

Minutes of the Extraordinary Meeting of the Council held in the Clavering Christian Centre, Stortford Road, on Thursday 30th January 2025 at 7:30pm

Present: Cllr S. Gill (Chairman), Cllr F Bullen, Cllr K Elliston, & Cllr F Smither.
In attendance: Mrs Lynette Young (Clerk/RFO) and two parishioners

The meeting opened at 7.31pm

259. Chairman's Welcome: The Chairman welcomed all present

260. Apologies for absence: Apologies were received from Cllr Couchman (medical) and were accepted
P: Cllr Gill S: Cllr Elliston In Fav Unanimous

261. Councillor Resignation: The resignation of Cllr Martina Ryan from Clavering Parish Council as advised to the Clerk on 15th January was noted.
 The Clerk advised that she had informed UDC of the resignation and was waiting on papers to advertise the casual vacancy.

262. Declaration of Interest: No interests were declared

263. Public Participation Session: The public in attendance did not make any representation.

264. Nat West Clerk's Expenses Account

Further to the resolution passed at the November 2024 meeting, namely:

207.10 Amendment to Nat West Bank Mandate for Clerk's Expense Account ONLY to remove previous Clerk and add Mrs Lynette Young as a signatory and holder of the debit card on this account.
This amendment to take be effected online in order that it is processed as swiftly as possible.

P: Cllr Gill S: Cllr Elliston In Favour: Unanimous

there is a requirement by Nat West that the following Resolution is passed:

" Clavering Parish Council resolves that:

If they add or remove Authorised Signatories in the ' Add or Remove Authorised Signatories' section on the 'About your request' page of this mandate request, the Bank will update Clavering Parish Council's Bank Mandate accordingly for the accounts Clavering Parish Council specifies in this bank mandate request's 'about your business' section.

And the current mandate will continue as requested."

The required resolution was proposed **P: Cllr Gill S: Cllr Elliston In Fav: Unanimous**

It was noted that the debit card held on this account will be cancelled when the mandate change is affected.

265. Clavering Neighbourhood Plan

A written report from the Clavering Neighbourhood Plan Working Party was received and its recommendations considered.

Proposal:

That the Parish Council at its meeting on 10th February 2025 determine on forming either a Steering Committee or Steering Group, both with agreed terms of reference, in order bring forward the writing of a Neighbourhood Plan for Clavering. **P: Cllr Smither S: Cllr Bullen In Fav: Unanimous**

Proposal:

That Clavering Parish Council agrees to the cost of a Meeting to be held at Clavering Christian Centre for NP volunteers to formalise a Steering Committee or Group as appropriate.

P: Cllr Elliston S: Cllr Smither In Fav: Unanimous

SMA

A further report from the Clavering Neighbourhood Plan Working Party with a recommendation to employ a Landscape Character Architect pursuant to quotes requested in order to carry out the Landscape Assessment as required for the writing of the Clavering NP was received and considered.

Proposal:

That Liz Lake Associate's fee quote for £7,538.00, which includes expected expenses of £200.00 but excludes VAT, be accepted, and that Clavering Parish Council appoints Liz Lake Associates as a Landscape Consultant to carry out a Landscape Character and Sensitivity Assessment in accordance with the Terms as detailed in the Letter of Liz Lake Associates dated 9th January 2025 Parish Council, that the Parish Council confirms that the terms provided therein are acceptable and the relating papers are signed.

P: Cllr Elliston S: Cllr Bullen In Fav: Unanimous

The Council considered the grant submission to made by Clavering Parish Council for a Neighbourhood Plan Locality Grant to cover costs arising under the Clavering Neighbourhood Plan for payment by 31st March 2025. (The latest date for the grant submission is 31st January 2025 at 17.00hrs.) This is important as no information has been received on Locality Grant Applications after this date nor for the financial year 2025-6

Proposal:

That the Parish Council's Grant Application to cover this work is applied for immediately as the Locality Grant application close date is 31st January 2025 and requires a copy of the quote, and that the grant application provides for room hires for NPWP meetings that are upcoming and the website being developed.

P: Cllr Elliston S: Cllr Bullen In Fav: Unanimous

As the NPWP will become a Steering Group, the name & contact details of the LSCA representatives on the Steering Group, namely Cllr F Smither and Mr P Walters, will be provided to Liz Lake's Associates in case there are any questions which arise in the work processes. It will be communicated to the Consultants and the Steering Group that if there are any further costs to be incurred further to those already agreed under the scope of works referred to above, quotes must be obtained as only the Parish Council may authorise any additional works.

266. Planning

To be discussed:

Planning Reference	Address	Proposal	Decision
UTT/24/1913/FUL RECONSULTATION Resp by 3 rd Feb '25	Land Adj to Stevens Farm	Demolition and replacement of building for flexible commercial (Use Class E) with associated new replacement access, parking and landscaping	

It was agreed that the Clerk would write with further comments to object.

P: Cllr Bullen S: Cllr Gill In Fav: Unanimous.

The letter would restate paragraphs 4, (*Though the barn....*), 5 (*Clavering Parish Council*) and 6 (*It is also noted...*) of the Council's letter with submitted comments dated 25th September 2024.

Further comments would be:

- In the original application there were 8 parking spaces, there are now 15 spaces plus cycles and grasscrete for agricultural vehicles.
- As there are no farm vehicles stored at this field site as it abuts the road, and there has been no use of the existing entrance and adjacent hardstanding next to Stevens Farmhouse for farm vehicles for over a year, the Parish Council cannot find any explanation for the introduction of a large grasscrete area to service the adjoining fields which have been in continuous cultivation without the need for vehicle storage/standing.
- Clavering Parish Council has reservations regarding the potential of planning/developer creep with the development and the proposed build affecting the setting and potential unacceptable intrusion of Stevens

Farm House



CLr Bullen asked that it be noted that concerning the initial application whilst he originally applauded its development initiative, he did offer reservations about the potential of development creep; the revisions realise that reservation hence he was unlikely to support its changed format.

267. 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 10th February 2025 at 7.30pm.

Signed: SM GU
Chairman

Dated: 10th March 2025