

MINUTES OF CLAVERING ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON MONDAY 2 JUNE 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 6 members of the public.
- 2 **DECLARATION OF INTERESTS:**
 Edgar Abrahams: Prejudicial interest in P3 financial matters, as receiving funds.
 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 organisations.
 Prejudicial interest in UTT 0882, Roast Farm, as adjoining landowner.
 Des Abrahams: Jubilee Field matters as member of Committee.
 Rebecca Stanford: Prejudicial Interest in UTT 0882, Roast Farm, as a friend.
- 3 **PUBLIC QUESTIONS**
 Gerald Whyman asked for a copy of the Council's Standing Orders – to be sent. It was noted that the April 2008 Minutes were not yet on the website; to be checked.
 Mrs M Carter requested that following a Freedom of Information Act request for documentation from the Council, that the Clerk be reimbursed for the substantial number of extra hours work required to process this as it was in addition to the normal hours for which the Clerk is employed.
 Mr Murdoch asked about the Greens cutting regime and the Chairman said this would be dealt with in Correspondence.
 Mrs G Cooke asked why the Council had not applied to EPFA for the Jubilee Field to enter the Best Kept Playing Field competition, and was told that this was for the JF Committee to do.
 Mr S Cooke asked why the Council had approved a Minute in February 2008 which he claimed was incorrect, but the Council did not agree this.
- 4 **MINUTES:** The Minutes of the meeting of 12 May were approved and signed.
- 5 **MATTERS ARISING:**
- a Parish Notice Board for village events – Ron Couchman had still not obtained any costs.
 - b Marker posts at Stickling Green – being made.
 - c Footpath map at the Bus Shelter – repairs underway and this will be reinstated shortly.
 - d Christian Centre layby – no further updates from Highways.
 - e Druce footbridge: The Environment Agency confirmed they still had to finalise painting and clearing the river bed.
- 8 **FINANCE**
 The Financial Budgets were circulated, together with the list of invoices for payment.
 The system of paying in allotment cash via cheques from the Clerk was approved as satisfactory.
Year End Accounts: The Internal Auditor had approved these with no amendments. The statutory notice was to be posted on the Notice Board and then the External Auditors will process the Audit.
 Reimbursement of FOI processing costs – deferred to Item 21.

Invoices to be paid:

C W Abrahams & Son	P3 Scheme payments	1367.70	203.70	000939
G W Balaam & Sons	P3 Scheme payments	2155.89	321.09	000940
EPFA	Playground competitions	25.00	-	000941
Clavering P.Church Council	Grasscutting & Clock donations	600.00	-	000942
Three Valleys Water	Allotment Supply	53.91	8.03	000943
Harts Direct via Clerk	Inkjet cartridges for printer	39.16	5.83	000944
Harts Direct via B Barrow	DL envelopes, box of 1000	11.99	2.01	000945
Harts Direct via B Barrow	May Newsletter printing	38.00	5.66	000946
Files/stationery/copier paper	For FOI documentation etc	21.70	3.23	000947
Postage via B Barrow	May Newsletter	27.00	-	000948
Recorded delivery via BBarrow	FOI documentation	5.05	-	000949
Postage/stamps via Clerk	General	15.12	-	000950
M A Gilbertson	Grasscutting	105.00	-	000951

9

PLANNING:

- Appeal: UTT 0545 Talks, Ash Tree Market Gardens. Application to retain use of mobile home.
Appeal: Funstons re using their site for new/used Machinery and Tractor storage and sales.
Appeal: UTT 0159 BF Contracts. Appeal against the refusal for 7 houses at Barlee Close.
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. Approved.
UTT 0452 North, Clatterbury House. Internal alterations. Approved..
UTT 0306 Channer, The Maples, Stickling Green. Demolition/erection of garage. No news.
UTT 0365 P Smith, 1 Colehills Close. 2 storey side extrn. No news.
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 news.
UTT 0882 Roast Farm Barn, Roast Green. Conversion of outbuildings. No objections. (ECA & RS left the room).
UTT 0802 Brooklyn, Stortford Rd. Extensions. Plans not yet received – to be circulated later.

Mrs Vila – letter acknowledged; and the Housing Trust asked if discussions had in fact taken place.

Planning breaches:

It was agreed that the Clerk should check the current status of all outstanding matters with the new Enforcement Team, and ask that these now be processed.

- a. Barn and lake at Starlings Green: Under review by UDC.
- b. Parking at The Druce: Now logged in as ENF.253.05.
- c. Jojacks Farm: Under review.
- d. TPO Tree in Sidestream woodland: No news on the trench being filled in.
- e. UTT 1708/05, The Wheelhouse; Had been inspected but no information obtained. To be undertaken again.
- f. 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. No reply yet from the Enforcement Officers.
- g. ENF 23.08B Coaches parking near barns on farm track at Stickling Green.
- h. High Elms, Stickling Green. The Chairman and Vice Chairman agreed to inspect for any problem areas. A copy of the definitive map of Stickling Green boundaries sent to the occupants.

10

HIGHWAYS

Brian Barrow was collating a list of roadworks problems to be submitted to Highways.

11

P3 Scheme & Footpaths:

Elmstreet Lane had deteriorated seriously, and it was approved that this should be cut via the ECC payment system. (D.Int. ECA left the room). A new direct line was noted for anyone to report problems to ECC. A volunteer meeting was being arranged.

12

PARISH PLAN

The Steering Committee report was noted, and the Questionnaires will be sent out in June. It was agreed to write and thank the staff at the Primary School and all the children who had helped with their input. A vote of thanks was given to all the Steering Committee members who had worked on the project so far.

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).
 - b. The Views, Hill Green. The Chairman and Vice Chairman had inspected and it was agreed to reconfirm the measurements of the boundary with the green.

14

CORRESPONDENCE

The list had been circulated and all correspondence was in the file to read; see list for details.
UDC Community Cash – no interest in applying from anyone.
Greens & Grasslands survey – this had been cancelled at the last moment.
Mr Murdoch, Hill Green – proposals for cutting Lower Hill Green; circulated. This was discussed but no final decision taken; the Chairman and Vice Chairman to inspect the areas concerned and report back to the Council. It was agreed to proceed with the blanket cut of Lower Hill Green as soon as possible.

Uttlesford Transport Review: Noted that Clavering was below the minimum required service level, but it was felt that the existing service was not well used anyway. An item to be put in the Newsletter.

Village Design Statement documentation; passed to the Vice Chairman and Mike Patmore.

Buckingham Palace Garden Party nomination: It was agreed to nominate Nigel Cook to attend.

Telephone box, Skeins Way. BT proposing to close this; no objections from councillors, but to put an item in the Newsletter for residents to send in comments

- 15 VILLAGE ORGANISATIONS:
Edgar Abrahams said the Fete had survived the dismal weather again this year.
- 16 RISK ASSESSMENT – Richard Carter read out the main changes, and asked for any further updates from councillors; a final draft would be prepared which would be passed to Ron Couchman before being circulated for comments.
- 17 ALLOTMENTS The equipment had been bought to hang the other gate and for the tap and pipe to the new area.
- 20 SPEED LIMITS COMMITTEE - The comments of the new Chief Constable were noted. The councillors requested some changes to the report submitted by Jon Cooke and these were agreed. Jon Cooke asked if another public meeting could be held but it was agreed to put an item in the Newsletter to update people. The weight limits for lorries through other villages were discussed; also the effectiveness of the flashing signs. Richard Carter reported there was a radar trap recently in Stortford Road. (The Community Watch scheme was still being processed by Ron Couchman).
- 21 Subject Access Request Councillors who had not replied to the Chairman that they held no documents were asked for written confirmation. The subject parishioner was still not satisfied and wanted more searches; to be checked with the Information Commissioners for advice. They had advised all hours should be logged; several councillors detailed the substantial time and work already involved (22 hrs for councillors and 65 hrs for the Clerk) which was detracting from other village matters, and said the Clerk should be reimbursed as this was in addition to existing work.
- 22 ANY OTHER BUSINESS
1. Richard Carter proposed a Village Tour for new councillors, to familiarise them with parish property.
 2. The Clerk gave an update on the Druce Footbridge repairs and the river clearance.
 3. Waterstones ford was still closed; no information from Highways. The Clerk agreed to check.
 4. Ron Couchman requested a copy of the Emergency Plan; Mike Patmore said this was now very old and may be out of date but he would supply a copy. Ron Couchman also requested a copy of the FOI scheme and was requested by the Chairman to contact the Clerk to read this as it was too much to photocopy.
- 23 DATE OF NEXT MEETING Monday, 2 June 2008. The meeting then went into Committee.
- MEETING IN COMMITTEE on 12 May 2008 TO DISCUSS THE CRICKETERS ACCESS
- The Chairman reported that he had not sent out the letter and invoice until 27 May and that the Council should therefore allow the owners a further month to respond; this was agreed.
- 24 There being no other business, the meeting was closed.