

**Clavering Parish Council**Clerk to the Council Email: [clerk@claveringparishcouncil.gov.uk](mailto: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 14<sup>th</sup> August 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.

*Robert Silver*

Clerk

8<sup>th</sup> August 2023

**AGENDA****50 Chairman's Welcome**

To give a report on meetings attended during the month.

**51 Apologies for absence**

To accept apologies from members of the council

**52 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.

**53 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.

**54 District and County Councillors Reports**

To receive reports.

**55 To approve and sign minutes of two previous meetings**

To approve and sign the minutes of the Council Meeting held on 10<sup>th</sup> July 2023 and an Extraordinary Meeting of Clavering Parish Council on 20<sup>th</sup> July.

**56 Councillor Co-option**

To consider the co-option of Fabian Bullen

**56 Clerk's Report**

To receive a verbal update.

**57 Planning****57.1 To be commented on**

Planning Reference	Location	Proposal	Comments
UTT/23/1545/HHF	LOCATION: 48 Pelham Road Clavering	Single garage to front of property.	

UTT/23/1752/FUL	Yew Tree Farm Ford End Road	Proposed alterations and restoration work, as part of change of use of the building and related land to a single dwelling	
UTT/23/1731/OP	Land North Of Stickling Green	Outline planning application with all matters reserved except access for the development of 6 no. self-build homes with a new village green, landscaping and associated infrastructure  2 parishioners have made their objections to UDC and CC'd the Clerk	
UTT/23/1892/FUL	Hedgerows Clatterbury Lane	Addition of solar panels and reduction in size of some windows (amendments to approved application)	
UTT/22/1921/HHF	Bower Cottage High Street	For noting only as CPC cannot comment on this. Demolition of garage. Construction of replacement cart lodge with driveway and garden remodelling	

## 57.2 UDC Decisions

Planning reference	Address	Proposal	Decision
UTT/23/0141/HHF	21 Skeins Way Clavering Essex CB11 4PH	Demolition of single storey brick and timber lean to structure to the side. Proposed erection of two storey side extension, part two storey/part single storey rear extension and single storey front extension	Approve with Conditions
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	Refuse
UTT/23/1294/HHF	Yew Tree Farm Ford End Ford End Road Clavering Saffron Walden Essex CB11 4PU	Erection of oak framed outbuilding comprising of home office, gym and entertainment space	Refuse
UTT/23/0728/FUL	Kings Cottage Starlings Green Road Starlings Green Clavering Essex CB11 4PP	Erection of detached dwelling in existing garden	Refuse
UTT/23/0147/LB	Butts Green Valance Road Clavering Essex CB11 4RT	Conversion of barn to 1 no. dwelling including the rebuilding of adjoining attached outbuildings	Approve with Conditions
UTT/23/0092/HHF	21 Skeins Way Clavering Essex CB11 4PH	Demolition of single storey brick and timber lean to structure to the side. Proposed erection of two storey side extension, part two storey/part single storey rear extension and single storey front extension	Approve with Conditions
UTT/23/0147/LB	Butts Green Valance Road Clavering Essex CB11 4RT	Conversion of barn to 1 no. dwelling including the rebuilding of adjoining attached outbuildings	Approve with Conditions

UTT/23/1572/NMA	Land To The West Of Stortford Road Clavering Essex	Non Material Amendment to UTT/22/1103/DFO - Addition of first floor storage room above plot 14 double garage with external staircase and first floor external door and window.	Split Decision
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### 57.3 Inspectorate Appeals

**APP/C1570/D/23/3325388 Bower Cottage High Street** Demolition of garage. Construction of replacement cart lodge with driveway and garden remodelling. Previously UTT/22/1291/HHF. For noting only as CPC cannot comment on this as under the Householder Appeal Service.

**57.4 UDC Planning Committee 2<sup>nd</sup> August** – to receive a written report

**57.5 To note advice received from NALC** concerning granting of access rights over village greens

### 58 Cutting the hedge on Footpath Clavering 16

The footpath is the responsibility of Clavering Parish Council, and since the footpath is overgrown and requires cutting back. It has been established that this has been previously cut back by a nearby resident who has not done so of late as has been walking their dog a different route. They have offered to carry out the work.

### 59 Listed barn at Butts Green

Following planning permissions granted, to determine actions to be taken by the Parish Council to protect the registered Village Green at this site

### 60 To instruct the Clerk to seek quotes for Tree Surveying Work by specialist arboriculturists to be carried out on all areas of Parish owned land

### 61 Affordable Housing Survey

CPC should be looking to carry out an Affordable Housing Survey as its last one was carried out in November 2017, especially as these inform Planning Decisions. It is proposed that the clerk is instructed to contact RCCE on bringing forward a survey this year and obtain quotes. As there was not a contested Election in 2023, there is a balance totalling £2023.31 in the budget and earmarked reserves. It is suggested that a Virement is made of £300 to a new earmarked account 'RCCE Affordable Housing Survey' in anticipation of the survey costs which may be amortised as before.

### 62 Representative Reports

- a. **Allotments** - To receive a verbal report  
To note correspondence from a parishioner concerning danger of allotment gates not being shut and determine actions  
To note that one tapcollar has been cut off again by person(s) unknown and determine actions
- b. **Footpaths** – to receive a verbal report
- c. **EALC** – Proposal: that Cllr Gill plus another CPC representative attends the EALC AGM at Colchester on 21<sup>st</sup> September and has voting rights.
- d. **UALC** – to note that the AGM has been re- called for 7<sup>th</sup> September 2023 at 7.30pm to take place via Zoom. Cllr Gill to attend as agreed before; the PC currently has voting rights for 4 persons.
- e. **ECC Bus Transport Survey** – to note the Cllr Gill completed this as the Transport Representative

### 63 Training:

To note costs of Roles and Responsibilities Course taken by Clerk covered by other Parish Council  
To note Cllr Elliston completed the New Councillor Training Course.  
To note that Cllr Gill completed the HR course concerning Grievances.

**64 Clavering Parish Council's Requirement to conserve & enhance biodiversity.****To consider a report**

Motion: That a Biodiversity Working Party is formed, with a minimum of two councillors and which may comprise parishioners with an interest in biodiversity.

The terms of reference of the Biodiversity Working Party: to consider what Clavering Parish Council may do to conserve and enhance biodiversity, bringing back this consideration to Full Council with recommendations regarding policy, objectives and actions. P: Cllr Gill

**65 Risk Assessment Book** - to receive any updates and determine any inspections by two councillors if required

**66 Dick Ball Meadow volunteers** – to note that two parishioners have volunteered to help with and determine further actions

**67 Correspondence from Buckingham Palace** - to note the receipt of a card of thanks from King Charles regarding the condolences sent by the parish council on behalf of parishioners.

**68 Consultation**

- a. **Stansted Airport Noise Action Plan Consultation** - to determine whether to respond
- b. **Uttlesford design code consultation** – to determine whether to respond

**69 Metal bench at Hill Green & two metal benches at Dick Ball Meadow**

Refurbishment work had been assigned to the Uttlesford Highways Rangers, but it is understood that this service is no longer available

Clerk instructed to obtain three quotes to paint the metal bench at Hill Green and the two metal benches at Dick Ball Meadow.

**70 Tree at Mill End Pond**

To confirm actions/table quotes received regarding felling the dead tree and determine actions.

**71 Planting of heritage apple trees in Dick Ball Meadow**

To consider the request from Clavering Horticultural Society to plant three apple trees in Dick Ball Meadow to mark the coronation of King Charles. It is noted that the replacement trees previously planted by the Clavering Countryside Group have unfortunately failed.

**72 Letter from Palace**

To note that the Parish Council received a letter from the Palace thanking them for...

**73 Metal bench at Hill Green & two metal benches at Dick Ball Meadow**

Proposal: to obtain three quotes to paint the metal bench at Hill Green and the two metal benches at Dick Ball Meadow.

**74 Finance****74.1 Public right to view the 2022-2023 accounts**

**74.2** To note that on the 19th July a parishioner exercised their public right to view the 2022-2023 accounts

**74.3 To receive the full accounts analyses, budget, bank reconciliations and reserves for quarter ending 30<sup>th</sup> June 2023.**

**74.4 Cancellation of the HP printer monthly standing order cost £9.99 (300 pages)**

**74.5** This is a recommendation of the Clerk

**Proposal:** the monthly cost of the HP printer service is £9.99 per month, which equates to about

300 pages per month, and the Parish Council do not print this many pages every month. It's proposed that the Clerk uses their own printer and is paid £0.05 per page that they print for use of their ink. Parish Council to continue purchasing the paper.

**74.6 To note that cheque no 2063 payable to Newport Scouts for £50.00 has not been presented and is out of date.** The cheque amount will be written back into the Parish Councils accounts.

**74.7** To determine whether to rewrite the cheque, which was written in memory of the late Cllr Patmore, or wait until more information is confirmed as to who is the new Treasurer of the Newport Scouts Group

**74.8** To consider for agreement: there is a balance totalling £778.30 in the budget and earmarked reserves for the Coronation event. As UDC made available a Coronation Grant of £700 after the budget had been set, it is suggested that a virement of £778.30 is made to Earmarked Repairs and Renewals

**74.9** To table and approve the hours and expenses of the Locum Clerk, Locum RFO and Clerk

**74.10** To approve cheques

Report from the RFO:

<b>Credit Received</b>	a/c 16513215 Business Reserve £0.13 interest a/c 67217796 Business Current Nil a/c 16667816 Clerks expenses 2 x £34.80
<b>Wages s/o</b>	None
<b>Balance at NatWest Bank current account 1<sup>st</sup> August 2023</b>	£17,398.01
<b>Balance of Clerk's Expenses Account 1<sup>st</sup> August 2023</b>	£175.41
<b>Balance of NatWest Reserve Account 1<sup>st</sup> August 2023</b>	£117.45
<b>Balance of Saffron Walden B/S Account 1<sup>st</sup> August 2023</b>	£30,516.58

<b>Clerk's Expenses Account</b>	<b>Detail</b>	<b>Amount</b>	<b>Total</b>	<b>VAT</b>
12/07/23	Force 36 Email hosting	£15.00	£18.00	£3.00
20/07/23	HP Instant Ink	£8.33	£9.99	£1.66
10/07/23	Corstco	£29.00	£34.80	£5.80
<b>Total</b>		<b>£52.33</b>	<b>£62.79</b>	<b>£10.46</b>

**Cheques to approve:**

<b>Cheque</b>	<b>Detail</b>	<b>Amount</b>	<b>Total</b>	<b>VAT</b>
002139	Locum RFO - August salary & expenses	£158.00	£158.00	£0
002140	Locum Clerk - August salary & expenses	£653.40	£653.40	£0
002141	Clerk - August salary & expenses	£620.55	£620.55	£0
002143	Royal Mail PO Box	£330.00	£396	£66
002136	Castle Water	£9.17	£11	£1.83
002137	EALC – training for Cllr Elliston & Cllr Gill. The Employment Framework	£460	£552	£92
002142	Reimburse the clerks account	£62.79	£62.79	£0
<b>Total cheques to be paid</b>		<b>£2,293.91</b>	<b>£2,453.74</b>	<b>£159.83</b>
<b>Total cheques outstanding</b>	2063 – Newport scouts 2124 - Letchworth	£50 £140	£50 £140	
<b>Balance after cheques</b>			<b>£14,754.27</b>	

**75 Close of the Meeting to the Public**

To resolve that the public are excluded under the Public Bodies (Admission to Meetings) Act 1960, in accordance with Standing Order 3d) as the council will be considering the award of a contract.

**76 Contract for cutting Lower Hill Green and Stickling Green on an annual cut, cutting of the spare land at the allotments on an annual cut and annual maintenance of the Dick Ball Meadow hedge adjoining the roadside.**

To consider the costs and length of contract and determine the award of the contract

**77 Items for the next agenda (not for resolution)****78 Next Meeting**

The next meeting of the Council will be held at the Village Hall, Hill Green on Monday 11<sup>th</sup> September at 19:30.