**Clavering Parish Council**

**PO Box 13580 HARLOW, Essex CM20 9WU**

Fabian Bullen, Chairman

Mrs Lynette Young: Clerk & RFO Tel: 07340 505410 Email: clerk@claveringparishcouncil.gov.uk

**3rd September 2025**

Members are summoned to the Monthly Meeting of the Council to be held **in the Clavering Village Hall, Hill Green CB11 4QS on Monday *8th*  September 2025 at 7:30pm** to transact the business stated on the agenda.

Councillors: Cllr F Bullen (Chairman), Cllr S. Gill, Cllr R Couchman, Cllr K Elliston & Cllr F Smither

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 Young*

Clerk and RFO to Clavering Parish Council

**118 Chairman’s Welcome:** To give a report on meetings attended and any other matters.

**119 Apologies for absence**: To accept apologies from members of the Council.

Cllr Smither has sent apologies (personal)

**120 Declarations 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.

**121 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.*

**122 To approve and sign minutes of previous meeting:** To receive & approve the minutes of the Clavering Parish Council Meeting held on 11th August 2025.

**123 Clerk’s Report:** To receive the Clerk’s report.

**124** To receive advice from the Clerk as Proper Officer concerning the consideration of certain agenda items in Private and Confidential

**125 SAR Request:** To note that the Clerk has received and is considering further correspondence to the SAR answered in February.

**126 District and County Councillors Reports**: To receive reports.

**127 Planning**

**127.1 Planning to discuss and determine response:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Planning Reference** | **Address** | **Proposal** | **Decision** |
| **UTT/25/2152/FUL**Comment by 12th Sept  | Land Adj Butts Green Farm Valance Road  | Erection of 1no dwelling |  |
| **UTT/25/2263/FUL** Comment by 19th September | Barn Adjacent to Starlings, Starlings Green  | Proposed conversion of barn to 1no.selfbuild dwelling with associated works |  |

**127.2 UDC Decisions to note:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Planning Reference** | **Address** | **Proposal** | **Decision** |
| **UTT/25/1706/FUL and 1707/LB**  | Brockingbury Studn Langley Road | Section 73A Retrospective Application for the subdivision of dwelling into two residential units including a single storey rear extension (boiler room) | Unconditional Approval |
| **UTT/25/1707/LB** | Brockingbury Stud Langley Road | Retention of subdivision of dwelling into two residential units including a single storey rear extension (boiler room) |  |

**127.3 Inspectorate Planning Appeal:**

**APP/C1570/D/25/3370944 was UTT/25/1324/HHF** Edwina, Wicken Road. Removal of single story extension and side metal flue. Proposed part two storey-part single storey rear extension, removal of central chimney stack, insertion of new side chimney stack, alterations to fenestration, relocation of front entrance door and internal alterations.

To note that this appeal will take place under the Householder Appeals Service (HAS) and this procedure does not offer an opportunity for interested parties to comment at the appeal stage.

**127.4** To note a developer’s Pre Application request and to consider a meeting date.

**128 Finance**

**128.1** To note that the HMRC Payment taken by Direct Debit on 24.07.25 for PAYE and NI due was £595.76

**128.2** To receive and note bank statements @ 31.08.25. (MP Appendix 1)

**128.3**. To receive note the 2025-26 Q1 accounts. (MP Appendix 2)

**128.4** To receive an update on transferring banking to Unity Trust

**128.5** To approve the request by the Clerk for Extra hours worked of 8 hours in undertaking a Freedom of Information Request. P: Cllr Bullen S: Cllr GIll

**128.6** To approve cheques.

|  |  |
| --- | --- |
| **Credit Received**  | a/c 16513215 Business Reserve 31.08.25 Interest £0.10 |
| **Balance at NatWest Bank current a/c 31st August 2025** | £19,889.87  |
| **Balance of Clerk’s Expenses a/c 31st August 2025** | £173.93 |
| **Balance at NatWest Reserve a/c 31st August 2025** | £120.82 |
| **Balance of Saffron B/S a/c 31st August 2025** | £31,145.25  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Clerk’s Expenses Account** | **Detail** | **Amount** | **Total** | **VAT** |
| 11..08.25 | Force 36 |  £23.76 |  £28.51 | £4.75 |
| 08.08.25 | Corsto | £29.00 |  £34.80 | £5.80 |
| 26.08.25 | Amazon – Clerk’s expenses |  | £15.80 |  |
| **Total** |  |  | **£79.11** |  |

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| --- | --- | --- | --- | --- |
| **Cheque** | **Detail** | **Amount** | **Total** | **VAT** |
| 002305 | Transfer to Clerk’s account |  | £79.11 |  |
| 002306 | Clavering Village Hall – 11th August |   | £30.00 |   |
| 002307 | Clerk’s additional payroll – increase backdated to 01.04.25 |  | £92.30 |   |
| 002308 | DM Payroll - Payroll Admin April – Sept ‘25 | £66.00 | £79.20 | £13.20 |
| 002309 | P Abrahams Invoice Grass Cutting Inv 3450Details to be advised in meeting |  | £750.00 |  |
| **Total of cheques to be paid** |  |  | **£1,030.61** |  |
| **Total of cheques****outstanding** | 002292 £648.00002300 £30.00002304 £12.50 |   | **£690.50** |  |
| **Sep Wages SO** |  |  | **£566.38** |  |
| **Sep Scribe DD** |  |  | **£50.40** |  |
| **Expected C/A Balance** |  |  | **£17.551.98** |  |

**129 IT Policy:**  To review and determine adoption & determine any actions. **(MP Appendix 5 – from August Meeting)**

**130 Representative Reports**

**130.1 Allotments:** To receive a verbal report. To consider a request from Allotment holders to set up a Whatsapp Group and determine actions

**130.2 Byways and Footpaths**: To receive a verbal report.

**130.3** **Neighbourhood Plan Steering Group**: i)To receive a written report. (MP Appendix 4)

ii) To agree to the recommendation of the NPSG to send that the CPC Clerk sends letters to the landowners /agents of the sites put forward under the UDC Local Plan Regulation 19 Call for Sites and analysed by UDC at Regulation 19 Stage to ascertain whether the sites are still available for consideration for development and there are no errors in the UDC documentation provided relating to the sites.(The text of the letters will submitted to the Clerk and well as the contact details of Land owners by the NPSG) P: Cllr Smither

iii) There needs to be another required survey of all villagers which asks if their opinion of the Objectives of the NP as such arise from the Vision. This must take place before policies are written.

There will need to be DL envelopes for this.

To agree to the recommendation of the NPSG that the costs (paper, printing and envelopes) of the required 'Objectives' Community Survey  drawn up by the Neighbourhood Plan Steering Group are agreed up to a maximum £350, and any order is to be placed by the CPC Clerk.'

(Funds taken from NP Earmarked Reserves) P: Cllr Smither S: Cllr Gill

iv) As the preparation of the NP moves forward, the NPSG are meeting more frequently than previously and requiring a hall, usually the Christian Centre.

Proposal to agree that the hall hires costs of the Neighbourhood Plan Steering Group meetings are agreed covering the period from August 2025 to March 2026 up to a maximum of £300 (10 meetings), and the lead of the NPSG is permitted to book the hall in the name of the Parish Council for such, under copy to the Parish Council Clerk. Any hall hire and sundry costs for exhibitions, etc must be referred to the Clavering Parish Council for prior agreement. '

(Funds taken from NP Earmarked reserves) P: Cllr Smither S: Cllr Gill

**130.4 UDC Local Plan Mapping Errors:** To receive a written report and consider recommendations. (MP Appendix 5B)

**130.5 EALC:** To receive a verbal report.

**130.6 Uttlesford District Council Forum :** Next Forum 29th September 7pm to 9pm at UDC Offices London Road – to determine representatives

**130.7** **PFCC Rural Crime Forum for RCCE Members**: 12th September 2.30pm -4.30pm Ugley Village Hall. To note that Cllr Bullen shall attend

**130.8 Glebe Land and Affordable Housing** Online event 24th September 6pm . To determine whether a representative should attend.

**131 Risk Assessment Book**

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

**131.2** To note that the defibrillators were rescue ready 3rd September 2025

**132 Village Green and Parish Assets**

**132.1** To receive a written report from Cllrs Smither and Couchman re Footpath 5 at Stickling Green (MP Appendix 6)

**132.2** To receive inspection/quote of benches at Long Lane and Valance Corner.

**132.3** To minute that under delegated powers, the Clerk authorised the felling of the failed willow tree at Hill Green and removal of branch overhanging the property Woodloes, Hill Green by Treevolution Hedge & Tree Services at a cost of £700 plus VAT. Three quotes had been received. The felling will take place latest 12th November.

**132.4** To receive a verbal update on maintenance on the land beside **‘**The Cricketers’ and determine actions, if any.

**132.5**  To receive a written report from Cllrs Bullen and Smither regarding maintenance of land adjacent to the Mill Pond. The Chair to make a further verbal report. (MP Appendix 7)

**133 Payroll:** Review of payroll fees (no increase) and terms and to consider the continuation of the contract with DM Payroll after 01.04.26 and determine actions.

**134 RBL Remembrance Wreaths:** The RBL District’s Remembrance Sunday Service will be held at Clavering Church 9th November, with a Remembrance Service also to be held on 11th November at Clavering Christian Centre.

To determine whether to order Poppy Wreaths from Clavering & District RBL on behalf of parishioners – donation requested £20-£25 per wreath, and if purchased to determine councillor(s) to lay wreath(s)

(Budget: Community Events £100.00 Power: Section 137 LGA 1972)

**135 Village Carols on the Green:** To determine a date, to determine whether to have accompaniment provided by St Mary’s Sheering Brass Band and to determine recipient of collection taken up on the evening.

**136 Training:** To note any training undertaken by Clerk/Councillors.

 To ratify agreement of attendance by Cllr Bullen at NALC Training Beyond the Precept: Exploring alternative income sources 24th September Cost £35 plus VAT : P Cllr Gill

**137 Essex CC Transport Survey:** To determine whether to comment on A better connected Essex, the second stage of consultation on the strategy relating to the Essex Local Transport Plan

<https://consultations.essex.gov.uk/essex-highways/better-connected-essex/>

**138 Items for next agenda:**

**Stickling Green**: To discuss and determine the cutting of the grass and hedge, from July agenda 76.1

**139 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 Sensitive Information**

To receive and note a letter from Uttlesford District Council

**140 Close of Meeting and announcement of next meeting:**

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