

**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 19<sup>th</sup> 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.  
**It is confirmed that this meeting will be at the Clavering Christian Centre.**

*Louisa Kwame*

Clerk to Clavering Parish Council

14<sup>th</sup> February 2024

(V3. Revision of summons dated 13.2.2024)

## AGENDA

### **230 Chairman's Welcome**

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

### **231 Apologies for absence**

To accept apologies from members of the council.

### **232 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.

### **233 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.*

### **234 District and County Councillors Reports**

To receive reports.

### **235 To approve and sign minutes of the previous meetings**

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

To receive a report of the informal meeting of councillors held 12<sup>th</sup> February.

### **236 Clerk's Report**

To receive a written report by the Clerk.

### **237 Planning**

#### **237.1 To be commented on**

<b>Planning Ref</b>	<b>Location</b>	<b>Proposal</b>	<b>Comments</b>
UTT/24/0217/FUL (Comment by 28 <sup>th</sup> February)	Uphills Wicken Road Wicken Bonhunt	S73 application to vary condition 2 (approved drawings) of UTT/22/2214/FUL (New access and erection of 1 no. detached dwelling and garage.) - amendments to improve quality of scheme and living environment	
UTT/24/0312/DFO (Comment by 8 <sup>th</sup> March)	Hill House Wicken Road	Details following outline application UTT/21/3648/OP for the erection of 1 no. dwelling - details of appearance, landscaping and layout	
UTT/23/3135/FUL <b>Re-consultation</b> Response by 28 <sup>th</sup> February	Land East Of Clatterbury Lane	Proposed erection of 5 no. single storey dwellings with associated cart lodge parking, landscaping and new vehicular access	

### 237.2 Uttlesford District Council (UDC) Decisions

<b>Planning reference</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
UTT/23/1430/DOC	Ashcroft Wicken Road Wicken Bonhunt	Application to discharge condition 3 (hard/soft landscaping), 5 (materials), 12 (Biodiversity method statement), 13 (Biodiversity enhancement strategy), 14 (lighting design scheme) and 15 (covered storage/charging points) attached to UTT/20/2762/FUL (approved under Appeal APP/C1570/W/21/3271280)	Discharge Conditions in Full
UTT/23/2538/FUL	Land To The West Of Stortford Road	S73 application to vary condition 20 (Widening of footway) of UTT/20/2639/OP (Demolition of Poppies and erection of up to 31 no. dwellings) in order to remove reference to widening of existing footway and replace with provision of new internal footpath to school	Approved with conditions
UTT/23/2865/HHF	Horseshoes Stickling Green	Proposed stable block	Approved with conditions
UTT/24/0137/DOC	Hill House Wicken Road	Application to discharge condition 1 (reserved matters), condition 4 (landscaping), condition 10 (highways/footway), condition 14 (great crested newt method statement), condition 15 (biodiversity enhancement layout), condition 16 (LEMP) and condition 17 (lighting design scheme for biodiversity) of UTT/21/3648/OP.	Withdrawn

**237.3 To receive a written update from Cllr Gill regarding the Section 62A Planning hearing Land North of Eldridge Close. (See Meeting Documents Appendix 2)**

**238 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. (Documents including confidential accounts circulated previously to Councillors)

**239 Clavering Horticultural Society Tree Planting at Dick Ball Meadow**

To consider the tree planting plan and determine actions. (See Meeting Documents Appendices 3a and 3b)

**240 Friends of Clavering School**

To consider a request for a Grant from the Friends of Clavering School and determine actions. (See Meeting Documents Appendix 4)

**241 Castle Water Invoice**

To receive an update

**242 Clavering Neighbourhood Plan working party**

To receive a written update and determine actions. (See Meeting Documents Appendix 1)

**243 Village Green, Parish Land and Parish Assets**

- To table quotes for the refurbishing the metal bench at Hill Green and the two in Dick Ball Meadow.
- To table quotes for various small works as agreed at the meeting of 8<sup>th</sup> January.
- To report from Cllr Smither and Gill regarding the verge at Stickling Green. (See Meeting Documents Appendix 2)
- To authorise two councillors to inspect trees adjacent to the views at Hill Green as resident advises there are dangerous branches and report back.

**244 Risk Assessment Book**

To receive any updates and determine any inspections required by two councillors.

**245 Representative Reports**

**Essex Association of Local Councils (EALC)** – To receive a written update. (See Meeting Documents Appendix 2)

**246 Finance**

Proposal that all cheques be approved

<b>Credit Received</b>	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
<b>Wages s/o</b>	None
<b>Balance at NatWest Bank current account 31<sup>st</sup> January 2024</b>	£19,192.07
<b>Balance of Clerk's Expenses Account 31<sup>st</sup> January 2024</b>	£103.20
<b>Balance of NatWest Reserve Account 31<sup>st</sup> January 2024</b>	£118.31
<b>Balance of Saffron B/S Account 31<sup>st</sup> January 2024</b>	£30,801.72

<b>Clerk's Expenses Account</b>	<b>Detail</b>	<b>Amount</b>	<b>Total</b>	<b>VAT</b>
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
<b>Total</b>			<b>£150.00</b>	

**Cheques to approve:**

<b>Cheque</b>	<b>Detail</b>	<b>Amount</b>	<b>Total</b>	<b>VAT</b>
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	
2182	P Abrahams Grass Cutting 20 <sup>th</sup> September		£250.00	
2183	DM Payroll (Oct23-Mar 24 Fee)		£66.00	
<b>Total cheques to be paid</b>			<b>£701.00</b>	
<b>Total cheques outstanding</b>			<b>£0.00</b>	
<b>Balance after cheques</b>			<b>£18,491.07</b>	

**247 To advise the Clavering Parish Council Meetings until June 2024**

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

**248 Items for the next agenda**

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

**249 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

To note that CPC must pay tax due to HMRC latest 22<sup>nd</sup> April 2024

**250 Registered Village Green**

**Under the Public Bodies (Admission to Meetings) Act 1960 and in accordance with Standing Order 11, it is proposed to resolve the Public are excluded from any discussion on this item as it concerns as this relates to legal matters, and including legal advice.**

To clarify Clavering Parish Council's leasehold title of Upper Hill Green.

**251 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 11<sup>th</sup> March 2024 at 19:30.