

Minutes of the Annual Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 9th May 2011

(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), Eggie Abrahams, Clerk, Edward Oliver – District Councillor, Cllr Gooding, 3 parishioners.

1. Election of Chairman

P; RAC Rebecca Stanford be Chair. F;8.

RAC proposed a vote of thanks for Nigel Cook for his work as Chairman. RS also thanked Nigel for his work on the Council as Councillor and more recently as Chairman. Nigel Cook left the meeting. RS signed an Acceptance of Office form and took the Chair.

2. Election of Vice Chairman

P; RWC to delay the vote for vice chair until 3 more councillors are co-opted. F;7, Ag;1

3. Apologies and reasons for absence. No absence.

4. Confirmation of Positions;

4.1. Responsible Finance Officer – P; RS, S;RWC, Ron Couchman to maintain position as RFO. F7, RAC abstained.

4.2. Jubilee Field Committee – P; RAC Jenny Allen for Jubilee Field. S; MP, F;7 Jenny Allen abstained. Des Abrahams remains on this committee too.

4.3. Village Hall Committee – P; RS, S; JA Ron Couchman for village hall committee.

4.4. Highways Committee – BB to remain as liaison cllr for the village.

5. Declarations of Interest on agenda items (existence and nature)

- Ron Couchman – (personal int. / village hall – trustee)
- Eggie Abrahams – (personal int./ village hall & jubilee field – family), (personal int. / Cricketers – family neighbour)
- Des Abrahams – (personal int. / Cricketers – family neighbour)
- Richard Carter – (personal int. / chapel on hill green – Chair of Cricket Club)
- Mike Patmore (personal int. / Bowls club – chair of Bowls Club)

5.1. Review of Councillors declaration forms: Councillors were asked to review their declaration forms and return to the Clerk within two weeks. Clerk to be informed of any further changes made. **(Action: All)**

6. Public participation session with respect to items on the agenda and other matter that are of mutual interest.

- A parishioner informed the council of a fallen tree on Mr Nobles land. MP confirmed that the Electricity board is aware and responsible for cutting down the tree as electrical cables are attached.
- A parishioner informed the council of on recent planning decisions pending for Jo Jacks Farm and asked for their assistance in replying to UDC by 24th May in writing.
- Rebecca congratulated Edward Oliver for his success in the recent election.
- Edward Oliver – would like an agenda sent to him for every meeting and intends to attend every meeting.

7. Minutes of the last meeting of the council held on 14th March 2011 and 4th April 2011.

- Minutes were signed off as a true and accurate record for 14th March.
- RAC requested an amendment on 4th April “P NC, S; MP, to accept the report provided by the RFO on interim auditor’s report”.

The minutes were signed by the Chairman.

8. Clerk’s Report was circulated to all prior to the meeting.

- a. Citizens Advice Bureau request for donation given rising numbers of those using their service. P; RWC that a donation of £50 should be given. S; JA Second, all in favour.
- RWC reminded the Clerk to speak or write to the Downhams regarding fencing for their property.
- RAC confirmed that the County Council were sourcing an alternative salt spreading machine before delivering.
- RS agreed to chase outstanding items from previous councillors.

9. Risk Assessment update - Nothing to report.

10. Financial Reports

10.1 Budget Sheets – the report circulated prior to the meeting was incorrect. A revised version was circulated during the meeting by RAC.

10.2 Invoices

Opening Book Balance	£505.44
Paid In	£6.50 & precept £6300 = £6306.50
Uncashed Cheques	£21.00

To Whom	Date	Invoice	Net	Vat	Total
EALC & NALC 2011/2012 Affiliation Fees	1.4.11	1031	298.14		298.14
AON Limited (Annual Parish Council Insurance Renewal)	21.4.11	June 2011	682.23		682.23
Clerk Wages and Expenses	27.4.11	006	230.75		230.75
Mark Gilbertson (Garden Maintenance)	24.3.11	10046	185.00		185.00
Acumen Wage Services	4.4.11	8682	17.50	3.50	21.00

Total expenditure £1417.12

Closing Book Balance £5373.82

P; RS to sign all cheques off. F:8.

10.3 Annual Return (RAC) – RS proposed that the Annual Return is signed off on June meeting. S;JA, F8

11. Planning from UDC

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

UTT/0636/11/FUL	Erection of a single storey front extension	18 Colehills Close	No Objection
UTT/0410/11/LB	Removal of existing glass roof to conservatory and replace with slate	Bridge Cottage, The Druce	No objection
UTT/0608/11/FUL	Proposed single storey rear extension and new conservatory roof	Kemps Hill Green	No objection
UTT/0779/11/FUL	Single Storey side and rear extension	May Cottage, 5 Starlings Green	No objection

11.2. Planning determined: 2 applications determined.

11.3. Investigations - Jo Jacks – enforcement order under appeal. P; RWC, a working party be set up to provide a response to the Council, to include BB, RAC and Mrs Wharton to be invited to be co-opted.

12.

12.1 Cricketers – update. RWC proposed to discuss in committee. S; RS, F;5; AB;2, Ag;1

12.2 Greens – Stickling Green, request for land registry letter dated Oct 2010. Land Registry confirmed that the Council is correct in their view that their map was incorrectly drawn. A copy of the up to date plan has been forwarded to the Clerk. Clerk to forward to Solicitors Weld & Bevan for their interest.

12.3 Access Licence – The Chapel. Solicitor, Daniel Sturman confirmed there is nothing new to report.

13. PROW - Nothing to report.
14. Village Organisations –
 - Clavering Bowls Club request for financial assistance. (MP left the room).
RS read letter to the council requesting funds and a contribution to assist with the installation of a new CCTV camera is requested to help with the £750 cost. P; RS proposed to carry this forward to June agenda. F; 8. RAC to seek advice from the inland revenue.
15. Allotments (MP) - Skip filled and removed from site. £6.50 rent collected. Water pipe repaired.
16. War Memorial (RAC/RS) - RS to chase War Memorial for update.
17. Keys for Village Hall (JA) - Keys unavailable at end of meeting for lock up. JA suggested that the Clerk should be given a set of keys. EA confirmed that the locks were to change soon. Clerk to continue to liaise with BB for the use of his set.
18. Missing Road Signs (EA) - Sign at Sheepcote Green removed – ‘no through road’. Curls Hill signs to be reported again.
19. Skeins Way Telephone Box (RAC) - The telephone box is now owned by the Parish Council. RAC Future agenda item and check insurance.
20. Arrange Litter Collection - RS proposed litter clearance on Saturday 11th June at 10.30am. . School (RS) and Cubs (JA) to be involved. RS to inform UDC of date and whereabouts for collection of litter.
21. Preparation for Best Kept Village & Churchyard Competition (RAC) – RAC summarised those who would be contacted to assist with the village and public area tidied up and thanked the following for already participating; Mr Petchey, Baylaams, Starling Green and Roast Green area, Butts Green, the Cricket Green and the Church yard. The time for spraying has been missed. P; DA that Ron Couchman strims a path in front of Wymans Nursery to Mr Tees property to remove nettles, docs, thistles and cow parsley. S; DA, F; 7 AB; 1.
22. Flower Bed at Blacksmiths Corner (BB) - BB suggested that to assist with the Best Kept village competition this flower bed needs urgent attention. Mr Howland kindly confirmed he would assist.
23. Arrangements for Annual Parish Council Meeting 23rd May 2011. 8pm. RAC suggested that the Chairman should write to various committees etc as last year. Refreshments to be organised by RS. A notice to be placed through the door or using newsletter email addresses. RS suggested that parish land and deeds should be placed on boards for all to view. DA to organise a speaker for the meeting.
24. Report on Highways on any damaged signs, roads and railings;
 - Posts erected on Wicken Road (MP) - this has been reported.
 - Mill Hill, Mill End Clavering – large pothole on left en route to Langley.
25. Matters to be raised by members at the next meeting;
 - Diamond Jubilee Initiative (RWC)
 - Co-opting Councillors – 3 required to give the Council a full compliment. Notice on Parish Noticeboard and expression of interest by 10th June to Parish Council. Applicants can contact the Chair in person to discuss the role further. All applicants to be sent code of conduct.
 - 75th Anniversary of the Village Hall next year (MP)
26. Date of next Meetings:
 - Annual Parish Meeting 23rd May 2011 at 8pm, Village Hall.
 - Parish Council Meeting, 13th June, 7.30pm, Village Hall.

P; RWC to go into committee S; MP.

The meeting closed at 9.20pm.

Signed by Chairman