

Minutes of the Annual Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 10th May 2010

(Key to votes: P: Proposed S: Seconded F: For the proposal A: Against Ab: Abstained)

Present: Rebecca Stanford, Nigel Cook, Mike Patmore, Ron Couchman (RAC), Des Abrahams, Brian Barrow, Jenny Allen, Richard Carter (RWC), Philip Smith, Eggie Abrahams, Clerk, Cllr Keith Eden and 9 parishioners.

1. Election of Chairman
Cllr Nigel Cook was proposed by RS and seconded by MP; F: 9. NC signed an Acceptance of Office form and took the Chair.
2. Election of Vice Chairman
Cllr Rebecca Stanford was proposed by RAC and seconded by JA; F: 9. RS signed an Acceptance of Office form.
3. Apologies and reasons for absence
Jon Cooke – on business.
4. Confirmation of Positions
 - 4.1. Responsible Finance Officer – RAC.
 - 4.2. Jubilee Field Committee – PS, DA and EA.
 - 4.3. Village Hall Committee – RAC, PS and EA
 - 4.4. Highways Committee – No committee needed.
5. Declarations of Interest
 - 5.1. Review of Councillors declaration forms: Councillors were asked to review their forms and return to the Clerk within two weeks. Mr. M. Perry and Clerk to be informed of any changes made. **(Action: All)**
 - 5.2. Declarations on agenda items (existence and nature)
 - Des Abrahams – (Pers. Int. / on committee) – Jubilee Field, Village Hall; (Pers. Int. / relative) – Grass cutting tenders
 - Eggie Abrahams – (Pers. Int. / on committee) – Jubilee Field, Village Hall; (Pers. Int. / relative) Grass cutting tenders / CW Abrahams and Sons
 - Philip Smith – (Pers. Int. / on committee) – Jubilee Field, Village Hall
 - Richard Carter – (Pers. Int. / friend) – UTT/0769/10/FUL
6. Cllr Keith Eden to speak
Cllr Eden spoke to Parishioners and Councillors regarding the Standards Board and Code of Conduct. He then answered questions from both parties.
7. Public participation session with respect to items on the agenda and other matter that are of mutual interest
A Parishioner enquired about the progress on the purchase of a salt bin; mentioned the possibility of a V.A.S. sign, and the speed restriction along the B1038.
A Parishioner thanked the Council for the support given to the Beating of the Bounds; confirmed that she was the tree warden; reported a leaking tap in the allotments and asked whether the Chapel should be listed.
A Parishioner said that the cutting of Lower Hill Green should be done in early July.
Several Parishioners wanted to talk about Dick Ball Meadow and the Nature Trail. The Chairman said that this would form part of the Annual Parish Meeting.
A Parishioner read out a letter regarding the Parish Plan and requested a meeting with Councillors.
8. Minutes of the last meeting of the council held on 12th April 2010
An addition at 12.2. that “Councillors agreed that part of the Annual Parish meeting would be set aside to discuss Dick Ball Meadow and Nature Trail”. Otherwise Councillors agreed that the minutes were a true and accurate account of the proceeding of the meeting. The minutes were signed by the Chairman.
9. Clerk’s Report Comments from this report included:

- i. P: DA; S: MP that Mrs Marina Lawrence should be dominated for Community Achievement Award. F: 10
- ii. P: NC; S: PS that the Council accepted RAC and DA's report on the Council's Insurance Policy and thanked them both for finalising it. F: 10
- iii. P: RAC; S: RS that the Mower is taken off the Insurance policy and written off the Council's books. F: 10

10. Risk Assessment Record update This was updated by RWC. RAC to take pictures of Village pumps. **(Action RAC)**

11. Financial Reports

11.1. Budget Sheets – these had been circulated before the meeting. RAC reported that the Bank agreed to pay back £75.00 of the bank charges. JA had looked through the accounts as requested. Council thanked RAC for all his hard work.

11.2. Requests received:

F.O.C.A.P. – contribution of £130.00 towards a Children's Hobbit House P: RWC; S: MP;
F: 7. *Local Government (miscellaneous Provisions) Act 1976 s.10*

11.3. Payments **(Action Clerk)**

(Due to a mistake of the precept being paid into the deposit account rather than the current account; a letter was written to NatWest signed by RS and BB to transfer the money into the current account. Chair, Vice Chair, RFO and Clerk were notified of this)

April's Closing Book Balance: £1,335.11

Paid in 23/04/10: ECC Parish Path Partn: £2,874.00

Un-cashed cheques: £449.85

Bank Statement as at 25/04/10: £4,658.96

1st instalment of Precept transferred 18/05/10: £5,450.00

Paid in 19/05/10 Allotment Rent: £ 19.50

Opening Book Balance: £9,678.61

Cheque No	Payments to	Signed by	Net £	VAT £	Total £
1094	Amanda Wenham Inv. 8				353.70
1095	G.W. Balaam & Son Inv.1235		1710.00	256.50	1966.50
1096	C.W. Abrahams and Sons Inv. 239		1164.00	174.60	1338.60
1097	Clavering Village Hall Inv. C33				85.00
1098	Acumen Wages Service Inv. 7781		17.50	3.06	20.56
1099	Acumen Wages Service Inv.7806		17.50	3.06	20.56
1100	Sacombs Ash Trees Inv. 3177 (£175 still to pay)				700.00
1101	Aon Limited Policy No: 11/ AC/00005111/06				624.19
1102	The Friends of Clavering Adventure Playground (donation)				130.00

Closing Book Balance: £4,439.50

11.4. Grass Cutting Tenders for 2010 season and Sprayer's Licence.

Four Tenders were received. P: BB; S: RWC to accept the tender of Mark Gilbertson of Garden Maintenance. D.Int: 2; F: 7; Ab: 1.

MP to ask Tim Gingell whether he has a Sprayer's Licence. If yes, to ask to spray the nettles on Lower Hill Green. **(Action MP)**

- 11.5. Review of Standing Orders: A working party to be created consisting of RS, RAC and Clerk to review Standing orders and to report at July's meeting. **(Action RS/RAC/Clerk)**

12. Planning from UDC

12.1. Planning received: **(Action Clerk)**

UTT/0476/10/CC – (RWC dismissed himself from the meeting) It was agreed to ask UDC for a deferral of date to make comment as there had been no representation from neighbours. (RWC returned)

12.2. Planning determined: None

12.3. Investigations

New Cases:

Saphal, Wicken Road - Gates and piers erected over 6' without planning permission

The Chapel School, Hill Green - Adverts being placed on village green

Cricketers, Wicken Road - unauthorised adverts outside pub

Under Investigation:

Wicken Road - Opened sawmill and adverts on roadside and logs for sale. Having fires and making a lot of noise.

Funstons Site / Rouse Joinery – Breaches of conditions; increase in outside joinery and number of tractors on site.

Hill Green Farm – Contravention of conditions.

NISA, Stortford Road – spot light and sign with spotlights. Possible need for ad consent.

Case File with Legal

Land adjoining the Druce – Unauthorised parking.

Investigations closed

Willow Thatch, Middle Street – No breach

13. Correspondence

All correspondence was available to view before the meeting and some had been circulated beforehand. Letters were read out; some items were addressed throughout the meeting; others needed responses. **(Action: Clerk)**

14. Accesses and Greens

- 14.1. Dick Ball Meadow – will be discussed at the Annual Parish Meeting. RAC commented that he would like to amend his report on Dick Ball Meadow, which he had circulated to Councillors, so that the word “employer” in lines 9 and 20 read “friend”. This was accepted by the Council.

In view of the time the Chairman announced that the following items would be carried forward to next meeting.

15. PROW (Public rights of way)

16. Village Organisations

18. Verge cutting

19. Orchard on Hill Green (NC)

21. Verge outside the property adjacent to Peacocks (MP)

17. Allotments

MP gave the Clerk £19.50 from the rent. A skip would be organised by MP. **(Action MP)**

20. Speed Limits and Road Activation Sign

RAC read out a letter to be sent to Councillor Hulme. The Council agreed that it could be sent. **(Action Clerk)**

22. Matters to be raised by members at the next meeting

New signs to playground (RS)

Risk Assessment (RWC)

Bend sign / Bank view (BB)

23. Date of next Meeting: 14th June 2010 at 7.30pm

Annual Parish Meeting: 24th May 2010 at 8.00pm

The meeting closed at 10.00pm.

Chairman
Clavering Parish Council