

## Clavering Parish Council

Clerk to the Council Email: [clerk@claveringparishcouncil.gov.uk](mailto:clerk@claveringparishcouncil.gov.uk)

Meeting of the Council held in the Clavering Christian Centre, Stortford Rd on  
**Monday 12<sup>th</sup> June 2023** at 7:30pm

### Councillors Present:

Cllr R Couchman  
Cllr K Elliston  
Cllr S Gill  
Cllr M Ryan

There were four members of the public including:

County Councillor: Mr Ray Gooding  
District Councillor: Mr Edward Oliver

Clerk: Amanda Brown CiLCA, Locum  
RFO : Ian Brown CiLCA, Locum  
Clerk: Robert Silver, newly appointed Clerk/RFO

### 29 Chairman Welcome

A report was covered in a written report which was circulated before the meeting.  
Robert Silver was introduced as the new Clerk to the Council. Robert has experience already as an Assistant Clerk at a nearby Parish. Cllr Gill has been asked by UDC to attend the 'Train the Trainer' Code of Conduct training on 16<sup>th</sup> June and to give feedback.

### 30 Apologies for absence

No apologies were given

### 31 Declaration of Interests

To declare any Disclosable Pecuniary Interests, Registerable Interests, and Non-Registerable interests which would be not be registered but could be prejudicial to the items discussed.  
There were no declarations of interest given.

### 32 Public Participation Session

- A letter was received by the Clerk which was addressed to the Chairman.

### 33 District and County Councillors Reports

District Councillor Oliver was present and gave a verbal report to the Councillors. A written report had already been submitted and circulated prior to the meeting.

### 34 To approve and sign minutes

Minutes were agreed and signed by the Chairman of an Extraordinary Meeting of Clavering Parish Council on 26<sup>th</sup> April **P:** Cllr Ryan **S:** Cllr Gill, 1 abstention, motion carried.  
Cllr Couchman arrived at the meeting at 19:42 with apologies as had gone to the Village Hall.  
Minutes were agreed and signed by the Chairman of the Annual Council Meeting held on 15<sup>th</sup> May 2023 **P:** Cllr Ryan **S:** Cllr Elliston, **In fav:** Unanimous.

### 35 Clerk's Report

The Clerk gave a verbal report to the Councillors:  
A thank you had been received from Clavering Cricket Club for the grant received.  
Agreement had been reached with Richard Auty, UDC regarding the wording of dispensations.  
A letter had been sent to Edward Hitchcock of Pelham Farming regarding the damage to part of the

village green.

There has been no further communication from Pelham Structures regarding the laying of electricity cables to the new development.

### 36 Clavering Village Hall has been booked for the following Parish Council Meetings:

2<sup>nd</sup> Monday in July, August, September, October, & 1<sup>st</sup> Monday November.

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

### 37 Planning

#### 37.1 Comments:

| Planning Reference                | Address  | Proposal   | Decision  |
|-----------------------------------|--|--|---|
| UTT/23/1348/HHF                   | Casa Mia Stortford Road<br>Clavering Saffron Walden<br>Essex CB11 4PE                | Development of first floor to improve accommodation including raising roof, re-positioning of rooflight and installation of solar panels   | No comment  |
| UTT/23/0728/FUL                   | Kings Cottage Starlings<br>Green Road Starlings<br>Green Clavering Essex<br>CB11 4PP | Erection of detached dwelling in existing garden   | Comment that on the transport statement the only buses were school buses. No Public transport. During building works no storage is allowed on the Village Green or construction vehicles allowed. |
| UTT/23/1294/HHF                   | Yew Tree Farm Ford End<br>Ford End Road Clavering<br>Essex CB11 4PU                  | Erection of oak framed outbuilding comprising of home office, gym and entertainment space  | Outbuilding is large within curtilage.  |
| UTT/23/1224/HHF<br>UTT/23/1225/LB | Ruttles, Valance Road,<br>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. | Council is in agreement to the plans.   |

**P:** Cllr Gill, that the clerk sends in the comments to UDC planning **S:** Cllr Ryan, **In fav:** Unanimous

#### 37.2 UDC Decisions:

| Planning reference | Address  | Proposal  | Decision                 |
|--------------------|--|---|--------------------------|
| UTT/23/0749/LB     | Olde Barn Clavering Hall<br>Stortford Road Clavering<br>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<br>Clavering Saffron Walden<br>Essex CB11 4RL      | Application for permission in principle for 1 no. dwelling.   | Refused                  |
| UTT/23/1089/AG     | Clavering Place Farm<br>Stickling Green Clavering<br>Essex CB11 4RN    | Steel portal framed Agricultural Grain storage building   | Deemed Approved          |
| UTT/22/1921/HHF    | Bower Cottage High Street<br>Clavering Essex CB11 4QR                  | Demolition of garage. Construction of replacement cart lodge with driveway and garden remodelling               | Refused                  |

### **37.3 Planning Report:**

A written report from Cllr Gill had been circulated before the meeting on the on-site visit and UDC planning committee meeting.

### **38 Representative Reports -**

**38.1 Allotments** – Grass has grown long along the track. Need to chase contractor who should be clearing the track. Clerk to contact.

Laminated signs required for 'No Dogs' as wooden signs have fallen into disrepair, Clerk to print and laminate. Chairman to send wording. **P:** Cllr Gill, **S:** Cllr Ryan, 1 abstention. Motion carried.

**38.2 Footpaths** – There have been no complaints regarding footpaths.

The removal of the saplings is on registered village green at Stickling Green not on footpaths. To be inspected by 2 councillors. Cllr Ryan and Cllr Couchman will contact the resident who wants to remove the saplings.

How to report any issues regarding footpaths is on the Clavering Village Facebook page.

**38.3 EALC, WorkNest** – No comments were made regarding Cllr Gill's report

**38.4 Planning:** Cllr Gill attended a 'Teach-in' held at UDC offices in Lt Canfield and the UDC Local Council Liaison Forum in Thaxted regarding Highways responsibility to planning.

Councillor Gooding arrives at the meeting at 20.05

#### **County Councillor report:**

- The County Highways Panels are being reorganised with superior boards set up to overlook the district 12 highways panels
- This is because of the variance of decisions which have been made across the districts.
- Voting membership will be limited to the 4 County Councillors from each district.
- There was a bias towards schemes in particular districts if District Councillors were voting and outnumbered other voting members.
- There will still be competition as not enough money to go round.
- The first of these meetings will start in July.
- Old schemes for Clavering are among those still on the books waiting to be voted through.
- **Speeding:** ECC is to put in buffer zones so speeds don't go from 60 – 30 without a 40mph buffer.
- There has been a problem with delivering schemes because of shortage of staff to carry out the work so not everything has been finished.
- There are now 12 extra teams filling potholes.
- Cllr Gooding is happy to attend the UALC AGM meeting on 21<sup>st</sup> June.

Questions were put to Cllr Gooding by Cllr Couchman regarding a. works on the roads – will these be brought in-house. b. has the review of the booking system for the recycling centres been completed. A question was also asked about who regulates landfill.

### **39 Risk Assessment Book**

Both difibs will be rescue ready from 13<sup>th</sup> June.

### **40 Advert for the Benefice Bugle 'Could you become a Parish Councillor?'**

Cllr Couchman has an advert in hand for recruiting residents to become Parish Councillors.

### **41 Membership of the ICO**

Membership to be registered by the new clerk when there is a new PO box number in place.

## 42 Finance

Report from the RFO:

- 42.1** The councillors received a verbal report from the RFO (Locum) regarding the AGAR
- 42.2** The Internal Auditors Report was tabled at the meeting. The Internal Auditor suggested a letter be sent to the External Auditor giving an explanation to the council's response to Section 5 of the Annual Governance Statement. The letter was signed at the meeting by the Chairman and the Locum RFO.
- 42.3** The Annual Governance Statement was read line by line. **P:** Cllr Ryan, **S:** Cllr Elliston, **In Fav:** Unanimous
- 42.4** The Annual Accounting Statement was signed **P:** Cllr Ryan, **S:** Cllr Elliston, **In Fav:** Unanimous
- 42.5** The bank reconciliation for 31<sup>st</sup> March 2023 was noted
- 42.6** The explanation of variances was explained and noted
- 42.7** The councillors confirmed the dates for the Exercise of Public Rights **P:** Cllr Gill, **S:** Cllr Elliston, **In Fav:** Unanimous
- 42.8** The councillors received a finance statement and associated documents
- 42.9** The councillors approved the overtime for the RFO (Locum) **P:** Cllr Gill, **S:** Cllr Ryan, **In Fav:** Unanimous
- 42.10** The councillors approved the cheques – Proposal: To approve the cheques listed, to note insurance company had taken into account the previous claim and to also note reduction in Force36 billing as at 01 June @ £15/Mnth + VAT (5 Licences) **P:** Cllr Ryan, **S:** Cllr Elliston, **In Fav:** Unanimous

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

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

### Cheques to approve:

| <b>Cheque</b> | <b>Detail</b>                 | <b>Amount</b> | <b>Total</b> | <b>VAT</b> |
|---------------|-------------------------------|---------------|--------------|------------|
| 2115          | RFO - May salary              | £140          | £140         | £0         |
| 2116          | Clerk expenses – WFH & Travel | £65.60        | £65.60       | £0         |
| 2117          | Clerk – May salary            | £918.75       | £918.75      | £0         |
| 2118          | Paul Abrahams Landscapes      | £500          | £500         | £0         |
| 2119          | Reimburse Clerks Account      | £35.19        | £35.19       | £0         |

|                                     |                          |         |                  |    |
|-------------------------------------|--------------------------|---------|------------------|----|
| <b>Total of cheques to be paid</b>  |                          |         | <b>£1,659.54</b> |    |
| <b>Total of cheques outstanding</b> | 2113 Gallagher Insurance | £833.91 | £833.91          | £0 |
| <b>Balance after cheques</b>        |                          |         | <b>£2,493.45</b> |    |

Bank account mandates need a change of name for signatories, the bank have agreed that an ex-councillor can be used to do this.

**43 Salt Bag Scheme**

The Council agreed to sign up to the salt bag scheme for the coming year. **P:** Cllr Elliston, **S:** Cllr Ryan.  
**In Fav:** Unanimous

**44 Training**

Council approved training:

Cllr S Gill: WorkNest modules on 21<sup>st</sup> June and 27<sup>th</sup> July

**P:** Cllr Elliston, **S:** Cllr Ryan, Cllr Gill abstained, motion carried.

Cllr Elliston has registered for standards training with UDC.

Cllr Elliston is going to register for New Councillor training with EALC: **P:** Cllr Gill, **S:** Cllr Ryan, Cllr Elliston abstained, motion carried.

**45 Items for Next Agenda**

PO box number to be registered for the incoming Clerk.

Training.

Advert to be received to recruit new councillors.

Hedge at the allotments to be trimmed.

Agree the response to a letter received from a Parishioner.

**46 Next Meeting**

The next meeting will be an extraordinary meeting for planning on 5<sup>th</sup>.

The next meeting of the Council will be held at the Village Hall, Hill Green on Monday 10<sup>th</sup> July

**47 Close of Meeting**

The meeting was closed at 21:32 as all the business on the agenda had been completed.

Signed by: ... ..  
Chairman

Date: ... ..