

# Minutes of Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 2<sup>nd</sup> November 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, Claire Rourke, Ron Couchman, Des Abrahams and nine Parishioners.

1. Chairman's Welcome  
The Vice Chair welcomed those present.
2. Apologies and reasons for absence  
Rory Joseph – work commitment; Brian Barrow – unable to attend; Philip Smith – work commitment; Jon Cooke – work commitment; Mike Patmore - injury
3. Declarations of Interest  
Des Abrahams – Jubilee Fields  
Eggie Abrahams –P3, Jubilee Fields, Village Hall
4. Public participation session with respect to items on the agenda and other matter that are of mutual interest
  - 4.1 A parishioner from the Speed Watch Group reported that they had recorded 35 cars travelling above the speed limit along Stortford and Pelham Road. They will be having a meeting on 18<sup>th</sup> November, at 7.30pm at The Fox and Hounds Pub. A Speed Management Consultant will be present. **(Newsletter Article (CR/NC))**
  - 4.2 Members of the Clavering Countryside group – interested in the cutting regime for Clavering Greens
  - 4.3 Could a letter go to Mr. Whyman thanking him for the donation of flowers for Blacksmith's corner?
  - 4.4 Dog Warden hoping to put up signs regarding dog fouling around Blacksmiths corner.
5. Minutes of the last meeting of the council held on 7<sup>th</sup> September 2009 Councillors agreed that the minutes were a true and accurate account of the proceeding of the meeting. They were signed by the Vice Chair.
6. Clerk's Report The Clerk read out her report, any business that needed a decision was listed on the agenda and will be addressed. There were a few items outstanding, which Jon Cooke and Mike Patmore will need to answer at the next meeting. Regarding the Bank Account: P: CR; S: RS If Councillors have not presented themselves to the bank by 7<sup>th</sup> November their name will be taken off as a signatory. F: 4; Ab: 2
7. Risk Assessment Record update Nothing to report.
8. Financial Reports
  - 8.1. Financial Regulations – RC gave out a NALC model for financial regulations which will need adjusting to suit the needs of the Parish Council. He asked all councillors to review the document for the next meeting. RC will deliver the document to all absent Councillors. **(Action RC) (Agenda – December)**
  - 8.2. Risk Assessment – RC stated that due to risk management another Councillor should have the responsibility of the Risk Assessment. Selection of the Councillor will be deferred until the next meeting. RC, CR and another Councillor (RJ?) will review the documents and bring to the February meeting. This document should then have dates on it stating when it was drafted / adopted / to be reviewed. **(Agenda – December / February 2010)**
  - 8.3. Budget Sheets – RC took Councillors through the Budget Sheets. To be sent to village website. RC stated that 13 invoices were missing and asked all Councillors to see if they had any of them. They will be needed for the Audit next year. RS suggested looking through the old cheque books and asking for copies of invoices. **(Action RC / All)**
    - 8.3.2. RC gave out his recommendations for next years Budget. He asked all Councillors to review them as they need to be finalised at the next meeting. RC will deliver the document to all absent Councillors **(Action RC / All) (Agenda – December)**
  - 8.4 (8.5) Returns and Payments

October's Closing Book Balance £5,907.98

Cheque No	Returned by	Reason	Amount
1050	CPRE	Membership not due until January 2010	55.00
1051	Jackie Cooper	Cannot agree to conditions	125.00

November's Opening Book Balance £6,087.98

2<sup>nd</sup> Nov Bank Balance £6,022.98

Difference: £65.00

Cheque No	Payments to	Signed by	Net £	VAT £	Total £
1058	Clavering Village Hall Inv: B52	RS/DA			17.00
1059	Paul Abrahams Landscapes Inv: 3816	RS/DA	100.00	15.00	115.00
1060	Paul Abrahams Landscapes Inv: 3894	RS/DA	200.00	30.00	230.00
1061	Paul Abrahams Landscapes Inv: 3912	RS/DA	100.00	15.00	115.00
1062	Rebecca Stanford (redirection Royal Mail)	DA/BB			78.10
1063	Amanda Wenham Expenses Inv: 2	RS/DA	112.61	5.88	118.49

Closing Book Balance: £5,414.39

#### 8.6 Requests

8.6.1. Stop Stansted Expansion - Councillors agreed that they needed a copy of the accounts before a donation could be given. RC to find out what last years donation was. **(Action Clerk / RC)**

8.6.2. P: NC; S: RS – that the Council would pay for a second telephone line (estimate £125 plus £12.50 a month line rental) and telephone with answering phone (estimate £25) for Parish Council use only at the Clerk's home. F: All. Once installed the new telephone number will be circulated.

#### 9. Planning from UDC

9.1. Received - None

9.2. Determined

UTT/1096/09/FUL	Hillside, Hill Green	Retrospective application for insertion of roof light in front elevation	<b>Conditional Approval</b>
UTT/1034/09/FUL	Clavering Hall, Stortford Road	Conversion and side extension to barn for garaging and new vehicular access. Demolition of existing grain store and silos	<b>Conditional Approval</b>
UTT/1035/09/LB	Clavering Hall, Stortford Road	Conversion and side extension to barn for garaging. Demolition of existing grain store and silos	<b>Conditional Approval</b>

3. Complaints – None

4. Breaches – Unauthorised siting of mobile home / erection of timber building for covered storage of mobile home: Ashtree Market Garden, Starlings Green. Advised by UDC that following an appeal made by the landowner to the Planning Inspectorate which was dismissed on 12<sup>th</sup> January 2009 the landowner has complied with the decision made by the Planning Inspectorate.

#### 10. Correspondence

All Correspondence was available to view before the meeting. All items will be on file.

#### 11. Accesses and Greens

11.1. Cutting Regime for all Greens. RS explained the history of the cutting regime for all the greens in Clavering. P: CR; S: RS that a public meeting should take place to include all interested parties. F: All. CR stated that she would be happy to publicise the meeting and Chair it. RC offered his help. **(Action CR / RC)**

11.2. Peacocks – The Council are awaiting information from EALC.

11.3 Cricketers – P: RS; S: NC, that this should go into committee. F: All Ag:1

- 11.4 The Chapel – RS updated the Council on the current situation, the advice received from the police and of the correspondence received from residents.
- 11.4.1. P: RS S: NC, a letter to Mr. Lawrence, to include a land registry map. F: 4 Ab:2 **(Action Clerk)**
- 11.4.2. P: RS; S: CR, that Councillors should meet with Chris Stoneham (Senior Traffic Officer from ECC Highways), in light of Safer Journeys to School, in respect to Hill Green and Stortford Road. F: 5; Ab: 1. RS to arrange a date. **(Action RS)**
- 11.4.3. PC Sonia Grayland (from Saffron Walden) to be asked to come and survey the driveway along the side of Hill Green on her return. **(Action RS)**
- 11.5 Horse Chestnut Tree 1/76 T6: MP reported that 2 independent tree surgeons have informed him that the said tree is not diseased and therefore does not need to be felled. He suggests that the crown should be reduced. P: RC S: NC that Treetops should be given the work to take off the damaged limb up to the main trunk F: 5. Clerk to advise the Cricket Club of the intended work. Clerk to contact TPO regarding reducing the crown and depending on the answer obtain 3 quotes for the work. **(Action Clerk)**
12. Footpaths and P3  
Some cross field paths have not been reinstated; a reminder letter to be sent to all Landowners. **(Action: Clerk)**
13. Horse Pond, Hill Green  
RS reported that a tentative date (t.b.c.) had been made for either a Saturday or Sunday in January. A letter needs to go to Mrs. A. Weston in regards to trimming trees. **(Action Clerk)**
14. CIF Funding Due to the postal strike the deadline has been extended to the 14<sup>th</sup> November. However the Council felt it was too late this year to apply.
- 14.1 Youth Group – It was agreed that this funding should be published to the village and for the youth to take advantage of. If the youth came up with a proposition the Council would consider it. **(Newsletter Article (NC/CR))**
- 14.2 Nature Walk – CR informed the Council of Jackie Cooper’s proposal of a nature walk through the village to link up Dick Ball’s Meadow, Simon’s Wood and Hill Green. P: RS S: CR that the Council could support this idea in principle F: All
- 14.3 Other – Skeins Way/ Pelham Road (D.int NC) Council had received a letter in regard to a request of a lay-by to accommodate cars belonging to residents in the council houses. P: RC S: DA that if the residents filled in the funding forms for next year, the council would support them. F: All. A reply letter to go to residents. **(Action Clerk)**
15. Village Organisations
- 15.1 Jubilee Fields – EA reported that Clavering had received a Certificate of Merit for the Best Sports Field and the Children’s play area had received the Runners up certificate.
- 15.2 Parish Magazine – CR and RS offered to look back and see how the articles had been written for the Parish Magazine and would put an article together for next month. **(Action CR / RS)**
16. Allotments  
MP reported that he is still collecting rent monies.
17. Parish Plan and Village Design Statement Update  
CR informed the Council of her meeting with the steering committee. CR proposed that as she had started she would like to continue with the work on the Village Design Statement but would like some support from other councillors. NC and RS volunteered their help.
18. Uttlesford Strategic Housing Land Availability Assessment  
Clerk to ask JC for a copy of the letter that was sent. **(Action Clerk / JC)**
19. Speeding  
**For December’s agenda**
20. Councillor Training  
**For December’s agenda**
21. Carol Singing  
DA and RC volunteered to organise this. Will incur £50 costs for licence and RC will fill in forms for licence. Clerk to contact Michael Snow with following dates: 21<sup>st</sup> / 22<sup>nd</sup> / 18<sup>th</sup> December. **(Action Clerk / RC / DA)**

22. Sandbags  
**For December's agenda**
23. Review of result sheet of Best Kept Village Competition  
For December's agenda
24. Approve calendar of meetings for the next calendar year plus AGM  
RS suggested that as the January meeting will be held on the second Monday of the month and there are 2 other months where meetings will take place on second Mondays due to Bank Holidays; depending whether the Village Hall was free could all meetings be planned for then.  
**(Action Clerk)**  
RS also proposed that the Council has a recess in August as most Council do this. To be discussed at the next meeting. **(Agenda - December)**
25. Matters to be raised by members at the next meeting  
RC – Finalise Assets. (Land we own)  
RC – Entrance to Dick Ball Meadow
26. Date of next Meeting: 7<sup>th</sup> December 2009 at 7.30pm

The meeting closed at 10.00pm.  
EA, DA and members of the public left the village hall.  
The meeting then went into committee

Vice Chairman  
Clavering Parish Council