

Minutes of Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 12th April 2010

(Key to votes: P: Proposed S: Seconded F: For the proposal A: Against Ab: Abstained)

Present: Nigel Cook, Mike Patmore, Ron Couchman (RAC), Des Abrahams, Brian Barrow, Jenny Allen, Richard Carter (RWC), Clerk, and 5 parishioners.

1. Appointment of Chair
Cllr Nigel Cook was proposed by BB and seconded by MP to chair the meeting. Cllr Cook then informed the meeting that Cllr Keith Eden had cancelled and would be attending the May meeting.
2. Apologies and reasons for absence
Jon Cooke – holiday; Rebecca Stanford – holiday; Eggie Abrahams – in hospital; Philip Smith – work commitment
3. Declarations of Interest
Des Abrahams – (Pers. Int.) – UTT/0476/10/CC
Ron Couchman – (Pers. Int.) – Verge cutting
Jenny Allen – (Pers. Int.) – UTT/0494/10/FUL
Nigel Cook – (Pers. Int.) – UTT/0494/10/FUL

Clerk – (Pers. Int. / Vice Chair of Governors) – UTT/0476/10/CC

Richard Carter – (Pers. Int.) - Oxleys Close
4. Public participation session with respect to items on the agenda and other matter that are of mutual interest
A Parishioner informed the Council on the progress of the Beating of the Bounds. He asked the Council to consider to agreeing that if there was a surplus of funds from the sale of refreshments that this should be given to Clavering Care.
A Parishioner informed the Council that the Speed Watch Committee would like to propose a Vehicle Activation Sign for the village. This would be on the agenda for the next meeting.
A Parishioner said that the proposed cutting of Lower Hill Green in June was too early and would the Council reconsider to a later date. This would be on the agenda for the next meeting.
A Parishioner requested that the verge around Blacksmith's corner to the Hyde should be cut by Highways and that the bridges at The Druce and Colehills Close should be adopted by Highways. The Council will investigate.
5. Report from Cllr Ray Gooding
The Cllr was absent from the meeting.
6. Minutes of the last meeting of the council held on 8th March 2010
BB asked for a sentence in point 10.3 to be removed as he did not remember agreeing to do it. Otherwise Councillors agreed that the minutes were a true and accurate account of the proceeding of the meeting. The minutes were signed by the Chair of the meeting.
7. Clerk's Report Comments from this report included:
 - i. Confirmation is still needed as to whether JC has delivered Deeds to Stanley Tee.
 - ii. DA will investigate as to whom the tenants pay rent to in Oxley Close. **(Action DA)**

7.50pm RWC enters and apologizes for his lateness. The Chair asks him to declare his interests (see above).
8. Risk Assessment Record update This was updated by JA.
9. Financial Reports
 - 9.1. Budget Sheets – these had been circulated before the meeting. RAC took Cllrs through the EOY figures, emphasising that the Clerk's March salary and the interest on the deposit

accounts still had to be added. This report would be amended and re-circulated. Once completed the annual report could go to the External Auditor. RAC will send internal auditors report to all. **(Action RAC)**

9.2. Requests received:

Clavering Parochial Church Council £50 per annum for storage of Council Records. P: RAC; S: RWC: F: 7.

Data Protection Act 1998 – renewal £35. P: MP; S: RWC: F: 7.

EALC Affiliation Fees 2010/11 - £284.85. P: JA; S: BB; F: 7.

Annual Insurance - £662.06. It was agreed to leave this until the May meeting, once the assets had been finalised **(Action RAC/DA)**

9.5. Payments **(Action Clerk)**

March's Closing Book Balance: £2,238.02

Bank Statement as at 30.03.10: £2,759.15

Un-cashed cheques: £521.13

April's Opening Book Balance: £2,238.02

Cheque No	Payments to	Signed by	Net £	VAT £	Total £
1089	Amanda Wenham Inv. 7 salary, expenses and repayments	RS/BB		6.01	472.56
1090	Heelis & Lodge Inv: HL216	RS/BB			80.00
1091	The Information Commissioner Ref: Z1301986 (Data Protection)	RS/BB			35.00
1092	EALC Inv: 226 (Affiliation Fees)	RS/BB			284.85
1093	Clavering Parochial Church Council	RS/BB			50.00

Paid in 19/04/10 Allotment Rent: £19.50

Closing Book Balance: £1,335.11

9.4. Sealed Quotes for work at Colehills Close.

Two quotes were received. Mr. Meagher's quote of £875 inc. VAT was accepted. **(Action Clerk)**

9.5. Land Registry – to be carried forward to next meeting.

9.6. Review of Clerk's salary and pension – to be carried forward to next meeting.

9.7. Grass cutting quotes – MP offered to organise the letters to be sent out for grass cutting quotes. **(Action MP)**

9.8. Disposal of easement money. Awaiting advice from EALC.

9.9. Review of Standing Orders, addition of Code of Conduct and complaints Procedure – to be carried forward to next meeting.

RWC requested to read out his Statement of Apology, the Chair agreed. A copy is on file.

Planning from UDC

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

UTT/0476/10/CC – Clavering Primary School – (Clerk left the room, BB took minutes) – Proposed by RAC, seconded by BB, that the Parish Council objects to the application due to inadequate parking for staff and no consideration has been given for school buses or deliveries by HGV's.

(Clerk returned and took minutes)

UTT/0405/10/FUL – Greenlands - Objection, unless there is a time limit on the mobile home.

UTT/0472/10/OP – Belmont – Strong objection as the Council felt this was back filling.

UTT/0606/10 CLE – JoJacks Farm – Strong objection due to noise levels, retrospective planning, proposed extension of a development which never has had any plans accepted and has had complaints since 1999.

UTT/0494/10/FUL – (NC and JA leave the room) – Honey Lane Cottage – No objection

(NC and JA return)

10.2. Planning determined:

UTT/0008/10/FUL - The Old Vicarage - Conditional Approval - Extension to rear to create an indoor swimming pool

UTT/0015/10/FUL - Plot adjacent The Willows - Conditional Approval - Erection of dwelling with new vehicular access

UTT/0045/10/LB - The Tudor Cottage - Conditional Approval - Replacement rear window

UTT/0476/10/CC - Clavering Primary School - No Objections - Front entrance/admin extension and alterations. Replacement modular classroom building

UTT/0086/10/FUL - Robin Hill, Deers Green - Conditional Approval - Replacement dwelling and outbuilding

10.3. Investigations

Under Investigation:

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

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

Hill Green Farm – Contravention of conditions.

NISA, Stortford Road – spot light and sign with spotlights. Possible need for ad consent.

Case File with Legal

Land adjoining the Druce – Unauthorised parking.

Investigations closed

Willow Thatch, Middle Street – Windows replaced without consent - confirmation that although windows have been replaced, evidence has been provided that they have been changed on a like-for-like basis.

11. Correspondence

All correspondence was available to view before the meeting and some had been circulated beforehand. Some items were addressed throughout the meeting; others needed responses:

- i) Response letter to Mr. Davey regarding maintaining Hill Green Track. **(Action Clerk)**
- ii) Response letter to Mr and Mrs Tee regarding repairing of driveway. **(Action Clerk)**
- iii) Community Achievement Award Scheme 2010/11 and Community Project Grant Scheme 2010/11 – Cllrs to consider and to discuss at next meeting. **(Action ALL)**
- iv) Open Space Audit update – JA to complete questionnaire. **(Action JA)**

12. Accesses and Greens

12.1. Cricketers – P: RAC; S: JA that the Chairman Jon Cooke should call a Special Meeting of the Council in Committee to discuss this issue. F: 7. **(Action Clerk/JC)**

12.2. Dick Ball Meadow – P: RAC S: DA that “The Council adapts the entrance to Dick Ball Meadow to allow cars to park and turn inside the gate. This would enable elderly and disabled people to visit the garden. Work to be carried out by volunteers organised by Councillor Des Abrahams. No cost to be incurred without prior agreement of Council”.

RAC explained his proposal; all Councillors viewed their concerns: did the Covenant have any stipulations; expense; confirmation of what vegetation needs cutting; recommendation from Highways that location was not an ideal access point. RWC requested the Covenant. RAC summed up his proposal. F: 5; Ab: 2. **(Action RAC)**

Addition: Councillors agreed that part of the Annual Parish meeting would be set aside to discuss Dick Ball Meadow and Nature Trail.

13. PROW (Public rights of way)

No report, carried forward to next meeting.

14. Village Organisations

No report.

15. Allotments

MP gave the Clerk £19.50 from the rent. RAC thanked MP and Clerk for the allotment paper trail for Auditor. **(Action Clerk)**

16. Risk Assessment Report for Beating of the Bounds

JA took the Councillors through the report. A signed copy is on file.

17. Annual Parish Meeting

On Monday 24th May 2010 at 8.00pm. JA apologises that she is unable to attend. RAC offered to organise the event. **(Action RAC)**

18. Youth Shelters
To be carried forward to next meeting.
19. Bus Shelter
BB offered to clean up and repaint the bus shelter. A Parishioner offered to donate the paint for it, which the Council thanked him for. **(Action BB/Clerk)**
20. Dog Mess
To be carried forward to next meeting.
21. Verge cutting
RAC had a proposal but it was not seconded.
22. Management of Oxleys Close
DA to enquire to whom the tenants pay rent to. **(Action DA)**
23. Best Kept Village Competition 2010
RAC/JC to meet this week. **(Action RAC/JC)**
14. Matters to be raised by members at the next meeting
Orchard on Hill Green (NC)
Speed Limits and Road Activation Sign (RAC)
Moving grass cutting on Lower Hill Green to a later date (JA)
Verge outside the property adjacent to Peacocks (MP)
Sprayer's licence (MP)
23. Date of next Meeting: 10th May 2010 at 7.30pm

The meeting closed at 9.40pm.

Chair of Meeting
Clavering Parish Council