

# Minutes of the Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 14<sup>th</sup> June 2010

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

Present: Nigel Cook, Rebecca Stanford, Mike Patmore, Ron Couchman (RAC), Des Abrahams, Richard Carter (RWC), Philip Smith, Eggie Abrahams, Clerk and 5 parishioners.

1. Welcome by Chairman  
The Chairman welcomed all to the meeting.
  2. Apologies and reasons for absence  
Jenny Allen – in hospital, Brian Barrow – on holiday, Jon Cooke – none sent.
  3. Declarations of Interest on agenda items (existence and nature)  
Ron Couchman apologised to the Council that he had not declared his personal interests regarding the Balaams, P3 and Eggie Abrahams in the past and had reported himself to the Standards Board. His apology was accepted.  
Ron Couchman – (Pers. Int. / friend) – UTT/0769/10/FUL; (Pred. Int. / donation recipient) – Clavering PCC grant application  
Des Abrahams – (Pers. Int. / on committee) – Jubilee Field, Village Hall; (Pred. Int. / on committee) – Clavering PCC grant application  
Eggie Abrahams – (Pers. Int. / on committee) – Jubilee Field, Village Hall; (Pers. Int. / neighbour) - UTT/0769/10/FUL; (Pred. Int. / recipient) - P3  
Philip Smith – (Pers. Int. / on committee) – Jubilee Field, Village Hall  
Richard Carter – (Pers. Int. / friend) – UTT/0769/10/FUL  
Rebecca Stanford – (Pers. Int. / friend) – UTT/0822/10/FUL  
Nigel Cooke – (Pers. Int. / friend) – UTT/0822/10/FUL
  4. Public participation session with respect to items on the agenda and other matter that are of mutual interest  
A Parishioner enquired whether the trees covering the new Village Hall signs from the Horse Pond side could be cut back. This would be covered in item 22.  
A Parishioner thanked the Council for the excellent work done on the trees and hedges that had been carried out in Colehills Close. This work would be completed in November.  
A Parishioner requested could item 24.2 be brought forward. The Chairman acknowledged this.
  5. Minutes of the last meeting of the council held on 10<sup>th</sup> May 2010  
One spelling mistake and one date were amended. Councillors agreed that the minutes were a true and accurate account of the proceeding of the meeting. The minutes were signed by the Chairman.
  6. Clerk's Report Comments from this report included:
    - i. EA would find another source for the Barley straw and would contact RWC. **(Action EA)**
- The Chairman brought forward item 24 to this point:
- 24.1. Vehicle Activation sign – it was agreed that RAC would contact Peter Massie on the matter. **(Action RAC)**
  - 24.2. P: RWC that the Parish Council supports the Speed Watch Committee in having a 30mph speed limit enforced on the B1038 and the Arkesden Road only. S: EA; F: 4; A: 4; the Chairman used his casting vote for the proposal.
  - 24.3. Bend sign / Bank View – to be carried forward
7. Risk Assessment
    - 7.1. Record update - This was updated by RAC and DA. Pictures of Village pumps are on file. DA and RAC to take measurements for fencing one of the pumps, then a quote can be obtained. **(Action DA/RAC/Clerk)**
    - 7.2. P: RWC that the following to be added to the risk assessment introduction “The Council shall appoint at each annual meeting a specific Councillor with the duty to examine the financial records in September and report the result as an agenda item at the October meeting”. S: RS; F: 7; Ab.: 1

P: RS that the Parish Council formally adopts the amended risk assessment introduction and document on 14<sup>th</sup> June 2010 for a period of 12 months and that it should be on the agenda every April. S: PS; F: 7; Ab.: 1

8. Financial Reports

8.1. Monthly Budget Sheets – these had been circulated before the meeting.

As to signatures on the Bank account: P: RAC that “It was resolved that a banking relationship will be maintained with National Westminster Bank Plc (the **Bank**) in accordance with this Mandate and that:

- the individuals identified as **Authorised Signatories** may, in accordance with the **Signing Rules**, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker’s drafts and other payments on the Accounts even if it causes the account to be overdrawn or exceed any limit
- any **Authorised Signatory** may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same **Signing Rules** and **Authorised Signatories**; closing accounts; or other banking services or products
- the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions
- the Customer will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Secretary
- this mandate will continue until the Customer gives the Bank a replacement mandate or the Customer passes a resolution changing the **Signing Rules** and/or adding or removing an **Authorised Signatory** by completing and returning the Change of Signing Authority form in which case this Mandate will continue as amended

S: PS; F: 7; A: 1. Cheques will need to be signed by any two of the following: BB, RS, MP, PS, DA. If the amount is over £5,000 then three signatures will be needed.

8.2. Annual Return – RAC took Councillors through circulated papers. P: NC that the Council was happy for the Hill Green Pump to be added to the asset register; and that RAC should add a note to explain the reason and advice given for no.15 Village Land – adverse possession. S: MP; F: 8. The Council unanimously approved the answers to the Annual Governance Statement, which was signed by the Chairman and Clerk. The Council adopted the Asset Register.

8.3. Easements – It was agreed that the letters sent by the NALC should be forwarded onto the Auditors. If requested, Councillors to receive copies. **(Action RAC)**

8.4. Auditors response – The Clerk informed Councillors that the Auditor had been given the information he had requested.

8.5. Requests received:

Clavering PCC (DA and RAC left the room) P: RS that the Council pay £600 towards the upkeep of the churchyards of Clavering including the maintenance of the clock. S: PS; F: 6 *Local Government Act 1972, s.214* (DA and RAC re-enter)

Village website – P: RS that the Council pay £79 per annum to cover the cost of the increased capacity needed for the village website. S: PS; F: 7; A: 1. *Local Government Act 1972, s.111*

8.6. Payments **(Action Clerk)**

May’s Closing Book Balance: £4,439.50  
Reimbursement of Bank Charges: £ 70.00

Un-cashed cheques: £2,374.72  
Bank Statement as at 25/05/10: £6,884.22

Opening Book Balance: £4,509.50

Cheque No	Payments to	Signed by	Net £	VAT £	Total £
1103	Amanda Wenham Inv. 9	RS / DA			368.50
1104	EPFA Membership	RS / DA			25.00
1105	Mark Gilbertson (Garden Maintenance) Inv. 10048	RS / DA			400.00
1106	Acumen Wages Service (Year End/online Filing) Inv. 7896	RS / DA	25.00	4.38	29.38

1107	Acumen Wages Service Inv.7961	RS / DA	17.50	3.06	20.56
1108	Veolia Water (Allotments)	RS / DA	22.25	3.90	26.15
1109	Clavering Village Hall Inv. C50	RS / DA			17.00
1110	RCCE Subscription	RS / DA			55.00
1111	Clavering PCC	RS / DA			600.00
1112	Peter Upson (Village website)	RS / DA			79.00

Closing Book Balance: £2,888.91

P: RWC that the above payments are to be made. S: RS; F: 8.

8.7. Review of Clerk's salary and Pension – carried forward to next meeting.

9. Review Emergency Plan

RAC to bring to the September meeting. (**Action RAC**)

10. Planning from UDC

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

UTT/0769/10/FUL – Willow End (RAC / RWC leave the room) No Objections (RAC / RWC return)

UTT/0822/10/FUL – Pleasant View (NC / RS leave the room) (P: RAC; S: RWC that MP takes the Chair F: 6) No Objections (NC / RS return)

UTT/0864/10/FUL – Guild House - The letter written by the planning department had Guild House on it, this house does not exist; the Old Guild Hall does and is a listed building. The Council would like the planning department to review this application due to its status, and believes that work has already commenced.

UTT/0964/10/FUL – Wickham Cottage – No Objections

UTT/0932/10/FUL – Land adjacent to Peacocks – Strong objections that this is over development and wasn't on the original house plans.

10.2. Planning determined:

CC/UTT/37/10 – Clavering Primary School – permission granted

UTT/0472/10/OP – Belmont, Arkesden Road – Conditional approval – outline application for erection of chalet bungalow.

10.3. Investigations

**New Cases:**

Hill Green Farm – Contravention of conditions.

**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.

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

**Case File with Legal:** None

**Investigations closed:**

Cricketers, Wicken Road – no unauthorised adverts outside pub – closed 28/05/10

Land adjoining The Druce – following the service of an enforcement notice on the landowner the vehicle has now been removed – closed 25/05/10

The Chapel School, Hill Green – no evidence of unauthorised signage has been found at the site – closed 03/06/10

Nisa Stores, Stortford Road – confirmation that an advertisement consent for the change in colour of the signs is not required. So far as the light pollution is concerned, this aspect has now been dealt with by the Council's Environmental Health Department – closed 03/06/10

11. Correspondence

All correspondence was available to view before the meeting. Surveys to be completed by NC and RS. (**Action NC / RS**)

12. Accesses and Greens

12.1. Cricketers – P: NC that this continues to be discussed in committee. S: MP; F: 5; A:1; Ab:2

- 12.2. Verge outside the property adjacent to Peacocks – to be discussed in conjunction with above.
13. PROW (Public rights of way)  
RS updated Councillors on the present situation. P: RS that the Council replies to ECC stating that it does not wish to continue with the P3 scheme and that the footpaths within the village should be taken care of under the Headland Management Scheme. S: 5; Ab.: 2. **(Action RS)**
14. Village Organisations  
Council thanked RS and JC for organising litter picking day.  
EA commented that both the Village Fete and the Open Day at Place Farm had been a success.
15. Allotments  
A skip would be ordered next week. **(Action MP)**
16. Public participation at Council meetings  
RAC made his comments on this topic. The Chairman requested a copy of the present standing orders. RAC, RS and Clerk to review standing orders for the next meeting. **(Action RAC / RS / Clerk)**
17. Land registry Title No. EX706394  
The Clerk informed the Council that she had not been in touch with land registry as yet. **(Action Clerk)**
18. Youth Shelters  
The Council was happy for RS to explore this idea. **(Action RS)**
19. Verge cutting  
P: RAC that MP asks Mark Gilbertson to cut the lower branches of trees around Hill Green for him to be so that he is able to cut the grass with his machinery at a cost of £50. S: RWC; F: 8. **(Action MP)**
20. Dog Mess  
Clerk to investigate with UDC the bye laws regarding dog mess. **(Action Clerk)**
21. Orchard on Hill Green  
Clerk to investigate whether business mail can be sent to a garden. **(Action Clerk)**
22. New signs to playground  
Contact Mr and Mrs Moore: Mr. and Mrs Weston to request that they trim the trees covering the new Village Hall / Playground signs. **(Action Clerk)**
23. Village seat by Bus Shelter  
BB reported that this seat will need attention. The Council thanked him in his absence for the re-painting of the bus shelter.
24. Matters to be raised by members at the next meeting  
Railings – Coles Hill / Lower Way (RWC)  
Sheepcote Farm road (EA)  
All roads needing repairs (NC)
23. Date of next Meeting: 12<sup>th</sup> June 2010 at 7.30pm

The meeting closed at 9.45pm.

Chairman  
Clavering Parish Council