

**Minutes of the Monthly Meeting of the Clavering Parish Council (CPC) held on Monday 11<sup>th</sup> November 2024 at 7:30pm in the Clavering Village Hall, Hill Green, Clavering**

**Present:** Cllr S. Gill (Chairman), Cllr F Bullen, Cllr K Elliston, Cllr R Couchman

Also in attendance: Mrs Lynette Young (CPC Clerk & RFO), District Councillor Oliver and four parishioners

The Chairman opened the meeting at 19:30hrs

**185. Chairman's Welcome:** The Chairman welcomed all present, reminding attendees that the meeting would be recorded for the purposes of minute taking only, with the recording deleted when the minutes are completed and agreed. She advised that she was unable to attend the Jubilee Field AGM on the 23<sup>rd</sup> October and the Village Hall AGM on the 24<sup>th</sup> October as was unexpectedly ill. Cllr Couchman attended and laid the Parish wreath at the Remembrance Sunday service and Cllr Smither laid the Parish wreath today at the service at the Christian Centre. She advised that she will be attending the PFCC Safety Conference on the 3<sup>rd</sup> December in Chelmsford and the Essex Passenger Transport meeting on the 4<sup>th</sup> December. It was also noted that she had registered to attend an Environment Agency Webinar on the 19<sup>th</sup> November but was advised that only Local Authority Officers could attend.

**186. Apologies for absence:** Apologies were received from Cllr Ryan (work commitments) and Cllr Smither, however it was noted Cllr Smither had already represented the Parish Council earlier today at the remembrance service.

**187. Declaration of Interest:** None declared.

**188. Public Participation Session:** To receive representation from the public in attendance.

A parishioner asked if a policy or agreement was made by the previous parish council to send spam calls out to various properties in Clavering. Cllr Gill confirmed that this wouldn't be sent out from the parish council and couldn't comment on any previous council policy before she served as a councillor. They also asked was any perjury or threats made by the previous council. Cllr Gill confirmed she was not aware that the Council held such information. The parishioner was advised to report spam calls to the police or the service provider.

A parishioner asked if there had been any progress on road safety at Blacksmith's Corner. Cllr Gill confirmed no response had been received but she understood the VAS sign on Pelham Road is being repaired.

A parishioner spoke about an email he'd received from CPC and responded to entitled 'Large Stones placed on Registered Village Green'. He explained the situation and the fact that the stones have always been there having been placed there by the previous owners over 22 years ago. They are only more noticeable now as they have been painted white. He asked respectfully if the request be removed.

**189. District and County Councillors Reports:** District Cllr Oliver apologised for not writing a report and said that the last District Council meeting had been very short and there were no matters relating to Clavering Parish Council.

**190. To approve and sign minutes of the previous meetings:** It was proposed that the minutes of the Monthly Clavering Parish Council Meeting held on 14<sup>th</sup> October would be deferred to the December meeting as they were received late. They will be posted in draft on the website tonight.

**191. Clerk's Report:** The Clerk provided a verbal report and mentioned that the report would be in a new format going forward.

**192. Planning**

**192.1 To be discussed:**

Planning Reference	Address	Proposal	Decision
UTT/24/2704/HHF Resp by 21 <sup>st</sup> Nov	Old Grainbarn Clatterbury Lane	Erection of detached garage/outbuilding with ancillary home office and gym/annexe for use in	See below

		association with the existing dwellinghouse (amended proposal)	
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**UTT/24/2704/HHF:** after discussion the clerk was instructed to refer back to a previous similar application UTT/24/0979/HHF from May 2024 and use the same comment.

**P: Cllr Gill S: Cllr Couchman In Favour: unanimous**

It was noted that two inspectorate planning appeals were received post agenda,

**APP/C1570/Y/24/3346333 Elm Cottage, Further Ford End, Clavering** Proposed internal alterations and extension to Elm Cottage including removal of existing derelict conservatory. **Dismissed**

**APP/C1570/W/24/3346221 Land on the east side of Clatterbury Lane, Clavering** Proposed erection of 5 no. single storey dwellings with associated cart lodge parking, landscaping and new vehicular access. **Allowed**

**193. Neighbourhood Plan Working Party (NPWP):** A written report from the NPWP with recommendations was received (Meeting Documents Appendix no.1). It was also noted that the replies to the NP survey will continue this week as they won't be analysed until after the end of the week.

#### 194. Representative Reports

**194.1 Allotments:** It was noted that the hedge and grass have still not been cut, the clerk will chase this up. The person who cuts the hedge is unwell at the moment and if it's unable to be carried out then CPC may need to use another contractor. The Clerk has delegation under Health and Safety matters, and will be able to instruct another contractor to proceed before the next meeting. **P: Cllr Gill S: Cllr Elliston In favour: Unanimous**

Cllr Gill has received an email that the tap has been repaired by an account holder and he will make 3 protecting covers. Thanks were recorded to the allotment holder. Two allotment holders have given up their plots. The rent demands for 2024-2025 are being prepared and sent out.

**194.2 Byways and Footpaths:** nothing has been reported and there are no problems.

**194.3 UALC:** a written report was received (Meeting Documents Appendix no.2) – no questions raised

#### 195. Village Green and Parish Assets

a) A quote has not been received from Croak Tree Surgery for the tree near the Frog Pond, the Clerk will chase.

b) Two quotes were received for the refurbishing of Street Furniture. These were discussed,

1) Water Pump – it was queried whether the fence is owned by CPC or the water company. The clerk will

investigate.

2) Richard Whitting bench – it was discussed and decided to accept the quote of £35 to clean the bench.

**P: Cllr Gill S: Cllr Bullen In Favour: Unanimous**

3) Eggies Bench – it was discussed and decided to remove the bench for health & safety reasons. Cllr Smither will remove the plaque tomorrow.

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

4) Bench at Christian Centre – it was discussed and decided to accept the quote of £20 to repair the bench.

**P: Cllr Couchman S: Cllr Gill In Favour: Unanimous**

c) The situation regarding the large white stones placed on the registered Village Green outside Copt Hall was discussed. The clerk will check with the insurance company regarding public liability before writing a letter accepting that they can remain in place.

#### 196. Risk Assessment Book

**196.1** Item 173 from the October meeting was moved to the December meeting as requested by Cllr Couchman, however part 1) The Cricketers was discussed under Risk Assessment in this meeting. Cllrs Bullen and Smither met with the General Manager on the 18<sup>th</sup> October to discuss the piece of land NE of the building. They want to help keep this piece of land neat and tidy. There was discussion about where the parish boundary started and where the Cricketers boundary started. A previous owner bought some land from the Parish and it's unclear where the boundary is. The Land Registry map of December 2020 shows the area of land that came away from the ownership of the parish

council. Cllr Gill mentioned there's a post that marks the boundary, Cllrs Bullen and Couchman will visit the Cricketers tomorrow to locate this. **P: Cllr Gill S: Elliston In favour: Unanimous**

It was noted that Cllr Oliver left the meeting at 20.28

**196.2** The Village Hall defibrillator was checked on the 11/11 and the shop defibrillator will be checked tomorrow by Cllr Gill.

**197. To re-consider the email from the contractor for the hedge at the Dick Ball Meadow and determine actions.** (See Minutes of CPC Meeting March 2024 & supporting Meeting document Appendix no.6) - it was agreed to move this to the December meeting.

**To determine whether to apply to Woodland Trust for trees/hedging for delivery March 2025** (Meeting Document Appendix no.7) - it was agreed to move this to the December meeting.

**198. Carols on the Green December 2024:** It was noted that Walden Buskers are not available this year. The Brass of St. Mary's, Sheering are able to play on Monday 16<sup>th</sup> December. This was discussed and the new date agreed.

**P: Cllr Gill S: Cllr Bullen In Favour: Unanimous**

**199. Zero Carbon Grant Initiative:** This was discussed and agreed to apply for the grant as a biodiversity study for the Village Green and Parish land. **P: Cllr Gill S: Cllr Bullen In Favour: Unanimous** Cllr Smither and Gill to provide the grant information to the Clerk

**200. Online PC Meeting Government Survey:** This was discussed and agreed for the CPC to respond with the Clerk summarising the comments from the discussion. **P: Cllr Gill S: Cllr Elliston In favour: 3 Against: 1**

**201. Litter Pick as part of GB Spring Clean 21st March to 6<sup>th</sup> April 2025:** Cllr Elliston will agree a date as Outside First Aider and provide an update in the December meeting.

**202.** It was noted a letter was received regarding a Scouts Marathon Challenge taking place in Clavering on the 16<sup>th</sup> November (Meeting Documents Appendix no.8) - Parishioners to be advised via the Newsletter and Facebook.

**203.** It was noted a Pre-Planning Application Meeting with Parishioners took place on the 2nd October.

**204. Website Compliance:** the Clerk is waiting to hear back from Corsto, the website provider.

**205. SAR Request:** Cllr Couchman declared an interest. He did not leave the meeting.

It was advised that, given the extensive information requested, the requester of an SAR request has been informed that extra time shall be taken to fulfil the request. Councillors are advised that all council emails and data held by councillors are also subject to this request.

**206. Training:** The following training was noted,

- the Clerk attended the New Clerk's Training Course on 16<sup>th</sup> October
- the Clerk will be attending Planning Training on 23<sup>rd</sup> November

#### **207. Finance**

**207.1** It was noted that Cllr Couchman, as financial overseer, examined the accounts up to the 30<sup>th</sup> September.

**207.2** It was noted that HMRC PAYE (Aug-Oct) £386.00 was paid by Direct Debit.

**207.3** It was noted that Cllr Smither's NALC Training 29.04.25 was booked and £39.22 was paid from the Clerk's Expenses Account.

**207.4** It was noted that cheque no 2238 was cancelled and replaced by cheque no 2239, Nigel Wood £50.40 approved in October meeting, agenda item 179.4.

**207.5** It was noted the UDC Green Waste Invoice 109875 £874.50 has been received.

**207.6** It was noted that Langley Parish Council have been invoiced for Green Waste 2023 £189.98 Ref. UDC Invoice 109875 £874.50.

**207.7** To approve the Clerk's October extra hours expenses, for attending training, to be included in the November payroll: this was agreed **P: Cllr Gill S: Cllr Elliston In favour: Unanimous**

**207.8** To appoint and book the Internal Auditor for 2025: it was agreed to continue with Ann Wood. The Clerk will contact Ann to book at 2025 date and sign the appointment letter.

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

**207.9** Amendment to Nat West Bank contact details to the Clerk's PO Box address.

**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**

**207.11** To discuss the 2025-2026 Budget – decisions to be made by December 2024 (Meeting Documents Appendix no.9): this was discussed and will continue in the December meeting. Cllr Couchman asked for an additional 'earmarked reserves' column to be added to the spreadsheet.

**207.12** To approve cheques. **P: Cllr Elliston S: Cllr Bullen In Favour: Unanimous**

<b>Credit Received</b>	a/c 16513215 Business Reserve 31.10.24 interest £0.14 a/c 67217796 Business Current 04.10.24 £56.25 EALC Bursary
<b>Balance at NatWest Bank current account 30<sup>th</sup> October 2024</b>	£26,500.65
<b>Balance of Clerk's Expenses Account 30<sup>th</sup> October 2024</b>	£145.76
<b>Balance at NatWest Reserve account 30<sup>th</sup> October 2024</b>	£119.61
<b>Balance of Saffron B/S Account 31<sup>st</sup> October 2024</b>	£30,801.72

Clerk's Expenses Account	Detail	Amount	Total	VAT
09.10.24	Corsto	£29.00	£34.80	£5.80
09.10.24	Force 36	£27.92	£33.26	£5.54
30.10.24	NALC Training Cllr Smither 25.01.25	£32.68	£39.22	£6.54
<b>Total</b>			<b>£107.28</b>	

**Cheques to approve:**

Cheque	Detail	Amount	Total	VAT
002240	Trf to Clerk's Account		£107.28	
002241	Clavering PCC – Room Hire		£12.50	
002242	EALC Inv 18015 – Clerk Training	£100.00	£120.00	£20.00
002243	Clerk Expenses		£53.62	
002244	UDC Green Waste Inv 109875		£874.50	
<b>Total of cheques to be paid</b>			<b>£1167.90</b>	
<b>Total of cheques outstanding</b>	2234 £ 42.50 2235 £156.00 2236 £ 50.00 2237 £525.00 2239 £ 50.40		<b>£823.90</b>	
<b>Nov Wages SO</b>			<b>£540.90</b>	
<b>Nov Scribe DD</b>			<b>£50.40</b>	

*(Handwritten signature)*

Expected C/A Balance			£23,917.55	
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It was proposed to suspend Standing Order 3x to allow the meeting to continue after 9.30. **P: Cllr Gill S: Cllr Elliston**  
**In favour: Unanimous**

#### 208. Potential Dispute

**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 legal matters.**

**P: Cllr Gill S: Cllr Smither In favour: 3 Against: 1**

An update was provided by the Clerk.

#### 209. 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 Gill S: Cllr Elliston In favour 3 Abstain 1**

To note that the NJC Pay award agreement for 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

To agree back payment due to the Clerk at 0.63p for hours worked from 2<sup>nd</sup> April 2024.

**P: Cllr Gill S: Cllr Bullen In favour: Unanimous**

To agree that the Clerk's contract is amended accordingly

**P: Cllr Gill S: Cllr Bullen In favour: Unanimous**

The employment concerns of the Clerk were discussed.

#### 210. Items for next agenda:

**1. Consideration of outstanding items in letter from Cllr Couchman originally discussed in meeting of July 2024, Agenda Item 116.2 and October, Agenda Item 173 – requested to be moved to December meeting.**

**2. Risk Assessment**

#### 211. Close of Meeting and announcement of next meeting:

The Chairman closed the meeting at 21:45 hrs, thanking councillors for attending. The next meeting of the Full Council will be held at the Clavering Village Hall on Monday 9<sup>th</sup> December 2024 at 7.30pm.

Signed: ..... *S M Gill* .....  
Chairman

Dated: ..... *13th January 2025* .....