 Chairman Welcome**

To give a report on meetings attended during the month.

30 Apologies for absence

To accept apologies from members of the council

31 Declaration of Interest

To declare any Disclosable Pecuniary Interests, Registerable Interests, and Non-Registerable Interests which would not be registered but could be prejudicial to the items discussed.

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 6th June and the Council Meeting held on 12th June 2023.

35 Clerk's Report

To receive a verbal update.

36 Planning**36.1 To be commented on**

Planning Reference	Address	Proposal	Comments
UTT/23/1375/HHF	2 High Street, Clavering	Two storey front extension. Dormer window in front roof slope.	
UTT/23/1432/FUL	Land to the West of Stortford Road	S73 application to vary condition 1 (approved plans) of UTT/22/1103/DFO (Details following outline application UTT/20/2639/OP for the erection of 31 no. dwellings and 38 no. parking spaces.)	

UTT/23/1570/HHF	Gateways Stortford Road Clavering Essex CB11 4PE	Proposed loft conversion which includes 1no. flat roof dormer to the front elevation and 1no. flat roof dormer to the rear elevation. Demolition of existing pitched roof of extension and replace with a flat roof.	
UTT/23/1652/HHF	The Chapel Hill Green Clatterbury Lane Clavering Essex CB11 4QS	Proposed double garage	

36.2 UDC Decisions

Planning reference	Address	Proposal	Decision
UTT/23/1636/OHL	Land West Of Stortford Road South Of Pelham Road Clavering Essex	Notice under under The Overhead Lines (Exemption) (England & Wales) Regulation 2009 - Installation of one new electric pole	Decided No objections
UTT/23/1064/HHF	Oak Tree Barn Langley Road Clavering Essex CB11 4SH	New gate and enclosure to property boundary.	Approved with conditions
UTT/23/O574/FUL	Land To The West Of Stortford Road Clavering Essex	Variation of Condition 1 (the development shall be carried out in accordance with the approved plans) of UTT/22/1103/DFO to allow for the revision of the site plan and the revision of the floor plans and elevations for plots 7 and 15 and other revisions to the layout of the development.	Approved with conditions

37 Representative Reports -

37.1 Allotments – verbal report from the representatives.

Suggestion from the Clerk **not** to have laminated signs required for ‘No Dogs’ as voted on last month, but to have a diabond sign which will be more permanent.

37.2 Footpaths – to receive a verbal update.

37.3 Report on removal of saplings at Stickling Green.

38 Risk Assessment Book

To receive any updates and determine any inspections by two councillors if required. Dead Tree reported having limbs blown off and in a potentially dangerous state.

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

To receive suggestions for an advert from Cllr Couchman. The Clerk to design a flyer.

40 Finance

Report from the RFO:

40.1 To receive the report from the RFO on budget vs spending for the last quarter

40.2 To receive and note the bank reconciliation for 30th June 2023

40.3 To receive a finance statement and associated documents

40.4 To confirm that CPC has agreed the following DD’s to be debited from the Clerks Account - Corsto £34.80, Force 36 £18.00 and HP Ink £9.99, all inclusive of VAT

40.5 To receive authority for the Clerk to join the SLCC and approval of payment - £10 joining fee and £139 membership fee.

40.6 To approve cheques – Proposal: To approve the cheques listed

Credit Received	a/c 16513215 Business Reserve £0.11 interest a/c 67217796 Business Current Nil
Wages s/o	None
Balance at NatWest Bank current account 30th June 2023	£20,909.28
Balance of Clerk's Expenses Account 30th June 2023	£ 105.81
Balance of NatWest Reserve Account 30th June 2023	£ 117.32
Balance of Saffron Walden B/S Account 30th June 2023	£30,516.58

Clerk's Expenses Account	Detail	Amount	Total	VAT
D/D	Force 36 Email hosting	£15.00	£18.00	£3.00
	HP Instant Ink	£8.33	£ 9.99	£1.66
	Corstco	£87.00	£104.40	£17.40
Total		£110.33	£132.39	£22.06

Cheques to approve:

Cheque	Detail	Amount	Total	VAT
002127	Locum RFO - June salary	£305.05	£305.05	£0
002129	Locum Clerk June salary, expenses and WFH & Travel	£958.35	£958.35	£0
002128	Clerk June salary, expenses – WFH & Travel	£838.60	£838.60	£0
002123	HMRC	£129.38	£129.38	£0
002130	R A S Handyman Services	£450.00	£450.00	£0
002121	Castle Water	£1.40	£1.68	£0.28
002131	Reimburse Clerks Account	£35.19	£35.19	£0
002126	Clavering Village Hall - Hire	£40.00	£40.00	£0
002124	Letchwood Internal Audit	£140.00	£140.00	£0
002122	UDC – Election Costs	£52.47	£52.47	£0
002120	Clavering PCC – Hall hire	£42.50	£42.50	£0
	Reimburse CA for paint purchase	TBA	TBA	TBA
002132	Payment for SLCC membership	£149.00	£149.00	£0
Total cheques to be paid		£3,141.94	£3,141.66	£0.28
Total cheques outstanding	Paul Abrahams Landscaping	£500	£500	
Balance after cheques			£	

41 Internal Audit

To discuss the Interna Auditor's report and to agree procedures if changes are necessary.

42 Training

Cllr Elliston & Cllr Gill are booked onto the respective training agreed at the last meeting.
To agree training courses for the Clerk.

43 Maintenance of the Dick Ball Meadow and Cutting the Orchid Islands on Lower Green

Email correspondence circulated prior to the meeting.

44 Motion to Review the Contract for Grass Cutting on the Spare Allotment Land

The Council should review the contract for cutting the grass on the spare allotment land and if necessary authorise the Clerk to engage another contractor, in order that the grass is cut as soon as possible.

45 Items for Next Agenda

46 Close of the Meeting to the Public

To resolve that the public are excluded under the Public Bodies (Admission to Meetings) Act 1960 and under the Data Protection Act 1998, as the council has obligations as to how it uses personal data about a resident. Public are also excluded under the same acts to progress a confidential staffing matter.

47 To discuss letters received from a resident and give a full and final response.

Letters have been circulated to all councillors as requested by the resident.

48 To discuss the Responsibilities' of the Proper Officer including Correspondence from the Office.

Role of the Proper Officer

49 Next Meeting

The next meeting of the Council will be held at the Village Hall, Hill Green on Monday 14th August at 19:30.