

Clavering Parish Council
c/o Bower House, High Street, Clavering, Essex, CB11 4QR
Clerk to the Council: Louisa Kwame
Email: clerk@claveringparishcouncil.gov.uk Tel : 07340505410

Members are summoned to the Monthly Meeting of the Council to be held in the Clavering Christian Centre, Stortford Road, on Monday 12th February 2024 at 7:30pm to transact the business stated on the agenda.

Councillors: Cllr S. Gill (Chairman), Cllr F Bullen, Cllr R Couchman, Cllr K Elliston, Cllr F Smither & Cllr M Ryan

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

The meeting will be recorded, with the recording deleted when the minutes are completed and agreed.

Louisa Kwame
 Clerk
 7th February 2024

AGENDA

205 Chairman's Welcome

To give a report on meetings attended during the month and any other matters.

206 Apologies for absence

To accept apologies from members of the council.

207 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.

208 Public Participation Session

To receive representation from the public in attendance.

Standing Order 3f) states the period of time for public participation at a meeting (...) shall not exceed 15 minutes unless directed by the Chairman of the meeting.

Standing Order 3g) states a members of the public may not speak for more than 3 minutes.

Standing order 3h) states a question raised shall not require a response at the meeting nor start a debate on the question.

181 District and County Councillors Reports

To receive reports.

209 To approve and sign minutes of the previous meetings

To approve and sign the minutes of the Extraordinary Meeting held on 8th January 2024, Full Council Meeting held on 8th January 2024 and the Extraordinary Meeting on the 31st January 2024

210 Clerk's Report

To receive a written report by the Clerk.

211 Planning

212.1 To be commented on

Planning Ref	Location	Proposal	Comments
UTT24/0217/FUL	Uphills Wicken Bohunt		

212.2 Uttlesford District Council (UDC) Decisions

Planning reference	Address	Proposal	Decision
APP/C1570/W/23/3323337	Brooklands Farmhouse	The appeal is allowed and planning permission is granted for the installation of solar panels to provide green electricity to Brooklands Farmhouse	Appeal allowed
UTT/23/3234/NM A	Uphills Wicken Bohunt	New access and erection of 1 no. detached dwelling and garage.	Refused

212.3 To receive a written update from Cllr Gill regarding the Section 62A Planning hearing Land North of Eldridge Close.

212 Green Waste

To note that the Balaam family have agreed that the UDC Green Waste collection may be sited at their farm.

213 Castle Water Invoice

214 Clavering Neighbourhood Plan working party

To receive a written update.

215 Allotments

- a. Chair has confirmed that the signs for the gates have arrived
 - b. One parishioner has taken on a plot.
 - c. Allotment rents - Six holders have yet to pay. Invoices were sent late October 2023, with payment requested by 7th December. Reminder letters sent.

216 RCCE Affordable Housing Survey

To note that the survey has been delivered. Volunteers will be required to distribute it to the whole village this month.

217 Village Green, Parish Land and Parish Assets

- a. To table quotes for the refurbishing the metal bench at Hill Green and the two in Dick Ball Meadow.
- b. To table quotes for various small works as agreed at the last meeting.
- c. To report from Cllr Smither and Gill regarding the verge at Stickling Green.
- d. To note that a motion request from Cllr Couchman was received but the two elements of the motion are already in the grass cutting contract.
- e. To authorise two councillors to inspect trees adjacent to the views at Hill Green as resident advises there are dangerous branches and report back.

218 Risk Assessment Book

- a) Defibrillators
- b) Other matters for Noting:
Further to contact with ECC Highways and Cllr Ray Gooding the potholes on the B1038 at the entrance to Wicken Bonhunt were repaired.
- c) To receive any updates and determine any inspections required by two councillors.

219 Representative Reports

- a. **Footpaths** – To receive a verbal update.
- b. **Transport Representative** – To note that the ECC bus consultation response and analysis was received 15th January. There will be no services provided in Clavering.
- c. **Essex Association of Local Councils (EALC)** – To receive a verbal update.

220 Training

Cllr Smither will undertake New Councillor Training at EALC in March

221 Clavering Horticultural Society Tree Planting at Dick Ball Meadow

To consider the tree planting plan and determine actions.

222 Friends of Clavering School

To consider a request for a Grant from the friends of Clavering School and determine actions.

223 Jubilee Field Grass Cutting Grant

To consider a request for a grant from the Jubilee Field Committee of Management. (2023/2024 Budget allocation £950) and determine actions.

224 Finance

- a) To note that the internal auditor has advised that her fee for this years audit will be £140.00
- b) Proposal that all cheques be approved

Credit Received	a/c 16513215 Business Reserve 31.1.2024 £0.15 interest a/c 67217796 Business Current 31.1.2024 .60.00 Allotments £5.00 Allotment tap key deposit
Wages s/o	None
Balance at NatWest Bank current account 31st January 2024	£19,192.07
Balance of Clerk's Expenses Account 31st January 2024	£103.20
Balance of NatWest Reserve Account 31st January 2024	£118.31
Balance of Saffron B/S Account 31st January 2024	£30,801.72

Clerk's Expenses Account	Detail	Amount	Total	VAT
10.01.24	Force 36	21.00	£25.20	£4.20
10.01.24	Corsto	£29.00	£34.80	£5.80
23.01.24	Force 36 (Gov.uk 2 year renewal)	£75.00	£90.00	£15.00
Total			£150.00	

Cheques to approve:

Cheque	Detail	Amount	Total	VAT
002178	EALC	£75.00	£90.00	£15.00
002179	Transfer to Clerks Account		£150.00	
002180	Letchwood to replace cheque no.2124 – Letchwood for beneficiary claims non receipt		£140.00	
002181	Mr P.Dodkin Return of tap key deposit Plot 23		£5.00	
Total cheques to be paid			£364.27	
Total cheques outstanding				
			£1,718.00	

Balance after cheques			£18,987.07	
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225 To advise the Clavering Parish Council Meetings until June 2024

11th March, April 8th, 13th May (Annual Council Meeting), 20th May Annual Parish Meeting. Cllr Gill is waiting for 13th May for Annual Council Meeting venue to be confirmed.

Apologies from Cllr Smither received for the meeting to be held on 12th February.

226 Items for the next agenda

Donations to Uttlesford Citizens Advice Bureau and Essex and Herts air ambulance.

227 Payroll

Under the Public Bodies (Admission to Meetings) Act 1960 and in accordance with 3d pursuant to Standing Order 19, It is resolved that the Public are excluded from any discussion on this item as it concerns employment. P: Cllr Gill S; Cllr Ryan

To agree payroll

228 Registered Village Green

Under the Public Bodies (Admission to Meetings) Act 1960 and in accordance with Standing Order 11.

To clarify Clavering Parish Councils leasehold title of Upper Hill Green.

229 Close of Meeting and announcement of Next Meeting

The next meeting of the Full Council will be held at the Clavering Village Hall on Monday 11th March 2024 at 19:30.