

# MINUTES OF CLAVERING ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON MONDAY 12 MAY 2008

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

- 1 PRESENT: Chairman Edward Oliver, Vice Chairman Richard Carter, Brian Barrow, Philip Smith, Edgar Abrahams, Ron Couchman, Des Abrahams, Nigel Cook, Mike Patmore, Jon Cooke and Rebecca Stanford, together with 4 members of the public.
- 2 DECLARATION OF INTERESTS:  
Edgar Abrahams: Prejudicial interest in P3 financial matters, as receiving funds, and footpaths Work Proposals as a landowner.  
Prejudicial interest in the Cricketers Access as a friend of the owner.  
Interest declared in matters concerning CVH and JF as the Chairman of both organisation.  
Ron Couchman: Prejudicial interest in request for donation by Church PCC as he is paid for grasscutting.  
Edward Oliver: Prejudicial interest in request for donation by Church PCC as he is their accountant.  
Des Abrahams: Prejudicial interest in request for donation by Church PCC.  
REGISTERS: The Chairman reminded councillors they must update their Registers with any changes; Edgar Abrahams said he had done his but the Parish Council had not been given a copy for the records.
- 3 PUBLIC QUESTIONS  
Mr Howland referred to his letter from March; the Chairman said this had been dealt with but he would look again.
- 4 ELECTION OF OFFICERS  
Chairman: Edward Oliver was the only nomination (P:RC, S: ECA. F:9, Ab.1;) this was voted on and he was duly elected Chairman.  
Vice-Chairman: Richard Carter was the only nomination (P: EO, S:MP, F: All) , this was voted on and carried unanimously.  
Responsible Financial Officer: Edward Oliver was unanimously re-elected to this post (P:JC, S:RS, F:All).
5. ELECTION OF COMMITTEE MEMBERS:  
Jubilee Field Committee: Des Abrahams, Edward Oliver and Phil Smith were appointed unanimously as Council representatives. (P:EO, S:RWC).  
Village Hall Committee: Phil Smith and Ron Couchman were appointed unanimously as Council representatives (P: RWC, S:MP).  
Clavering Charities: Trustees were confirmed again as Richard Carter and Edgar Abrahams. (P:MP, S:BB)  
Speed Limits Committee: See Item 20.
- 6 MINUTES: The Minutes of the meeting of 7 April 2008 were approved. Ron Couchman had submitted written resolutions for various changes, but after discussion asked if he could withdraw this request. One sentence was added to Item 18.
- 7 MATTERS ARISING:  
a Parish Notice Board for village events – Ron Couchman had not yet investigated costs.  
b Marker posts at Stickling Green – being processed.  
c Footpath map at the Bus Shelter – repairs awaited.
- 8 FINANCE  
The Financial Budgets were circulated, together with the list of invoices for payment.  
Philip Smith and Ron Couchman had put in a Special Resolution that the Council pays to join EPFA so that some organisations could enter the Best Kept Playing Field Competiton, and this was agreed (P: RC, S: PS: F: 5, A: 4).  
Year End Accounts: Edward Oliver was preparing these and accounts had been sent to the Internal Auditor.  
It was noted that Harts had overcharged for printing the Newsletter in the previous month; adjusted this month.  
Edward Oliver advised the transfer of £6243.03 from General to Easement Accounts as this was a restricted account.  
Request for donation to PCC and Clock Maintenance Ron Couchman requested that the Council be generous.  
It was agreed to donate a total of £600 to the PCC for grasscutting, the URC churchyard (under PCC), and to the Clock. (P: BB, S: MP, F: 7. D.Int.: EO, DA & RC left the room).

Following advice, the Chairman had added insurance cover to the Council property and documents held by the Clerk at a cost of £4.50 p.a.

The following invoices were agreed to be paid:

Clerk	Tax Refund	£93.54	-	000930
Registration by Information Commissioners		35.00	-	000931
Shaw & Sons	Cash book	63.20	9.41	000932
CVH	Hire of Hall, April	14.00	-	000933
MG Maintenance	Grasscutting	210.00	-	000934
Allianz Cornhill	Insurance	590.99	-	000935
Harts Direct	NL printing	15.00	2.23	000936
John Banks	Seats Painting	447.63	-	000937
Clerk	Re-posting chqs 903,905, 907	99.78	-	000938
Postage via B Barrow	Newsletter (£27.00), Standing Orders, Minutes, Recorded Deliveries, HSPC cartridges:	61.98	-	000939

Receipt:	Newsletter donation from Castle Group	5.00
	Receipt from ECC for P3 payments:	2998.80
	Allotment rents:	13.00

(The Clerk asked if the system of paying allotments cash in via personal cheques was ethical – to be advised).

## 9 PLANNING:

UTT 0545	Talks, Ash Tree Market Gardens. Application to retain use of mobile home. Appeal pending.
Appeal:	Funstons re using their site for new/used Machinery and Tractor storage and sales. The Chairman said the Council's original objections would be used by the Inspectorate.
UTT 0243	Baker, Barnsford, Further Ford End. 4 bay cart lodge and store. No news.
UTT 0157	Smith, Further Ford End House. Variation of Condition C.90C re windows. No news
UTT 0284	Brices Yard, Butts Green Rebuilding following fire. Approved.
UTT 0452	North, Clatterbury House. Internal alterations. No objections.
UTT 0360	Kealey, Monks Cottage, Stickling Gn. Alterations. Approved.
UTT 0306	Channer, The Maples, Stickling Green. Demolition/erection of garage.
UTT 0365	P Smith, 1 Colehills Close. 2 storey side extrn. No news.
UTT 0282	Brash, Home Farmhouse. Internal alterations. Approved.
UTT 0667	Farthings, Arkesden Rd. First floor extrn. No objections.
UTT 0661	The Moat House, Mill Lane. Alterations. No objections.
UTT 0625	Hill Cottage, Middle St. Replacement Garage – no objections to the garage, but objections to the room above as it was felt that this was not necessary and was in a Conservation Area.

UDC – Application by BAA for Generation 2 Project: It was agreed not to support UDC's objections. Request from the owners of The Views, Hill Green to spread earth on the area in front of the house; The Chairman proposed that he and the Vice Chairman visit. Richard Carter said the Council's boundary posts had been removed. Request from Keith Murdoch to put temporary sandbag on Hill Green – agreed and cleared. Further request to cut the sightline as this was now obscured; The Chairman proposed he and the Vice Chairman visit to inspect. Request from Mrs Vila for Council support for her suggestion that her land at Hill Green be used for Affordable or Commercial housing; agreed to write that the Council's policy was not to comment until Planning Applications were received. Also to write to Rural Housing Trust to see if discussions had actually taken place.

### Planning breaches:

- Barn and lake at Starlings Green: Under review by UDC.
- Parking at The Druce: Now logged in as ENF.253.05.
- Jojacks Farm: Under review.
- TPO Tree in Sidestream woodland: No news on the trench being filled in.
- UTT 1708/05, The Wheelhouse; Had been inspected but no information obtained. To be undertaken again.
- ENF.18.08 Fox & Hounds: Container in the car park; UDC requested removal by the owner. UDC said this is a 'chattel' and does not need removing; the adjacent owner who had to remove his portakabin requested Council support and explanation. Agreed to write to UDC asking the general policy.
- ENF 23.08B Coaches parking near barns on farm track at Stickling Green.

## 10 HIGHWAYS

Brian Barrow had received the file of old correspondence back from Ron Couchman. It was noted that the files held by the Clerk were now incomplete. Brian Barrow as Highways Representative asked that it was confirmed to Highways that he is the only contact for all correspondence, discussions and proposals regarding roadworks matters in Clavering.

## 11 P3 Scheme & Footpaths:

Agreed to pay the invoices to two landowners for last season. Also approved that the new Work Proposal be submitted. VH Rowe & Son confirmed they wished to be added for the coming year. (D.Int. ECA left the room)

- 12 PARISH PLAN The Chairman read the summary from the Steering Committee. It was confirmed that addresses from the full electoral roll held by councillors cannot be divulged for the Questionnaire circulation; Brian Barrow said he knew all houses from his delivery work over many years. The Clerk asked if a councillor would do the section 'Services and Facilities provided by the Council' and Nigel Cook agreed to do this.
- 13 ACCESSES & GREENS:  
a. The Cricketers access – The resolution to go into Committee as previously was reconfirmed as this continues to be a possible legal dispute. (P: EO, Sec: RWC, F: All).
- 14 CORRESPONDENCE The list had been circulated and all correspondence was in the file to read; see list for details. Edward Oliver had tried to attend the Police Meeting on 3 May but had not been able to. Waterystones: Rebecca Stanford had alerted Highways as an emergency that the surface had collapsed, and they had closed the road off immediately for repairs. Also that conifer branches and tree debris had been dumped on the verges at Deers Green; thanks to the resident who had cleared this away and a note to be put in the Newsletter. Rural Housing Trust – request that parishioners be asked to send in details to be held on file if they wished to register. Christian Centre layby: Highways had proposed enlarging this to link it to the adjacent layby; they would 'inform the Council of the costs'.
- 15 VILLAGE ORGANISATIONS:  
Edgar Abrahams said a hearing loop was being installed in the Village Hall for those hard of hearing.
- 16 RISK ASSESSMENT – To be reprocessed as soon as the Clerk's workload allowed. It was noted that the Druce Footbridge would be added at some point. Still to be checked if the other two bridges were already covered, and the cover on the old redundant gang mowers. An Inspections Book was to be started.
- 17 ALLOTMENTS No further updates.
- 18 STANDING ORDERS The final draft had been updated and circulated to councillors. Cllr Couchman proposed in a written resolution that the complaints procedure as circulated to all members, be added as para. 40(a). (S: Phil Smith). This was voted on and rejected (P: RC, S: PS. F: 2, Against: 7, Abs. 2) The Standing Orders were then voted on and Adopted. (P:EO, S: RWC, F: All).
- 19 Complaints against the Chairman and Council In view of the confidential nature of this it was agreed that the press and public be temporarily excluded and they were asked to withdraw at the end of the meeting. (P: EO, S: RWC).
- 20 SPEED LIMITS COMMITTEE - Ron Couchman proposed that the Speed Limits committee be reinstated, with Jon Cooke and Phil Smith also as members. This was agreed. (P:EO, S: ECA, F: All). Ron Couchman said his report was prepared; Jon Cooke apologised that this had not been circulated. No Minutes were available.
- 21 Subject Access Request The Chairman had requested documentation from all councillors and was finalising this. The high costs of processing in terms of manhours and stationery/copying costs were noted.
- 22 ANY OTHER BUSINESS  
1 Boundary of Village Green adj. High Elms: Rebecca Stanford asked that the occupiers of High Elms be sent a map showing their boundary.  
2 It was noted there was no hard disc back-up system for Council documents; Nigel Cook agreed to look into this.  
3 Jon Cooke asked if the Newsletter was a Committee; it was confirmed it was not.  
4 Nigel Cook agreed to administer the Council's documents being put on the Website and was thanked for this.  
5 Richard Carter was thanked for making the superb new sign for the Dick Ball Meadow, which was hand-carved in Oak, and would be put on the gate.  
6 Rebecca Stanford reported that someone had put large tree branches and waste on the verges near Deers Green; the Council thanked a parishioner who had cleared these. A reminder to be put in the Newsletter to parishioners.
- 23 DATE OF NEXT MEETING Monday, 2 June 2008. The meeting went into Committee for two items.

MEETING IN COMMITTEE on 12 May 2008 TO DISCUSS THE CRICKETERS ACCESS

It was agreed to request the owner to settle the Council's invoice. (D.Int. ECA left the meeting).

MEETING IN COMMITTEE on 12 May 2008 TO DISCUSS COMPLAINTS

The Council was updated on the procedures followed and the matter was now finalised.