

## REPORT.

The Summons for the Monthly Meeting of Clavering Parish Council called for Monday 12<sup>th</sup> February to start at 7.30pm had summonsed Councillors on 7<sup>th</sup> February but incorrectly stated the venue to be the Clavering Christian Centre instead of the Clavering Village Hall at Hill Green, as had been announced at the previous two meetings.

On the evening, it was not possible to hold the meeting in the Clavering Christian Centre as the hall was occupied by other renters.

The Chairman, one councillor, the district councillor and two members of the Public arrived at the Village Hall, while two councillors and three members of the public presented themselves in the first instance at the Christian Centre.

The Chairman apologised to those present, especially those who had attempted to attend at the Christian Centre.

A representation of a parishioner who had attended the Christian Centre but not the Village Hall was passed to the Council.

After referring to Councillors, the Chairman allowed an informal discussion on the items on the original agenda.

In attendance were Cllrs Gill (Chairman), Couchman, Bullen and Elliston. Also present were 4 members of the public and District Councillor Oliver.

These discussions are noted below.

The Agenda Items and headings are referenced for sake of clarity.

### **205 - Chairman's Welcome**

The Chairman reported that there had been a Sewer blockage at Allotments. She had been advised on morning of Friday 9<sup>th</sup> that a sewer manhole on a property that backs on the the allotments was lifting. It was ascertained that the sewer manhole on the tarmac access was also lifting and there had obviously been some overflow for some time, though no-one had reported it. (There had been heavy rains.) Thames Water were on site with a tanker at the treatment unit and advised they had reported the overflow on the drive on their arrival. The Chairman reported the incident online on returning home. Thames Water visited the site on Sunday at about 11pm and stated they had cleared the blockage on the driveway and all was running clear. The manhole was not leaking at 3pm and the tarmac had been hosed down.

However, the resident on the Stortford Rd still had a leak from a manhole cover on their property. They submitted another incident report to Thames Water 12<sup>th</sup> February and it was attended the same day. Thames Water established that any other blockage had cleared itself.

### **206 Apologies for absence**

Cllrs Smither and Ryan had sent apologies.

### **207 Declaration of Interest**

Cllr Elliston advised that she had a Disclosable Pecuniary Interest in Item 222 as an Employee of Clavering Primary School. Cllr Gill advised she had a Registerable Interest Item in 223 as the Council Appointed Trustee of the Jubilee Field Committee of Management

### **208 Public Participation Session**

A member of the public:

- stated that parishioners had contacted them asking why the Clavering Parish Council was paying £18,000 to Keep Clavering Rural. The Chairman stated this was not true and that perhaps the

parishioners had become confused with the Council's decision to write Neighbourhood Plan and the increase in the budget & precept (amortised over 2 years at £9,000). This had been clearly reported in the CPC Newsletter. It was asked that the parishioners contact the Clerk with their questions.

- mentioned they had reported Footpath 34 to ECC but repairs had not taken place- the CPC Footpath Representative will chase this
- advised that they were aware of strangers carrying out surveillance in the village
- asked whether the CPC Emergency Plan was to be updated to include nuclear matters. The Chairman advised that there has not been a request from UDC to do this.
- asked for the number of 'pages' relating to paperwork held by the Council regarding the settled legal dispute, informing the Council they had advice from UDC and the ICO on this and wished for this in order that they might carry out a systems audit. The Chairman asked that it be clarified as to which 'pages' they referred and that the request be made in writing to the Clerk, accompanied by the advice from the ICO received by the parishioner.

A Parishioner who is also a member of Keep Clavering Rural (KCR) advised that KCR has never received money from the Parish Council. They advised that in 2014, a Planning Consultant was employed by both KCR and CPC to produce a report regarding Sustainability under the NPPF, which the CPC had used to inform itself on planning matters in Clavering.

### 208.1 District and County Councillors Reports

Councillors had received an emailed report from District Cllr Oliver, who commented that UDC expected to raise rates by 3% and that increases in car parking costs plus possibly selling a property will be needed to balance its budget.

**209 To approve and sign minutes of the previous meetings** - to be determined at next meeting

**210 Clerk's Report** – It was explained that the Clerk was unable to attend the meeting due to unanticipated personal reasons, for which she apologised to all councillors.

### 211 Planning

**211.1 To be commented on** – to be determined at next meeting

#### 211.2 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

**211.3 To receive a written update from Cllr Gill regarding the Section 62A Planning hearing Land North of Eldridge Close.** – to be determined at next meeting

### 212 Green Waste

It was advised that the Balaam family have agreed that the UDC Green Waste collection may be sited at their farm and the invoice from UDC for last year's Green Waste Service has yet to be received. Councillors expressed their thanks to the Balaam family.

**213 Castle Water Invoice** – to be determined at next meeting

**214 Clavering Neighbourhood Plan working party** – to be determined at next meeting

**215 Allotments**

The Chair has confirmed that the signs have been placed on the grey gate, while sign fixings are being made for the red gate. One parishioner has taken on a plot and two more have expressed an interest. Four holders have yet to pay and reminder letters have been sent asking for payment latest 1st March.

**216 RCCE Affordable Housing Survey**

Distribution of the Survey was discussed and areas allocated to volunteers.

**217 Village Green, Parish Land and Parish Assets** – Items to be determined at next meeting, with Cllr Couchman asked to clarify his motion so it may be included.

**218 Risk Assessment Book**

Updates and determining of any inspections required by two councillors will be at the next meeting. Accessing of defibrillators in the past month advised and also that defibrillators were 'rescue ready.' The large potholes on the B1038 at the entrance to Wicken Bonhunt discussed at the previous meeting were repaired, further to contact with ECC Highways and Cllr Ray Gooding the potholes

**219 Representative Reports**

- a. **Footpaths** – Repairs carried out by ECC were advised.
- b. **Transport Representative** – It was advised that the ECC bus consultation response and analysis was received 15<sup>th</sup> January and there will continue to be no daily public services provided in Clavering.
- c. **Essex Association of Local Councils (EALC)** – To be presented at next meeting

**220 Training**

It was advised that Cllr Smither will undertake New Councillor Training at EALC in March and that the Clerk's Finance Training is 15<sup>th</sup> February via Zoom

The Chairman advised she had recently spoken with the UDC MO, who indicated that there will be Code of Conduct Training given by UDC in May. This will be in person and also hybrid. She reminded councillors that in signing up to Clavering's adopted Code of Conduct (which follows the new LGA model) they state they will undertake training in this adopted Code of Conduct. Cllr Smither who is most recently co-opted will be undertaking this training, but it is known that elected councillors have yet to undertake the required training.

**221 Clavering Horticultural Society Tree Planting at Dick Ball Meadow** – to be determined at next meeting

**222 Friends of Clavering School** – to be determined at next meeting

**223 Jubilee Field Grass Cutting Grant** – to be determined at next meeting

**224 Finance**

It was advised

- that the internal auditor has advised that her fee for this year's audit will be £140.00 (as last year, 3 year contract) and that dates of the audit were to be confirmed.
- it is expected that the VAT claim will be submitted in the next week
- that the Village Hall has raised its rates to £15ph Monday to Friday and £22ph Friday evening & weekends. The Chairman of the Village Hall, who was present, advised that this is to be from 1<sup>st</sup> April

**225 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. Cllr Gill is still waiting for 13<sup>th</sup> May for Annual Council Meeting venue to be confirmed.

**226 Items for the next agenda**

Councillors present advised they would be available for a meeting called for 19<sup>th</sup> February.

It was suggested that donations to Uttlesford Citizens Advice Bureau and Essex and Herts Air Ambulance be considered in the March Monthly meeting.

**227 Payroll** – to be determined in next meeting

**228 Registered Village Green** – to be determined in next meeting

**229 Close of Meeting and announcement of Next Meeting**

The Chairman closed the Informal Discussions at 8.25pm, thanking those in attendance and again apologising for the unnoticed venue error in the summons delivered and advertised.