

Minutes of the Monthly Meeting of the Clavering Parish Council (CPC) held on Monday 9th December 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), Councillor Gooding and two parishioners.

The Chairman opened the meeting at 19:30hrs

212 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 on the 24th November the Police were at the village shop doing a 'hello session' – the Parish Council hadn't been advised so she will go back and ask for CPC to be notified in future so that it can be publicised more.

213 Apologies for absence: Apologies were received from Cllr Ryan and Cllr Smither.

214 Declaration of Interest: None declared.

215 Public Participation Session: Representation from the public in attendance were received. A parishioner spoke again about spam calls to various properties in Clavering. Cllr Gill explained that this was already brought up at the last meeting and that CPC is unaware of what this is about. She asked the parishioner to put this in writing if a complaint is to be made.

216 District and County Councillors Reports:

Apologies were received from Cllr Oliver.

Cllr Gooding provided a verbal report, on his arrival at 8.17pm, in which he mentioned,

1. Social Services - ECC have been given Outstanding for Children's Services with less than a 1000 children in care in Essex;
2. Early Years Education - Uttlesford has come out best in Essex, 8.4% above the national average;
3. ECC had an Adult Social Care inspection from CQC, will await their findings;
4. Devolution was asked about – still awaiting the White Paper which may not take effect until 2026/2027;
5. Highways Inspection of Blacksmith's Corner - Cllr Gooding will check if any further inspection has been made by Highways regarding safety;
6. Watery Stones will also be checked regarding the loose stones.

217 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 14th October. **P: Cllr Elliston S: Cllr Gill In Favour: Unanimous**

It was proposed that the minutes of the Monthly Clavering Parish Council Meeting held on 11th November would be deferred to the January meeting as they were received late. They will be posted in draft by the 11th December.

218 Clerk's Report: The Clerk provided a verbal report outlining work carried out, phone calls made and courses attended. Further discussion about the Clerk's employment was moved to Private & Confidential at the end of the meeting.



219 Planning to be discussed:

Planning Reference	Address	Proposal	Decision
UTT/24/2932/HHF Resp by 13 th Dec	Brockingbury Stud Langley Road	Proposed conversion of part of stables to annexe	No Comment
UTT/24/2956/HHF Resp by 24 th Dec	46 Pelham Road Clavering	Front single storey extension to existing garage	No Comment
UTT/24/2994/HHF Resp by 24 th Dec	White Lodge Stud Butts Green	S73 application to remove condition 7 (hardstanding) of UTT/18/2429/FUL (Change of use from recreational equestrian to commercial stud business. Erection of a new stable building and new open sided arena on the location of the former tennis court. The existing outdoor arena will be reduced in size and the layout of paddocks will be altered to suit.) - applicant is seeking to remove the condition as there is a second access that can be used for larger vehicles	No Comment
UTT/24/3059/HHF Resp by 31 st Dec	Genera White Lodge Stud Butts Green	Proposed 3 bay cart shed and office to attic space with PV panels	No Comment

220 Neighbourhood Plan Working Party (NPWP): A verbal report was received from Cllr Gill. With regard to the second survey, 61 hard copies have been received and others by email but there is no final number as yet. Cllr Gill is still awaiting comment from the Monitoring Officer regarding a disclosable, pecuniary interest with the site next to her property under reg.19 of the local plan which is relevant to the Clavering neighbourhood plan. Cllr Gill will be unable to be part of the steering group if that is the case, she awaits confirmation. Cllr Couchman confirmed he was also having difficulty contacting the Monitoring Officer. Cllr Gill will contact Peter Holt with regard to this issue. The next meeting is scheduled for 12th December.

221 Representative Reports

221.1 Allotments: a verbal report was given, the long grass has been cut as well as the hedge.

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

221.3 EALC: a written report was received, there was a meeting held on the 23rd November.

221.4 UDC: a written report was received, there was an Enforcement 'Teach In' on the 27th November.

221.5 ECC: Passenger Transport Meeting 4th December – a verbal report was given, unfortunately Cllr Gill was unable to attend.

221.6 UDC: Corporate Peer Challenge Focus Rural Communities 4th December – a verbal report was given by Cllr Gill who attended. On the UDC website under Peer Challenge a lot of information has been published summarising the meeting.

222 Budget 2025-2026: this was discussed and will be finalised in the January meeting. Cllr Couchman suggested Donations should be increased by £700 and Trees/Hedges should be increased by £1500 to £4000, as a tree survey needs to be done.

20.17hrs County Councillor Gooding arrived at the meeting



223 Village Green and Parish Assets

223.1 Quote from Croak Tree Surgery for the tree near the Frog Pond was discussed and approved. **P: Cllr Gill S: Cllr Elliston In Favour: Unanimous**

223.2 It was noted a Risk Assessment was carried out and the bench at The Bridges was removed on the 29th November. It was agreed to purchase and install a new bench in due course once the various options of type/size had been looked into and discussed.

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

223.3 The Clerk is still awaiting an update from the insurers regarding the large white stones that have been placed on the registered Village Green outside Copt Hall.

223.4 Oak on Lower Hill Green – awaiting an inspection/quote for removing lower branches from Croak Tree Surgery.

223.5 Environment Agency Maintenance Work- it was noted there is planned maintenance work in the River Stort/Stickling Green Tributary around the point of the confluence scheduled for either prior to or soon after the Christmas period. This information will be put onto the CPC Facebook page.

223.6 Fencing at Pump at Upper Hill Green - this does appear to be in ownership of a water company. A resident has further informed the Chairman that when the company were testing the water earlier in the year the company also informed the resident that they were taking notes and measuring up to repair the fencing. This will now be left by CPC.

224 Risk Assessment Book

224.1 To note a large tree has fallen on Lower Hill Green (not across adjoining footpath or highway). One quote has been received, awaiting another quote.

224.2 It was noted that no other trees have fallen on parish land due to the late November high winds.

224.3 Shop defibrillator 'rescue ready' on the 29th November and Village Hall 'rescue ready' on the 9th December.

Regarding the cabinet door being left open at the Village Hall, this will be put on the CPC Facebook page requesting villagers to contact the guardian if they see the cabinet door open.

20.50hrs County Councillor Gooding left the meeting

225 Carols on Village Green December 2024: It was noted that Revd Gary Fleming will be in attendance. It was agreed the recipient of the collection will be Clavering Care.

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

It was agreed a payment of £100 be made to St Mary's Brass Sheering.

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

It was agreed a payment of £77.98 for mulled wine and cups for evening.

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

226 UDC Net Zero Carbon Grant: It was agreed at the November meeting that CPC should apply for this grant in order to enable Biodiversity Surveys be carried out on the Council-owned land. It was noted that it has been difficult for the nominated councillors to source relevant survey providers and quotes in the short window allocated as the application for the grant closed 2nd December. It is expected that there may be another round of grants in 2025. This could also be discussed by the biodiversity group in January.

227 CPC Newsletter: The Newsletter Editor is aware that not only are there new residents in Clavering, but also residents have not updated their emails addresses. The Full Newsletter is posted each on the website and Parish Notice Board. The January Newsletter always carries an additional section detailing all the village groups and contact details.

It was discussed and agreed that for January 2025 alone, the newsletter should be hand delivered to all houses in Clavering, asking that email addresses are furnished. The cost of this provision would be for 8 x A4 pages so should not exceed £250. There is no current budget line for this, so funds would come from General Reserves. (Power: LGA 1972 s.142).

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

228 Litter Pick: Cllr Elliston confirmed the Litter Pick will take place on the 22nd March 2025.

229 The following items were considered from Cllr Couchman's letter originally discussed in the July 2024 meeting, Agenda Item 116.2 and October 2024 meeting, Agenda Item 173.

1. **The Cricketers** – Cllrs Bullen and Smither visited and met with the Manager, a report has been prepared and will be circulated to Cllrs in due course. Subsequent to that, Cllrs Bullen and Couchman also visited to determine where a particular stake was to determine the extent of the parish land, this stake could not be found. Two Cllrs will need to visit again and record the length using maps and measuring tape. After discussion it was decided that Cllr Bullen will tell the Cricketers that they can look after the land from the kerbstone to the fence on behalf of CPC and if they believe strongly that it's their land then they will need to prove it.
2. **Butts Green** - it was suggested by Cllr Couchman that the area surrounding the letterbox to be cleared and allowed to rejuvenate. Cllrs Gill and Smither do not believe any work needs to be done. Cllr Couchman will need to raise a motion and any work will need to be carried out before the 1st March due to nesting birds.
3. **Mill End Pond** – Cllr Couchman was seeking Cllrs views. Cllrs Gill and Smither inspected earlier in the year. It was considered that another tree may be put back, the Clerk to chase up the student doing the biodiversity report who may be able to advise on the pond margins.
4. **Mill Lane Triangle** - Cllr Couchman was seeking Cllrs views. Cllr Bullen viewed this with Cllr Couchman and felt it's overgrown and needs looking at. It needs to balance the wildlife ecology and to be looked at by an arboriculturist. The Clerk to investigate.

230 Email from the contractor for the hedge at the Dick Ball Meadow/Apply to Woodland Trust for trees/hedging for delivery March 2025: this was discussed and agreed to be looked at by an arboriculturist before deciding what to do. The Clerk to investigate.

231 Website Compliance: The Clerk provided an update from Corsto who said the CPC website will not be compliant and will cost a considerable amount to update. It was decided that the Clerk will contact Aubergine for a quote to update the website.

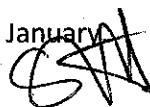
232 SAR Request: The Clerk provided an update. More information was requested on the 4th December which will be provided in the New Year, once received there will be a month to respond.

233 Training: Training undertaken by the Clerk and Councillors was noted.

The Clerk attended Planning Training on 23rd November at EALC and a Scribe Webinar on Cloud Apps and Document Management for Local Councils on 4th December.

Cllr Gill attended Gallagher/Scribe Risk Management Webinar on 26th November and UDC Enforcement 'Teach-In' Training on 27th November.

The Clerk has further Scribe training arranged for 3rd January



234 Finance

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

234.2 The Clerk's expenses, for attending training at EALC on the 23rd November, were approved.

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

234.3 The Clerk's November extra hours (attending training at EALC on the 23rd November) to be included in the December payroll, were approved.

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

As it was 21.30hrs, the Chairman asked permission that the meeting continue and Standing Order 3x was suspended. **P: Cllr Elliston S: Cllr Bullen In Fav: 3 Against: 1**

234.4 Cheques were approved: **P: Cllr Bullen S: Cllr Gill In Favour: Unanimous**

Regarding cheque 002253 it was agreed to only pay £450 and the Clerk will query the additional £25 charge for cutting the footpath. Cheque 002253 was cancelled and rewritten as 002255.

An additional cheque 002254 was also approved to RCCE £570.30. This was not included on the Agenda as it had been sent to Cllr Gill in error and was therefore a delegated decision. Payment will be made under the Clerk's delegated powers, financial regulations (adopted 26th July 2024) 6.8iii.

Credit Received	a/c 16513215 Business Reserve 29.11.24 interest £0.13 a/c 67217796 Business Current 18.11.24 £287.16 UK Power Networks
Balance at NatWest Bank Current A/C 29th November 2024	£24,375.11
Balance of Clerk's Expenses A/C 29th November 2024	£184.98
Balance at NatWest Reserve A/C 29th November 2024	£119.74
Balance of Saffron B/S A/C 29th November 2024	£30,801.72

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

Cheques to approve:

Cheque	Detail	Amount	Total	VAT
002245	Trf to Clerk's Account		£68.06	
002246	Clerk Additional Payroll		£265.91	
002247	Clerk Expenses		£19.86	
002248	Brass of St Mary's, Sheering		£100.00	
002249	UALC		£5.00	
002250	Castle Water	£81.14	£97.37	£16.23
002251	Print Juice	£190.00	£205.00	£15.00
002252	EALC	£130.00	£156.00	£26.00
002253	Paul Abrahams		£475.00	
Total of cheques to be paid			£1392.20	

Total of cheques outstanding	2239 £50.40 2242 £120.00			
			£170.40	
Dec Wages SO			£540.90	
Dec Scribe DD			£50.40	
Expected C/A Balance			£22,221.22	

235 Items for next agenda

1. Back up to the cloud
2. Item 229 – only if there is an update
3. February Agenda: Sheepecote Green Water Wheel – hidden by vegetation.
4. February Agenda: Cricketers Update
5. Discuss Cllrs not being at meetings.

The two attending parishioners had already left the meeting before the following agenda item.

218 Employment (from the Clerk's Report)

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 matters of Employment.

P: Cllr Gill S: Cllr Elliston

Recorded Vote In Fav: Cllr Gill, Cllr Elliston, Cllr Bullen Abst: Cllr Couchman

The PC discussed the Clerk's hours and there will be further discussion with the Employment Committee in January.

236 Close of Meeting and announcement of next meeting:

The Chairman closed the meeting at 21:52 hrs, thanking councillors for attending.

The next meeting of the Full Council will be held at the Clavering Village Hall on Monday 13th January 2025 at 7.30pm.

Signed: S. M. Gill
Chairman

Dated: 10th February 2025