

Minutes of the Monthly Meeting of the Clavering Parish Council (CPC) held on Monday 10th February 2025 at 7:30pm in the Clavering Village Hall, Hill Green, Clavering

Present: Cllr S. Gill (Chairman), Cllr F Bullen, Cllr F Smither, Cllr K Elliston

Also in attendance: Mrs Lynette Young (CPC Clerk & RFO), five parishioners and District Councillor Oliver (present in part). ECC Councillor Gooding advised he could not attend.

The Chairman opened the meeting at 19:31hrs

268 Chairman's Welcome: The Chairman welcomed all, thanking them for attending. She advised that she had a meeting with Revd Gary Fleming to look at ways in which the Church and Council could work on projects for the community, and has brought his attention to the change in law allowing Parish Councils to give over grant funding to Parish Churches for specific reasons.

269 Apologies for absence: Apologies were received from Cllr Couchman to Cllr Bullen. It was noted that apologies should be sent to the Clerk. **P: Cllr Gill S: Cllr Elliston In fav: Unanimous**

270 Declaration of Interest: Cllr Gill declared an interest in item 282. *Registerable Interest as the Council Appointed Trustee to the Jubilee Field.*

271 Public Participation Session: A parishioner asked the Parish Council to give explanation of its decision and comment on a recent Planning Application. The Chairman explained that the decision had been taken in public in a council meeting and voted on by councillors, that the Council did not have to explain its decision, but she would answer the question out of courtesy. The Council had considered the revised papers and information provided by UDC in relation to the planning application and made its comments based on that. After further questions, the Chairman reminded parishioners the draft minutes of a meeting should be published as soon as feasible but not later than one month after the meeting had taken place, in accordance with the Transparency Code. She stated that the draft minutes of the January 13th and January 30th Meetings had been posted on 10th February. A Parishioner made statements on the circulation of the agenda meeting pack. They also asked for the Clerk's Report to be a written report and not verbal. The Chairman repeated previous explanations that the Clerk may deliver a verbal one if wished in the meeting; there is no legal requirement for it to be written. A parishioner asked a question on the agreed 2025-26 budget and was asked to submit the question in writing as the Chairman and Clerk could not follow which budget line was being spoken about.

272 District and County Councillors Reports: Verbal report given by District Cllr Oliver.

The UDC Cabinet will meet on 13th February to determine its budget recommendations to Full Council. It is expected that the Ward Councillor's Locality Grant will cease, and there will be a reduction in support given to Walden Museum. The expectation is that Devolution will not affect the status of Parish and Town Councils, though it may be that some powers/services might be devolved to them. Current thought is that Uttlesford will become a unitary with Epping Forest and Harlow. The Essex County Council elections for 2025 have been cancelled.

273 To approve and sign minutes of the previous meetings: It was agreed to approve and sign the minutes of the Monthly Clavering Parish Council Meeting held on 9th December.

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

It was proposed that the minutes of the Monthly Clavering Parish Council Meeting held on 13th January and the Extraordinary Meeting of the Council held on the 30th January would be deferred to the March meeting.

274 Clerk's Report: A verbal report was received from the Clerk outlining the work carried out, phone calls made and courses attended. Ann Wood, internal auditor, has been contacted with a possible date of 16th May. The precept was sent off by the 22nd January deadline. Scribe training (Bank Reconciliation) and webinars have been attended.

275 Planning

275.1 Planning to be discussed:

Planning Reference	Address	Proposal	Decision
UTT/25/0147/HHF Resp by 20 th February	Hazeldene Langley Road	Proposed extensions and detached carlodge (Revised design to approval reference UTT/22/1751/HHF)	No Comment
UTT/25/0187/LB Resp by 26 th February	Orchard Farm Church End	Minor internal alterations	No Comment
UTT/25/0192/FUL Resp by 27 th February	Rowan House Funstons Commercial Centre	Revised fenestration to allow for disabled access	No Comment

275.2 UDC Decisions: None made

275.3 Inspectorate Planning Decisions: None made

276 Neighbourhood Plan Working Party (NPWP): A written report was received and the following recommended proposal was agreed. **P: Cllr Gill S: Cllr Elliston In Favour: Unanimous**

That the NPWP is disbanded and a Neighbourhood Plan Steering Group is formed, which has the status of a Working Party, and the following terms of reference.

Terms of Reference for the Neighbourhood Plan Steering Group:

The Neighbourhood Plan Steering Group shall be tasked with researching, preparing and producing a Neighbourhood Plan for the future and benefit of Clavering Parish.

It will support the Clavering Parish Council Clerk in the planning, budgeting and monitoring expenditure on the Neighbourhood Plan.

It will recommend to the Parish Council methods of liaison with relevant authorities and organisations to make the plan as effective as possible.

It will make recommendations to the Parish Council regarding the employment of consultants as appropriate and as required for the writing of the plan.

It will identify ways of involving the whole community to gather the views and opinions of as many in the community as possible.

It will make recommendations, having determined the types of survey and information gathering to be used.

It will be responsible for the analysis of any surveys and will produce final reports accordingly

It will identify priorities and timescales.

It will report to the Parish Council's monthly meeting,

The NPSG shall comprise a Chairperson and Minutes Secretary, plus as many members as considered necessary for the completion of the works required under a Neighbourhood Plan.

The NPSG may form smaller, sub-working parties, subject to the above terms of reference, in order to carry out specific workstreams of the Neighbourhood Plan.

It was noted that the next meeting will be on the 25th February.

277 Representative Reports

277.1 Allotments: a verbal report was received. Some of the plots are being worked again. Mr Abrahams hasn't been in touch to arrange a site visit with Cllrs Gill & Elliston, the Clerk will chase this. The rent payments are starting to be received.

A letter has been received from an allotment holder who has relinquished their plot are 40 years. Cllr Elliston went through the letter with regard to the helpful points/suggestions made. The plot has been handed to another plot holder but this needs to be checked out by the clerk.

A skip had been requested but it was not possible to get a skip down to the allotments. Cllr Elliston had previously offered use of their trailer last autumn to take any items to the rubbish dump but this wasn't taken up. **Weedy plots**, there are weedy plots, particularly between tenancies. The council has already discussed putting down a weed suppressant membrane to try and stop this; **Litter Working Party**, any litter that is there belongs to the plot holders which is their responsibility to remove; **Bonfires** should be banned, only aware of one plot holder who is always very careful, with regard to wind direction; **Fencing**, isn't a realistic option and is costly, individual plot holders are allowed to have their own fencing; **Lockable Gate**, there is a locked gate at the shop end, the other end can't be locked as the water treatment people need access; **WhatsApp group** for allotment holders, there is already a FB page; **Community orchard**, under allotment terms, there needs to be spare plots available for future holders. If an orchard was put in, it would then need to be dug up to allow the plot to be available. The Dick Ball Meadow does already provide fruit trees; **Community shed and equipment**, the council can look into this but other plot holders do lend out their own equipment already; **Water tank** for each plot, the council can look into this but councils are moving away from water butts due to stagnant water and the risk of legionella growth; **Central Path** is unusable in wet winters, it is walkable although definitely undriveable, putting gravel down goes against biodiversity and looking after wildlife; **Compost** for communal use, the council can look into this. One of the plots at the water treatment end is going to be made into a grassed parking area for deliveries; **Society**, if allotment holders are interested the council can look into this.

277.2 Byways and Footpaths: nothing to report

277.3 EALC: a verbal report was received by Cllr Gill. They met last week, there will be paperwork coming out in due course and a press release.

277.4 UALC: a verbal report was received by Cllr Gill. They also met last week. Stansted Airport are consulting with parish councils about the runway/passenger expansion. Looking for an extension to the consultation. The UALC currently has 25 members out of the 54 eligible councils.

278 Clavering Community Speedwatch: an update was provided with regard to the information in the meeting pack received from the person at the PFCC. The question was raised about any requirements for fitness/medical checks and there isn't. One person has volunteered and would be happy to be the coordinator should a team be put together. A parishioner's name was mentioned at the last council meeting by a Councillor regarding being involved but the Clerk and Cllr Gill have checked back and an email was received previously saying they wouldn't be interested. Cllr Bullen suggested liaising with the team at Wicken Bonhunt, they have a lot of information and equipment and it could become a joint effort. Cllr Gill will go back to the PFCC.

279 Village Green and Parish Assets

279.1 Purchasing a replacement bench to install at The Bridges was discussed and Cllr Smither confirmed the length as 1.5m. She will provide the details of a company to the Clerk in order to get a quote.

279.2 Large white stones placed on the registered Village Green outside Copt Hall – the Clerk is still awaiting an update from the insurers.

279.3 Oak on Lower Hill Green - still awaiting an additional quote to remove lower branches. Cllr Gill will provide an additional contact.

279.4 Proposed works to de-silt the River Stort by Environment Agency - the Clerk confirmed the expected dates when this will be carried out following an email received from the Environment

Agency. Cllr Elliston mentioned that the bridge needs repairing. The Clerk will contact the Environment Agency and ask if this can be looked in to.

280 Risk Assessment Book

280.1 Large tree fallen on Lower Hill Green – still awaiting a further quote. Unsure if it is a PC tree. There's also a possible water leak that needs to be investigated. Cllr Smither and Cllr Gill will investigate with a tape measure and map.

280.2 No inspections are required.

280.3 Shop defibrillator 'rescue ready' on 8th February and Village Hall on 10th February.

20.30hrs District Councillor Oliver left the meeting.

281 Risk Management Policy and Risk Registers: this was explained by Cllr Gill and the highlighted items were discussed. It was proposed to approve the Risk Management Policy and Register and include it in the June agenda to ensure tasks arising are carried out in 2025.

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

Cllr Gill left the room

Cllr Bullen, as Vice Chairman took the Chair.

282 Jubilee Field Request for Donation: this was discussed after Cllr Gill left the room. It was agreed to give a £350 grant in the 2024/2025 year as agreed last year in the budget.

P: Cllr Bullen S: Cllr Smither In Favour: Unanimous

Cllr Gill returned to the room

283 Website Compliance: the quote from Aubergine for a compliant website was discussed and it was decided that there was a lot to look into before a decision can be made. The Clerk will work with Cllr Bullen to bring this forward for the next meeting.

284 SAR Request: the Clerk provided an update. The information requested has been collated and will be hand delivered by Cllr Gill tomorrow.

285 Consideration of outstanding items originally discussed in meeting of July 2024, Agenda Item 116.2, October 2024, Agenda Item 173 and December 2024, Agenda Item 229

1. The Cricketers – Cllr Bullen explained there had be weather difficulties. The Cricketers would like to look after the area. Cllr Bullen will draft an email for the Clerk to send allowing them access to PC land to keep it tidy.
2. Butts Green
3. Mill End Pond
4. Mill Lane Triangle

2/3/4 will be discussed at a later date once a tree survey has been carried out. The pond survey carried out has been published today which will be reviewed for discussion at a later as well.

286 Waterwheel at Sheepcote Green – this was discussed. Cllr Bullen explained there had been weather difficulties so this will be moved to further in the year once a tree survey has been carried out.

287 Training: Cllr Gill has undertaken AI training by Scribe which was FOC.

It was agreed for the Clerk to be enrolled on the EALC Co-Option, Casual Vacancy & Election Course later in the year

288 Finance:

288.1 It was noted the Clerk's payroll additional to the Standing Order will be paid by cheque this month.

288.2 It was noted Cllr Gill's expenses for the printing of CPC Newsletter January 2025, approved in the December meeting, item 227.

288.3 It was determined that the Clerk's payroll Standing Order be updated to the new monthly figure following the pay increase and to also amend the name/bank account details.

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

288.4 The Council's Accounts for the period ending 31st December 2024 were received. Cllr Gill advised there were incorrect figures in the reserves due to an incorrect excel formula carried through and would advise the Clerk accordingly.

288.5 HMRC VAT reclaim £1691.55 – the Clerk provided an update that this has been submitted and we are just awaiting the reclaim to be received.

288.6 Booking the Internal Auditor – the Clerk has contacted the Internal Auditor, Ann Wood, to arrange a date. Possible date – 16th May.

288.7 Cheques approved. To note that cheque 2265 should be put under account heading S137 as this was paid under that power. The limit of this needs to be checked.

P: Cllr Bullen S: Cllr Elliston In Fav: 3 Abst:1

Credit Received	a/c 16513215 Business Reserve 31.01.25 Interest £0.14 a/c 67217796 Business Current 08.01.25 EALC Bursary £172.50 17.01.25 Langley Green Waste £189.98 31.01.25 Allotment Plot 9 £15.00
Balance at NatWest Bank Current A/C 31st January 2025	£20,802.57
Balance of Clerk's Expenses A/C 31st January 2025	£184.98
Balance at NatWest Reserve A/C 31st January 2025	£120.02
Balance of Saffron B/S A/C 31st January 2025	£31,145.25

Clerk's Expenses Account	Detail	Amount	Total	VAT
08.01.25	Corsto	£29.00	£34.80	£5.80
09.01.25	Force 36	£27.92	£33.26	£5.54
Total			£68.06	

Cheques to approve:

Cheque	Detail	Amount	Total	VAT
002262	Trf to Clerk's Account		£68.06	
002263	Clerk Additional Payroll		£25.48	
002264	Cllr Gill Expenses - printing		£203.00	
002265	Friends of Clavering School		£1500.00	
002266	Clavering Village Hall (Dec)		£30.00	
Total of cheques to be paid			£1826.54	
Total of cheques outstanding	None			

Feb Wages SO			£540.90	
Feb Scribe DD			£50.40	
Expected C/A Balance			£18,384.73	

289 Enforcement

Under the Public Bodies (Admission to Meetings) Act 1960 and in accordance with 3d, it is resolved that the Public are excluded from any discussion on this item as it concerns matters regarded as sensitive. P: Cllr Gill S: Cllr Elliston *In Fav. Unanimous.*

Correspondence was received from Uttlesford District Council.

290 Employment

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 Elliston S: Cllr Gill *In Fav. Unanimous.*

A verbal report was given by Cllr Bullen from the Employment Committee following the Clerk's review meeting on the 8th February.

291 Items for next agenda

1. Cllr Bullen gave his apologies for the next Council meeting on the 10th March.
2. Litter Pick – 22nd March
3. Annual Council Meeting 19th May to be changed – provisional date 7th May
4. Annual Electorate Meeting 29th May

292 Close of Meeting and announcement of next meeting:

The Chairman closed the meeting at 21:28 hrs, thanking Councillors for attending.

The next meeting of the Full Council will be held at the Clavering Village Hall on Monday 10th March 2025 at 7.30pm.

Signed:

Chairman

Dated:

S.M. Gill
10th March 2025