

**Clavering Parish Council**  
**c/o Bower House, High Street, Clavering, Essex, CB11 4QR**  
**Clerk to the Council: Vacant**  
**Email: clerk@claveringparishcouncil.gov.uk Tel: 07340 505410**

Members are summoned to the Monthly Meeting of the Council to be held **in the Clavering Village Hall, Hill Green, on Monday 11<sup>th</sup> March 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 Village Hall.**

*Stephanie M Gill*

Cllr Stephanie M Gill – Chairman

In absence of appointed Clerk to Clavering Parish Council

6<sup>th</sup> March 2024 v.2

#### AGENDA

#### **252 Chairman’s Welcome**

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

#### **253 Apologies for absence**

To accept apologies from members of the council.

#### **254 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.

#### **255 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.*

#### **256 District and County Councillors Reports**

To receive reports.

#### **257 To approve and sign minutes of the previous meeting**

To approve and sign the minutes of the Council Meeting held on 19<sup>th</sup> January 2024

#### **258 Clerk’s Report**

To receive a written report of activities carried out by the Chairman/Vice Chairman for business continuity

#### **259 Planning**

##### **259.1 To be commented on**

<b>Planning Ref</b>	<b>Location</b>	<b>Proposal</b>	<b>Comments</b>
UTT/24/0438/FUL Resp.by 21 <sup>st</sup> March	Land South Of Wicken Road (rear of Clarendon)	Proposed erection of 4 no. dwellings, including 2 no. single storey, 1 no. one and half storey and 1 no. two storey,	

		with associated cart lodge / garage parking and landscaping.	
UTT/24/0504/FUL Resp. by 29 <sup>th</sup> March	Hill House Wicken Road	Proposed detached dwelling	

### 259.2 Uttlesford District Council (UDC) Decisions

Planning reference	Address	Proposal	Decision
UTT/23/3240/LB	Ford End House Ford End	Installation of roof lantern	Approved with conditions
UTT/24/0312/DFO	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	Withdrawn

**259.3 Inspectorate Planning Decision:** S62A/2023/0025 Land north of Eldridge Close, Stickling Green. Planning permission refused. Decision notice previously circulated to councillors.

### 260 Clavering Neighbourhood Plan working party

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

### 261 Castle Water Invoice

To receive a verbal update

### 262 Uttlesford Draft Local Plan 2021-2041 – Larger Villages Parish Workshop, 21st March 2024,

11am - 12.30pm at St Vincent Room, Little Canfield Business Park,

To agree two councillors to attend the workshop (See Meetings Appendix 9)

### 263 Village Green, Parish Land and Parish Assets

- To receive a verbal report from Cllrs Elliston and Smither after inspection of trees adjacent to The Views at Hill Green as resident advises there are dangerous branches and report back.
- To receive correspondence from the contractors regarding the Dick Ball Meadow Hedge and Stickling Green yearly cut and determine actions. (See Meeting Documents Appendix 2.)
- Defibrillators: to authorise that the following replacement consumables are ordered latest 2<sup>nd</sup> April 2024 via Community Heartbeat (defib providers)
  - 1 x electrode pads for the Village Hall defib
  - 2 x electrode pads for the Village Shop defib
  - 1x paediatric electrode pad for Village Shop defib

### 264 Motion from Councillor Couchman

‘ That Clavering Parish Council confirms the grass cutting contract to ensure that the following areas are cut regularly:-

- Around the Seat at Valance Corner
- The area in front of and surrounding the Pump at Stickling Green, from the track leading to Monks Cottage to the footpath alongside High Elms and extending from the road to just behind the pump.

This to implemented as soon as possible in accordance with the contract’

(See Meeting Documents Appendix 3)

### 265 Local Highways Panel Schemes Submissions

To consider the schemes already submitted

- advisory speed signs on B1038 on bends just after watery stones turnoff
- Speed reduction measures at the entrances into the 30mph speed zones especially on the Arkesden Road (possible chicane re ancient tree), Wicken Road, Stortford Road and Pelham Road, and to consider any new schemes for submission and determine actions

**266 To determine whether to respond to the ECC Replacement Minerals Local Plan Review Reg 18**  
(See Meeting Documents Appendix 8)

**267 Risk Assessment Book**

- a) To note both defibrillators 'rescue ready' 3<sup>rd</sup> March 2023.
- b) To receive any updates and determine any inspections required by two councillors.

**268 Allotments**

To note there are three further new holders, rent still to be paid across by one. Rent still awaited from three existing tenants as at 01.03.24.

To note one tenant has requested a skip be brought to site, as has been done previously. Recommended that this is considered at a meeting later in the year and taking allotment reserves into account.

To note it is not considered that there is a requirement to review allotment rents for increase at present.

**269 Representative Reports**

- a) **Allotment Representatives** – to receive a verbal report
- b) **Footpath Representative** – to receive a verbal report
- c) **Passenger Transport Representative** – A Travel Essex Bus Survey is being carried out 4<sup>th</sup> March – 17<sup>th</sup> March by ECC. Links to be placed in PC Newsletter
- d) **Essex Association of Local Councils (EALC)** – To receive a verbal report.
- e) **Jubilee Field Committee of Management representative** – To receive a verbal report

**270 Employment Committee**

To agree to set up an Employment Committee, and determine its terms of members and terms of reference. It is recommended to use NALC suggested Terms of Reference (see Meeting Documents Appendix 4)

**271 Training**

- a) To note that a Councillor Bursary cheque from EALC was received in March re. Cllr Bullen for £142.50
- b) To retrospectively agree that as the previous Clerk could not attend the Financial Regulations Training 6<sup>th</sup> March and no refund would be possible, Cllr Gill attended the training as a substitute - no other Councillor was able to do so. Cost of Training £75.00 plus VAT, Training Bursary applied for £56.25.
- c) Councillors to advise of any training they wish to undertake

**272 Insurance**

To note a Pre -Renewal Questionnaire has been received from Gallagher (2nd year of three year contract), and confirm that the statements to be made on the Declaration are correct (See Meeting Documents Appendix 5)

**273 ICO Registration**

An action arising from the Internal Auditor's Report 2022/23 had been that the Council register with the ICO soonest. (see Council Minutes 11<sup>th</sup> July 2023 Item 41)

To note that the Council has been unable to do this in the current Financial year as there is a requirement for the permanent Clerk/Proper Officer and their address to be registered. CPC has only had Locum Clerks or Clerks on probationary employment in the past Financial Year.

This matter continues under review

**274 Risk Management and Risk Register**

To receive for agreement and approval. (See meeting documents Appendix 10)

**275 Finance**

- a) **To receive and agree the Asset Register** (See Meeting Documents Appendix 6)
- b) **To note that an HMRC VAT Refund Claim** has been submitted for £650.22
- c) **To receive correspondence and an invoice from DAS Solicitors concerning the previously settled dispute.** The invoice relates to barrister's advice and is simply for the VAT element which is due payable and recoverable by the Parish Council from HMRC. Invoice amount £ 1,037.20

A further VAT claim will be submitted on-line in March so that these funds will return to the CPC's account by 31<sup>st</sup> March.

- d) **To note and agree** that the Direct Debit taken by Force 36 via the Clerk's account is increased from £3 plus VAT per licence (ie email account) account to £3.96 plus VAT per licence.
- e) **To approve all cheques listed in table**
- f) **To authorise payment of the invoices expected to be received from UDC for supply of Green Waste Truck in 2023 (£970.00) and Clavering Village Hall for outstanding hall hires (£40) before the financial year end.**
- g) **To agree donations from the Community Budget (£54.00 remaining)**  
Essex Air Ambulance – Financial information  
<https://register-of-charities.charitycommission.gov.uk/charity-details/?regId=1108989&subId=0>  
Uttlesford Citizens Advice Bureau (See Meeting Documents Appendix 7)
- h) **To note that UDC has advised that the Green Waste Cost for 2024 will be £885.00** as there will be only 10 visits commencing March 30<sup>th</sup>.
- i) **To agree the following Virements**
- From General Reserves to Earmarked RCCE Affordable Housing Survey - £454.00
  - From General Reserves to Earmarked Neighbourhood Plan - £1,000.00
  - From Trees & Hedges to Repairs and Renewals (Small tree works already agreed) - £1,200.00
  - From Grass Cutting to Repairs and Renewals - £610

<b>Credit Received</b>	a/c 16513215 Business Reserve 29.2.2024 £0.14 interest a/c 67217796 Business Current 1.3.24 £45.00 Allotments £5.00 Allotment tap key deposit
<b>Wages s/o</b>	None
<b>Balance at NatWest Bank current account 1<sup>st</sup> March 2024</b>	£19,092.07
<b>Balance of Clerk's Expenses Account 1<sup>st</sup> March 2024</b>	£185.14
<b>Balance of NatWest Reserve Account 1<sup>st</sup> March 2024</b>	£118.45
<b>Balance of Saffron B/S Account 1<sup>st</sup> March 2024</b>	£30,801.72

Clerk's Expenses Account	Detail	Amount	Total	VAT
10.02.24	Force 36	£27.92	£33.26	£5.54
10.02.24	Corsto	£29.00	£34.80	£5.80
10.03.24	Force 36	£27.92	£33.26	£5.54
10.03.24	Corsto	£29.00	£34.80	£5.80
25.03.24	Norton	£64.99	£64.99	
<b>Total</b>			<b>£201.11</b>	

#### Cheques to approve:

Cheque	Detail	Amount	Total	VAT
002186	EALC Cllr Training F Smither	£190.00	£228.00	£38.00
002187	R Sumner (RAS Handyman) Benches		£1,207.67	
002188	Clavering Christian Centre Hall Hire 19 & 25 Jul, 11 Dec, 8 & 31 Jan, 19 Feb Storage 2023 (2 units)		£245.00	
002189	Transfer to Clerks Account		£201.11	
002190	DWF		£1,037.20	£1037.20
<b>Total cheques to be paid</b>			<b>£2,918.98</b>	

<b>Total cheques outstanding</b>	2178: £90.00 2180: £140.00 2181: £5.00 2182: £250.00 2183: £66.00 2184: £397.30 2185: 950.00		<b>£1,898.30</b>	
<b>Balance after cheques</b>			<b>£14,274.89</b>	

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

April 8<sup>th</sup>, 13<sup>th</sup> May (Annual Council Meeting), 20<sup>th</sup> May Annual Parish Meeting.

**277 Items for the next agenda**

Correspondence from Clavering Landscape History Group re. Listening Bench  
Financial End of Year Accounts.

**278 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 for previous Clerk

To agree transfer of HMRC Payment due for Jan & Feb 24 from CPC main account to Clerk's account

To agree Virement from General Reserves to HMRC PAYE due for Jan & Feb 24 (payment to be made before 22.04.24)

To receive an update on recruitment and Locum status.

**279 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 8<sup>th</sup> April 2024 at 19:30.