

Minutes of Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 6th July 2009

(Key to votes: P: Proposed S: Seconded F: For the proposal A: Against Ab: Abstained D.int Declared an Interest)

Present: Rebecca Stanford (Vice Chair), Eggie Abrahams, Mike Patmore, Nigel Cook, Brian Barrow, Claire Rourke, Philip Smith, Ron Couchman, Des Abrahams and two Parishioners.

1. Apologies for Absence:- These were received from Jon Cooke and Rory Joseph who would be late due to work commitments.
2. Declarations of Interest:-
Eggie Abrahams: Prejudicial Interest in UTT/0725 and UTT/0726 as neighbouring farmer.
Prejudicial Interest in UTT0722 as neighbour.
Ron Couchman: Prejudicial Interest in UTT/0664 as neighbour.
Prejudicial Interest in UTT/0725 and UTT/0726 as neighbour.
3. Public Questions:- Mr. Dave Smith asked that in the interest of the best kept village competition, the grass on Lower Hill Green should be cut short in the same way as the cricket pitch area. Also that people should not be asked to leave meetings when matters of finance concerning ratepayers were discussed.
4. Minutes of Meeting:- The minutes of the meeting on 1st June were agreed with two corrections of wording made in the minute book and signed.
5. Clerk Appointment:- The Vice Chair reported on behalf of the interview panel. Three good candidates had been interviewed and Mrs Amanda Wenham was recommended to the Council. The Council and the new Clerk would develop a Job Description in the light of experience. P: Rebecca Stanford; S: Claire Rourke that Mrs Wenham should be appointed Clerk to the Clavering Parish Council with a probationary period of 13weeks. Agreed unanimously.

Mrs Wenham took up the duties of the Parish Clerk
6. Matters Arising:- A new parish council email address has been set up, it is claveringparishcouncil@hotmail.co.uk. It is in the newsletter and on the website. The council has asked the ex-Clerk to forward all items from the old email address to the new one.
7. Risk Assessment Record update:- Jon Cooke has the Risk Assessment Record. No additions were needed to be added.
8. Finance:- Edward Oliver has received no financial reports, which he needs to complete the accounts by the end of July for the auditors. He has not received any correspondence regarding a donation to the Church. Cheques which were authorised last month have not been paid as the cheque book has not been returned to Rebecca Stanford. (Action: Mike Patmore)
The council voted today (07/07/09) in favour for Rebecca Stanford to collect signatures of committee members to become signatures of the Nat West bank account and to remove the signatures of the councillors and clerk who are no longer on the committee. P: Claire Rourke; S: Mike Patmore; F: 9.

Cheques/Requests:-

- i. RCCE £55pa. This was last paid in July 2008. Mike Patmore proposed that the council should not pay. This was seconded by Nigel Cooke. Rebecca Stanford counter proposed indicating that she would enquire what the RCCE offered and would bring the information to the next meeting for an informed vote. This was seconded by Nigel Cook. F: 7 A: 2
- ii. Royal Mail RS Redirection Business £26. Rebecca Stanford has paid this which was agreed by the council.
- iii. Royal Mail Redirection CW personal £16.85. To be paid.
- iv. Clavering Village Hall £93. To be paid.
- v. Three Valleys Water £120.87. This will come from the allotment account.
- vi. Paul Abrahams grass cutting £230. To be paid.
- vii. Internet connection CW £30. To be paid.

- viii. Essex Playing Fields £25. To be paid.
- ix. Local Council Administration Book 8th Edition £52.50. To be paid.
- x. It was agreed by 8 council members (Ab: 1) that Tim Gingell would be asked to cut the grass at Lower Hill Green at his convenience (Action: Mike Patmore)

8.20pm Rory Joseph arrives

9. Planning

- a. UTT/0664/09/FUL Mill End House. Although the deadline was missed, Rebecca Stanford will email the result tomorrow (07/07/09). The council had no objections, although Brian Barrow mentioned that the bat situation was inconclusive.
- b. UTT/0725/09/LB and UTT/0726/09/FUL Clavering Mills, Mill End. No objections.
- c. UTT/0722/09/FUL Roast Farm, Roast Green. No objections.
(Action: Rebecca Stanford / Clerk to inform District Council)

Planning breaches

Notification of complaint letter in regards to Hill Side, Hill Green where there is a problem with the ridge height.

10. Correspondence:- All correspondence has been filed unless taken by those named below.
 West Area Essex Forum Meeting on Wednesday 15th July
 Essex Works BIG Idea Scheme – Rory Joseph
 ECC Transport Local Bus Tenders
 RCCE Essex Village of the year on Thursday 9th July – Jon Cooke advised
 J. Parker Wholesale Catalogue Allotments – Mike Patmore
 ECC Confirmation that floral planter is covered by Public Liability Insurance and that it can be positioned
 Basic Car Maintenance – Nigel Cook
 When lightning strikes risk management course – Ron Couchman

8.50pm Jon Cooke arrives

11. Accesses and Greens:-

- a. Cricketers – it was proposed by Jon Cooke and seconded by Rory Joseph that this item would be discussed in committee. F: 8 A: 1 Ab: 2
- b. Village Inspection Tour – a Sunday (10.00am) date to be arranged with Richard Carter (Action: Jon Cooke)

12. Footpaths & P3:-

- a. Jon Cooke and Mike Patmore to arrange a visit to Mr. Downham's with the exact measurements of the house boundary.
- b. P3 – a fallen tree - Rebecca Stanford has informed the Abrahams.
- c. Rebecca Stanford to arrange for the nettles in Elm Street Lane to be cleared.

13. Village Organisations:-

Jon Cooke commented that the Village Fete had been excellent and a letter should be sent. Eggie Abrahams informed the council that the Jubilee Field Committee would be meeting on Tuesday 7th July. Mike Patmore raised the issue that the nets on the football posts needed to be moved so that the grass could be cut and also that there were dips in the ground where the goalkeeper stood and perhaps these should be filled in. (Action: Philip Smith)

14. Allotments:-

Jon Cooke to chase the Insurance Policy and check that the Centenary Event will be covered by it.
 Ron Couchman proposed that some money should be given to the allotments to help with food and skip hire costs. Jon Cooke seconded this giving Mike Patmore the right to decide what size skip would be needed. F: 7 Ab: 2

15. Phone Box:-

Ron Couchman asked for approval from the council to sign a contract with the electricity board stating that he would pay the £25pa electricity costs for the rest of his life. The council

was happy with this. Ron Couchman will tie up the contract and give the file to the Clerk on completion.

16. Deeds Storage:-
Jon Cooke will enquire whether the ex-Clerk has sent the Deeds to Stanley T (solicitors).
17. Emergency Plan:-
Ron Couchman has amended the councillors' name and addresses and has sent a letter to the Emergency Planning Officer.
18. Best kept Village competition:-
Rebecca Stanford handed the RCCE letter to Jon Cooke. The best kept Village will be announced on Thursday 9th July.
19. Any Other Business
 - i. A letter to be sent to the residents of The Druce asking them not to park on Parish Council land. (Action Clerk/Rebecca Stanford)
 - ii. Jon Cooke and Mike Patmore to view the dead willow tree by the pond on Hill Green. A volunteer has come forward to clear it. Eggie Abrahams would like to have a few logs left for the wildlife.
 - iii. Letters to be sent to the Village Fete Committee and to Mr. Whyman for the flowers at Blacksmiths Corner (Action: Clerk / Rebecca Stanford / Jon Cooke)
 - iv. Mike Patmore to draft a letter to the grass contractors in regard to the grass not being cut around the Horse Pond.
 - v. Ron Couchman welcomed Des Abrahams back after his illness.
He asked that a letter should be sent to the two other candidates who didn't secure the clerk's position. (Action: Clerk / Rebecca Stanford)
The grass behind the bus shelter would be cut in the autumn/winter.
Ron Couchman read out the letter he had written to Councillor Hulme to the council. The council agreed that it could be sent. Copy is on file.
 - vi. A standard letter to be sent to Mr. and Mrs Besant as new owners on Hill Green. (Action: Clerk / Rebecca Stanford)
20. Date of next meeting: Monday 3rd August at 7.30pm

The meeting then went into committee

Chairman
Clavering Parish Council