

**5<sup>th</sup> June 2024**

Members are summoned to the Monthly Meeting of the Council to be held **in the Clavering Village Hall, Hill Green, on Monday 10<sup>th</sup> June 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.

*Lynette Bonfield*

Clerk and RFO to Clavering Parish Council

**47. Chairman's Welcome**

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

**48. Apologies for absence**

To accept apologies from members of the council.

**49. 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.

**50. 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.*

**51. District and County Councillors Reports**

To receive reports.

**52. To approve and sign minutes of the previous meeting**

To approve and sign the minutes of the Clavering Parish Council Meeting held on 11<sup>th</sup> March 2024

To approve and sign the minutes of the Clavering Parish Council Meeting held on 13<sup>th</sup> May 2024.

**53. Clerk's Report**

To receive a written report.

**54. Planning**

**54.1 To be discussed:**

<b>Planning Reference</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
UTT/24/1066/FUL Resp. 6 <sup>th</sup> June	Mill End Dairy Farm, Mill End	Amendments to approved scheme (change of use of agricultural barn to 1 no. dwelling) - single storey rear extension, adjustments to windows, external doors and rooflights, extension to garden area	

		and addition of two sheds and a greenhouse, adjustments to solar panels.	
UTT/24/1269/HHF <b>Resp. 13<sup>th</sup> June</b>	Genera White Lodge Stud Butts Green	Proposed 3 bay cart shed and office to attic space	
UTT/24/149/OP <b>Resp. 26<sup>th</sup> June</b>	Bank View Hill Green	Outline application with all matters reserved except access and layout for the erection of 1 no. new self-build and custom four-bedroom dwelling house with attached garaging, associated hard and soft landscaping and residential wind turbine	

#### 54.2 UDC Decisions

None made

**54.3 Inspectorate Planning Decision: Appeal APP/C1570/Y/24/3340189 UTT/23/2373/LB 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. The decision made by UDC has been appealed and will be determined on the basis of written representations. **All representations must be received by 14<sup>th</sup> June 2024.**

#### 55. Road Safety at Blacksmith's Corner, Pelham Road and Stortford Road

To receive a written report from a parishioner.

#### 56. Blocked Ditch Toad Hall

To discuss the email sent to the Clerk from parishioners regarding the flooding problems they are experiencing and to propose two councillors to inspect.

#### 57. Letter received from Parishioner

To discuss the letter/email received by the clerk.

#### 58. Representative Reports

**58.1 Allotments** - to receive a verbal report

**58.2 Jubilee Field** – to receive a written report

**58.3 Byways and Footpaths** – to receive a verbal report

**58.4 EALC** – to receive a verbal report

#### 59. Neighbourhood Plan Working Party

To receive a verbal report

#### 60. Village Green and Parish Assets

a) Inspection by Croaks Tree Surgery. They will also inspect the tree near the Frog Pond and provide a quote.

b) Awaiting inspection and quote from handy person for the repair and refurbishing of bench at Middle Street.

#### 61. Risk Assessment Book –

**61.1** To receive any updates and determine any inspections by two councillors, if required.

**61.2** To note status of defibrillators

**61.3** To note health and safety action taken by Clerk after a report of a diseased/dangerous tree at Middle Street and to determine further actions.

#### 62. Finance

**62.1** To note that the Clerk and Cllr Gill met with the Internal Auditor, Ann Wood, on Friday 17<sup>th</sup> May and the report and invoice have been received.

**62.2** To receive and discuss the Internal Auditor's Report and to agree procedures if changes are necessary.

**62.3** To propose that the Council instruct the Clerk to investigate the pros and cons of the ‘Scribe Lite’ and ‘Scribe Professional’ finance packages for Parish Councils. This was discussed during the Internal Audit with Ann who provided background advice and considered it extremely beneficial for an RFO to have use of.

**62.4** To note that the May invoice has been received from Paul Abrahams £550.00 for grass cutting.

**62.5** To note that the invoice has been received from Bugle Parish News for the CPC advertisements, £103.63 and to consider payment

**62.6** To propose the HMRC payment is made via Direct Debit going forward and to instruct the Clerk to investigate and set up ready for the July payment.

**62.7** To note that that the Clerk is still awaiting a response from DWF regarding the outstanding VAT invoice 101-2228735 for £1,037.20

**62.8** To review the new model financial regulations

**62.9** To approve cheques

<b>Credit Received</b>	a/c 16513215 Business Reserve 30.4.2024 £0.15 interest
<b>Wages s/o</b>	None
<b>Balance at NatWest Bank current account 31<sup>st</sup> May 2024</b>	£29,230.28
<b>Balance of Clerk’s Expenses Account 31<sup>st</sup> May 2024</b>	£184.98
<b>Balance at NatWest Reserve account 31<sup>st</sup> May 2024</b>	£118.89
<b>Balance of Saffron B/S Account 31<sup>st</sup> May 2024</b>	£30,801.72

<b>Clerk’s Expenses Account</b>	<b>Detail</b>	<b>Amount</b>	<b>Total</b>	<b>VAT</b>
09.05.24	Corsto	£29.00	£34.80	£5.80
13.05.24	Force 36	£27.92	£33.26	£5.54
<b>Total</b>			<b>£68.06</b>	

**Cheques to approve:**

<b>Cheque</b>	<b>Detail</b>	<b>Amount</b>	<b>Total</b>	<b>VAT</b>
002206	Lynette Bonfield - Salary		£540.90	
002207	Lynette Bonfield – Expenses		76.06	
002208	Transfer to Clerk’s account		£68.06	
002209	Ann Wood – Internal Audit		140.00	
002210	Paul Abrahams Invoice 3302		550.00	
002211	Jubilee Field Committee of Management Easement Grant agreed minute ref.March 2020 Item 12		5000.00	
<b>Total of cheques to be paid</b>			<b>£6375.02</b>	
<b>Total of cheques outstanding</b>	2186: £228.00 EALC Cllr Training 2193: £34.60 Castle Water 2194: £54.00 Air Ambulance 2204: £914.51 Gallagher Insurance		<b>£1231.11</b>	
<b>Balance after cheques</b>			<b>£21,624.15</b>	

**63.Items for next agenda:** RCCE Affordable Housing Needs Survey

**64.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> July 2024 at 19:30.