

Minutes of Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 7th December 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), Nigel Cook, Mike Patmore, Eggie Abrahams, Claire Rourke, Ron Couchman, Des Abrahams, Brian Barrow, Clerk, Cllr Ray Gooding and eleven Parishioners.

1. Chairman's Welcome
The Vice Chair welcomed those present.
2. Apologies and reasons for absence
Rory Joseph – work commitment; Philip Smith – stuck on closed M11; Jon Cooke – work commitment. RS read out a letter of apology from JC in regards of him not attending meetings.
3. Declarations of Interest
Eggie Abrahams –P3, Jubilee Fields, Village Hall
Claire Rourke - Peacocks
4. Public participation session with respect to items on the agenda and other matter that are of mutual interest
 - 4.1 A number of parishioners raised their concerns on the parking situation in regards to the Chapel, and the crossing of the road between the Village Hall and Upper Hill Green.
 - 4.2 A representative of the Speed Watch Committee raised his concerns at the amount of cars which had been driven above the speed limit within the village and also in regards to a letter sent to the Council: their proposal of a crossing between the Village Hall and Upper Hill Green.
 - 4.3 A parishioner raised his concern on the planning application of land adjacent to Peacocks.
5. Minutes of the last meeting of the council held on 2nd November 2009 Councillors agreed that the minutes were a true and accurate account of the proceeding of the meeting. Two amendments were made. The minutes were signed by the Vice Chair.
6. Clerk's Report The Clerk asked the Council whether there were any questions regarding the report. There were none.
7. Risk Assessment Record update There have been a few accidents at the dangerous corner at Thurrocks Farm. Clerk to write a letter to Highways Department regarding this. **(Action Clerk)**
8. Financial Reports
 - 8.1. Financial Regulations – RC proposed that the adjusted NALC model for financial regulations should be adopted by the Parish Council. S: NC; Ab: 1 F: 7. Finalised document to be given to Clerk for distribution. **(Action RC / Clerk)**
 - 8.2. Risk Assessment – CR explained that she and RC had attended a risk assessment day, which they found very useful. During the day they had completed the risk assessment for the Christmas tree. Confirmation is still needed as to whether the Council need to pay £50 for the tree and the decorations. CR proposed that she and RC would meet to discuss which Councillors would be handling which risk situations; to be presented at the February meeting. **(Action RC/CR) (Agenda February 2010)**
 - 8.3. Budget Sheets – RC took Councillors through the Budget Sheets. To be sent to village website. Of the 13 missing invoices RC will chase some but suggested that the VAT on the rest should be written off. All were in agreement. **(Action RC/Clerk)**
 - 8.3.1. RC took Councillors through next years Budget. RC proposed that £250 was put aside for travelling expenses for Councillors; S: CR; F: 4; Ag: 3; Ab: 1. It was agreed that the budget should be increased in regards to tress and hedges. RC proposed that the precept should be £10,900; S: NC; F: 7; Ab: 1 **(Action RC)**
 - 8.4. Finalise Assets – RC to circulate list of assets for Councillors to view. To be discussed and finalised at the next meeting. **(Action RC) (Agenda January)**
 - 8.5. Insurance – It was noted that the value of the planter was £600 and the telephone box would be valued at £1,150. It was agreed that they both should be covered for property damage.

Clerk to contact insurance company. RC, RS and Clerk to fill in the insurance form regarding the fidelity increase. **(Action RC / RS / Clerk)**

8.6. Payments

November's Closing Book Balance £5,414.39
 Paid in: Wayleaves : £ 233.32
 Paid out Clerk's Salary (chq no: 1064): £ 325.42

Returned Cheques 1050 and 1051 totalling £180 should have not been added onto the book balance last month. Therefore should be taken off.

Take off : £ 180.00
 Correct November's closing book balance £5,142.29

December's Opening Book Balance £5,142.29

Cheque No	Payments to	Signed by	Net £	VAT £	Total £
1065	Clerk November Salary and expenses Inv.3	BB/DA		20.84	557.09
1066	Acumen Wages Services Inv.7358	BB/DA	17.50	2.63	20.13
1067	Clavering Village Hall Inv.B74	BB/DA			102.00
1068	RCCE membership until 30 th June 2010	BB/DA			55.00
1070	Veolia Water/ Three Valleys (allotments)	BB/DA	73.39	11.01	84.40
1072	Acumen Wages Services Inv:7432	BB/DA	17.50	2.63	20.13
1073	Essex County Council (P3)	BB/DA			339.99

Paid in (on behalf of allotments): £ 110.50

Closing Book Balance: £4,074.05

Cheques 1069 - CW Abrahams and Cheque 1071 - GW Balaam were written out and signed but will not be sent until the P3 money has been received from Essex County Council. Clerk to give RS the invoices. **(Action Clerk / RS)**

- 8.7. Requests - Stop Stansted Expansion - Councillors agreed that a decision on how much to donate would be made in the new financial year due to no budget remaining for donations.
- 8.8. Sealed Quotes – Three quotes were returned and opened at the meeting. Councillors decided to give Treetops the job of removing a third of the crown of the Horse chestnut tree 1/76 T6. **(Action Clerk)**

9. Planning from UDC

9.1. Planning received:

UTT/1403/09/FUL Clavering Hall - No objection
 UTT/1409/09/FUL Land adjacent to Peacocks – (F:5; Ab: 1: D:int: CR) Strong objections to the width of the new shared access; Council insists that it should be the same width as the existing access. Objection to the new plans but are in favour of outline plans.
 UTT/1410/09/FUL Old Forge Cottage – No objection
 UTT/1411/09/LB Old Forge Cottage – No objection
 UTT/1445/09/FUL Sandylands, Middle Street - No objection

9.2. Planning determined: None received

9.3. Investigations

Under Investigation:

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

Hillside, Hill Green – Replacement dwelling not being built in accordance with approved plans – roof height higher and roof lights installed

Case File with Legal

Land adjoining the Druce – Unauthorised parking

New Case – Waiting Investigation

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

Investigations closed

Toad Hall – There is no evidence of previous materials/dimensions of the original drive

Ashtree Market Garden – Site visit has been carried out and there is no evidence of the alleged breaches taking place, file closed.

10. Correspondence

All Correspondence was available to view before the meeting. All items will be on file. RS took the Essex Local Transport Plan 2011 questionnaire to complete. **(Action RS)**

11. Accesses and Greens

11.1. Peacocks – The Council had discussed this under planning applications.

11.2 Cricketers – Nothing to report.

11.4 The Chapel – RC gave notice for the next meeting that if nothing had been achieved to sort out the problems with parking he would present a formal resolution to deregister less than 200m² of Hill Green for informal parking using The Commons Act 2006. RC will circulate a background report which will support the resolution for Councillors to view for the next meeting. **(Action RC)**

11.4.1. RS to contact Chris Stoneham (Senior Traffic Officer from ECC Highways). **(Action RS)**

11.5 MP remarked that some areas of parish land needed attention. RC to contact PS, RJ and Mike Rowley and organise a working team to cut back stinging nettles. EA to contact Tim Gingell, regarding similar work at no cost. **(Action RC/EA)**

12. PROW (Public rights of way)

12.1. P3 – RS to send in invoices with paperwork. **(Action RS)**

12.2. By way 50 – RS informed the Council on the present situation.

13. Village Organisations

Nothing was reported

14. Allotments

As it is the 100th Anniversary of the allotments, a CD has been produced. The cost of a CD is £6.00, of which £4.00 goes back to the allotments. NC paid £6.00 for a CD on behalf of The Parish Council. The Council agreed that they would hold monies from the sale of the CDs and profit from the party in the Allotment Fund. This money would be for use by the allotments group only, and not for day to day running costs. MP gave the Clerk £60.00 from CD sales and £50.50 from the party. **(Action Clerk)**

15. Hill Green Barns

BB read out a letter from DB Construction, who state that they will be moving premises to Colchester on 4th January 2010. BB to check whether Mrs Weston is aware of the situation. **(Action BB)**

16. Telephone box near Cricketers

The Council agreed that the telephone box should be kept as a working phone for the village. Clerk to contact Diane Burrige at UDC. The Skeins Way telephone box has been paid for (£1); and the contract has been signed. We are waiting for BT to sign their contract. **(Action Clerk)**

17. Speeding

RC stated that the Council should follow up correspondence with Cllr Hume and read out a draft letter. All Councillors were happy for this to be sent. **(Action Clerk)**

18. Councillor Training

RS will organise an evening training session for all Councillors, possible dates will be circulated. **(Action RS)**

19. Review of result sheet of best Kept Village Competition

As the Chairman, who holds the information, was not present, this agenda item will be discussed at the next meeting. **(Action JC) (Agenda - January)**

20. Approve calendar of meetings for the next calendar year plus AGM

The following dates were approved by the Council: 2010 – January 11th; February 8th; March 8th; April 12th; May 10th; AGM May 24th; June 14th; July 12th; August 9th; September 13th; October 11th; November 8th; December 13th; 2011- January 10th.

A possibility of a recess in August was discussed, but some Councillors were against the idea. However it was agreed that a decision could be made at a later stage depending on how many Councillors would be present and what items needed discussion.

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

Planting of daffodils by the Peace Oak

ECC grass cutting scheme

DVD freedom of information act

Audit commission.

26. Date of next Meeting: 11th January 2010 at 7.30pm

The meeting closed at 9.50pm.

Vice Chairman
Clavering Parish Council