

Minutes of the Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 13th December 2010

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

Present: Nigel Cook, Rebecca Stanford, Mike Patmore, Ron Couchman (RAC), Des Abrahams, Richard Carter (RWC), Eggie Abrahams, Jenny Allan, John Cooke, 2 parishioners, Clerk.

1. Welcome by Chairman: The Chairman welcomed all to the December meeting.

2. Apologies and reasons for absence: Brian Barrow (health), Phil Smith (work).

3. Declarations of Interest on agenda items (existence and nature)

- Ron Couchman – (Pers. Int. / near neighbour) Clavering Mill UTT/1766/10/LB
- Des Abrahams – (Pers. Int. / on committee) – Jubilee Field, Village Hall; (Pers Int / personal) Nisa Store, (Pred. Int.) –Cricketers; (Pers. Int. /family is a neighbour) – UTT/1517/10/FUL
- Eggie Abrahams – (Pers. Int. / on committee) – Jubilee Field, Village Hall; (Prej. Int.) – Cricketers, (Prej. Int.) Clavering Mill UTT/1766/10/LB.
- Richard Carter – (Pers. Int. / Chairman of Cricket Club) – The Chapel; (Pers. Int. / on committee) – UTT / 1837/10, Balaam Willow End, Horse Chestnut Tree, Church End (Prej. / near neighbour) –UTT/2248/10/TPO –Number TPO 10/94. (Prej. / near neighbour) UTT/1744/10/LB – Piercwebbs
- John Cooke – (Prej. / neighbour) UTT/1744/10/LB Piercwebbs
- Nigel Cook – (Prej. / personal), Clavering Lakes
- All councillors have an interest in Clavering Lakes as users (either rarely or frequent) – UTT/2077/10/FUL.
- Pleasant View (point 24), JA, NC and RS declared a personal interest.

4. Public Participation session with respect to items on the agenda and other matters that are of mutual interest.

A parishioner was interested in the Agenda Point 27, Audit Commission response.

Mrs Carter gave an update of the Village Carol Service on – encouraging all to attend the carols on 22nd December at 6.30pm. The carols this year are to be held in front of the Cricket Pavilion and refreshments will be available. Solar lights will be in place. The Clerk was asked to speak to the Church to see if anyone could attend the carol singing to say a few words. (Clerk)

5 Minutes of the last meeting held on 8th November 2010. There were a number of minor alterations and will be signed as an accurate record by the Chairman once amended.

6 Clerks Report: Distributed prior to meeting for review.

Clavering Parish Council had received a letter regarding grants available for local schemes. NC will include detail and web link to web site in the Parish Newsletter. (NC)

7 Risk Assessment Record Update.

RWC reported that the lay-by near Watery Stones (near bridge), litter and needles are being left. Given the seriousness it should be report to police and environmental health. (Clerk)

8 Finance

8.1 Monthly Budget Sheets. Receipts and Payments/Bank reconciliation. Bank records provide an accurate record.

8.2 Draft Budget to include village pumps and Precept. RAC provided draft budget v3 for review.

Draft budget to be signed off at next meeting (Jan 10th 2011). Deadline 17th January 2011. If Cllrs have amendments to budget, send via the Clerk by end of Dec 31st 2010.

8.3 VAT return report; Report at next meeting.

8.4 Repair costs for war memorial; 2 quotes received, waiting for 3rd. £881 and c.£1000. RAC has discussed proposals with British Legion. RAC will confirm with the British Legion who is responsible for updating names on the war memorial and will provide a written statement for next agenda. A list of names can be supplied by a parishioner.

8.5 Grants for war memorial and PC notice board; forward to next meeting.

8.6 Employment of a solicitor for Deed of Easement; RS confirmed that Holmes & Hills have received plans and lease information regarding the Easement on Hill Green and have visited site with the Clerk, Cllr Rebecca Stanford and Cllr Mike Patmore. It was to be advised to their solicitors that they should provide a site plan to establish exactly where the access was to be to. At present it veers off to the right away from where they plan to have the garage. RWC confirmed the hedge was owned by the parish council.

8.7 Payments

November Opening Book Balance: £4345.26

Paid In;

UK Power Networks: £241.48

£4586.74

Cheque No	To Whom	Date	Invoice	Net	Vat	Total	Signed
1132	NetSecrets	22.11.10	Pe101118	149.99	26.25	176.24	
1133	E Preston invoice	3.11.10	1			414.92	
1134	Jubilee Field	12.11.10				162.92	
1135	Clavering Village Hall	31.10.10	C89			124.25	
1136	Garden Maintenance	28.10.10	10052			300.00	
1137	BT (Amanda Wenham)	11.10.10	M013&e	14.92	2.60	17.52	
1138	The Audit Commission	3.11.10	4034068	135.00	23.63	158.63	
1139	Veolia Water	13.11.10	13.11.10	100.50	17.59	118.09	
1140	CW Abrahams and Sons	31.10.10	269	1164.00	203.70	1367.70	

Less Cheques £1472.57

Closing Book Balance **£3114.17**

8.8 Invoices Received P; RS to pay all invoices apart from cheque 1140 for P3 scheme which was disbanded 2nd June 2010 by the Public Rights of Way Officer, Environment, Sustainability and Highways. Clavering Parish Council was immediately removed from the scheme and therefore no grant money due to the council. Inform Abrahams and Sons and pass on details of Essex County Council representative for possible reimbursement. S; NC, F; 9 (Clerk)

8.9 Asset Register – to update who holds council deeds (RAC). Stanley Tee Solicitors, Saffron Walden hold the Deeds. RAC is sorting all copies into correct order and returning to the Clerk for records. Clerk has a copy of asset register and this needs to be amended.

9 Planning from UDC

9.1 Received – (note declarations of interest point 3)

- UTT/1768/10/FUL – Clavering Mill, Mill Lane. Conversion and extension to form annex with link to existing dwelling. Replacement stables and use of land from agricultural to paddock. RAC (prej int./neighbour) left the room. No objections
- UTT/1766/10/LB – Clavering Mill, Mill Lane. As above.
- UTT/1744/10/LB – Piercewebb, 40 Pelham Road. Rebuild fire damaged outbuilding, extension to front and internal alterations. John Cooke (prej int/neighbour) left the room. No objections.
- UTT/2077/10/FUL – Clavering Farm Lakes, Mill Lane, Clavering. Variation of conditions. NC (prej int / personal) left the room, EA (pers int.). P; RWC proposed that the council supports the application, S; RWC, F; 7, 2 Ab. No objections.
- UTT/1977/10/FUL – M&M Supermarket, Stortford Road. Proposed dwelling created in an extension to an existing retail unit. No objections.

9.2. Determined.

- UTT/1583/10/REN Renewal of planning application UTT/1091/05/FUL for detached garage dwelling. Site adjacent Danceys, Middle Street. Conditional approval.
- UTT/1739/10/FUL Proposed two storey side extension to form annexe. Hope Cottage, Arkesden Road, Clavering. Conditional approval.

9.3 Investigations.

- New Cases: No notification this month
- Under Investigation: No notification this month
- Case File with Legal: No notification this month
- Investigations Closed: No notification this month

9.4 Tree Preservation Orders

UDC has acknowledged application and an officer of the council will visit the site to make a recommendation. UTT/2248/10/TPO. TPO Number TPO 10/94. Reduce crown by 2m and trim canopy. Address; Church End, Clavering. Applicant; CPC. Tender required (3 quotes) before next meeting – to reduce the canopy by 2 meters and to trim the lower canopy so that grass cutting is not impeded and that the sign is not obstructed by branches. (Clerk)

10 Access and Greens.

10.1 Cricketers (vote to continue to discuss at committee P; NC S; RS, 1 Ag, F;6)

10.2 Land Registry Response to Stickling Green – carry forward to next meeting.

10.3 Encroachment of Greens. Result of onsite meeting with maps. Resolved November 29th 2010 Meeting.

11. **PROW.** (Public Rights of Way). Nothing to report

12. **Village Organisations.** RWC reported that Haynes Barlee and Clavering United Charities to meet Monday week (20th Dec).

13. **Allotments.** Before water is turned on the tap is to be repaired. (MP)

14. **Review Emergency Plan.** Forward to next meeting. (RAC)

15. **Adopt Standing Orders.** New standing order guidelines were distributed in September 2010. RWC commented that having studied them in detail he believes them to be extremely detailed and comprehensive. P; RS to adopt the new Standing Orders S; RWC, 1; Ab, F; 8.

16. **Newsletter Distribution.** JA reported that the number of deliveries by hand had reduced from 350 to 150. A couple of volunteers are distributing to their own route.

17. **Update on Salt Trail / Flood Areas.** A salt bin has been purchased and will be delivered on 5th January 2011 to site. RAC has attended a training meeting to describe scheme and provide guidance. 1 ton bag of salt already delivered, another in January 2011. Areas such as Skeins Way and path near Chapel, Stortford Road have been earmarked for gritting. If anyone would like to let the council know of any areas which need gritting please let the council know via the Clerk.

The Clerk will be informed of pending snow fall via email who will in turn contact RAC and PS to arrange gritting. Each parish will be given a grant of £120 for equipment required. RAC to investigate cost of spreaders and forward invoice to County Council for reimbursement. RS proposed vote of thanks for RAC and John Smith for investigating and moving this forward.

18. Christmas Carols: Mrs Carter informed the Parish Council as point 4 of these minutes. Mike Snow had requested a Plan B for Christmas Carols for inclement weather. RWC confirmed that they would be able to sing from inside the cricket pavilion. Mike Snow to be informed (Clerk).

19. Fibre Optic Broadband for Villagers. Langley Parish Council would like Clavering to join them and Arkesden in the 'Race to Infinity'. NC to put an article in the newsletter including link to web site for voting purposes. Report back to Langley Clerk (Clerk).

20. Highways (Clerk)

Roadworks. Clavering Parish Council were informed on Fri, 10th December that there are roadworks at Blacksmiths Corner/Pelham Road on the 15th December 2010 for one day only.

Report to Highways;

- Manhole cover about Watery Stones is still 'sunk'.
- Sign on Clatterbury Lane sign pointing wrong direction.
- Railings near Bower House have been tampered with.

21 Report on Pond Clearing. Nothing to report

22 Update on Youth Council. JC to update NC this week on progress.

23 Dog Mess – RAC asked the Council to consider the Council to purchase official notices. By Law, Dog Control Order Regulations 2006. Concerning footpaths near 40mph roads. RAC to supply bylaw to newsletter for parishioners to be made aware of its' contents. Appropriate signage to be sourced and costed – contact Saffron Walden Dog Warden (Clerk).

24. Permission sought from Council for Gas Pipe to cross Parish Land. *“the gas main runs along the footpath in Hill Green. We would like to dig a narrow trench to run the pipe to (the) house for a mains connection, then repair the trench, refilling and returning to its previous good condition.” Applicant Chris Bessant.*

P; MP, S; JC , F;6, 3 Ab

P; RWC to write to we understand you are to reinstate the boundary hedge could they please mark the intended line in order for the council to provisional access. S; MP, F 6. Clerk to reply with positive response.

25. Clerk Job Description. RAC forward to February meeting after New Clerks Day Training Course.

26. Training Course. New Clerks Day Course. 27th January 2011. EALC. £60 plus travel expenses (Clerk).

NC confirmed this had been budgeted for.

27. Audit Commission Response. Mark Bartlett. Clerk read out letter originally dated 13th July 2010 sent to previous clerk. NC confirmed he had not seen this letter until resent to new clerk 18th November 2010.

28. Clavering Parish Council Website – RAC brought the council to the attention that the Clavering web site was not up to date. The website is not a parish council website and is set up and maintained by a willing parishioner. RAC to provide documents to the Clerk who will forward to Councillors for their approval. NC to contact parishioner for proposed inclusion on web site.

29. Traffic Speed. RAC reported back to the Council after his contact with Wicken Bonhunt. RAC Cllr Gooding has suggested that CPC and to write to him asking asking for a meeting with Essex County Council Officials. RAC has drafted a letter which the Clerk will send to Cllr Gooding on headed paper.

30. **1st Clavering Cub Scouts Proposal.** CPC have not yet heard from the proposer or Cllr Gooding.

31. **Eggies Bench.** Digital Photo (BB). Forward to next meeting.

32. **Essex Rural Partnership Questionnaire** to be completed. RS to complete.

33. **Essex County Council. Disclosure of Public Spend Information.** RAC was expecting an update from the County Council to changes in governance for spending over £500. RAC to update the council as required.

34. **Jo Jacks Farm.** The Clerk confirmed that a copy of the letter sent to a parishioner was the same as Council letter. The decision of UDC was "that it is part lawful and part unlawful".

35. **Review of Parish Electoral Arrangements.** UDC has sent CPC a letter detailing briefly the key dates relating to the Elections, including;

Key Dates

- Publication of Notice of Election by Monday, 28th March 2011.
- Withdrawals of candidature by noon Friday 8th April 2011"
- Polling Day, Thursday 5th May 2011
- Counting Votes 6th May 2011
- Day on which new councillors take office (contested or otherwise), Monday 9th May 2011

There will be no parish council meeting in April. The Chairman remains in situ during this period and Vice Chair in absence.

36. **Matters to be raised by members for the next agenda:**

- Christmas Tree – Blacksmiths Corner RAC
- Review of Carols on Hill Green RWC

37. **Date of next Meeting:** 10th January 2011 at 7.30pm

The meeting closed at 9.30pm.

The Council went into Committee.

Chairman

Clavering Parish Council