

Minutes of the Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 12th December 2011

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

Present: Rebecca Stanford (Chair), Richard Carter (Vice Chair) Mike Patmore, Ron Couchman, Jenny Allan, Eggie Abrahams, Stephanie Gill, Mark Wilkinson, Brian Barrow, Des Abrahams, District Cllr Edward Oliver, 16 Parishioners, Clerk.

1. **Welcome by Chairman:** The Chairman welcomed all to the last meeting this year.

2. **Apologies and reasons for absence:** Sarah Penman (family), Cllr Ray Gooding

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

- Ron Couchman – Village Green (pers. Int./Open Spaces Society), Mills, planning (Pers. & Prej. Int./neighbour).
- Stephanie Gill – The Chapel (Per Int./sec of Cricket Club), Village Hall (Prej. int./Committee member and trustee), School (pers. Int./governor). Chris Bessant (Prej. in/former employee), Dick Ball Meadow (Pers. int./Member of Countryside Group).
- Jenny Allan – Jubilee Field (prej.int/committee). Mr Bessant (pers. Int./friend)
- Eggie Abrahams – Jubilee Field & Village Hall (prej. Int./committee). Mills planning (Pers. Int./near neighbour)
- Rebecca Stanford- Jubilee Fields (prej.int/Hon Trustee), Mr Bessant (prej. Int/friend).
- Richard Carter – The Chapel (Pers. Int./Cricket Club Chair), Oxleys Close development (prej int./friend & family). Richard declared that he will speak in public participation and then withdraw from the meeting when this is discussed under planning.

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

Lisa Lipscombe - District Emergency Planning Officer attended the Parish Council Meeting to discuss her role in the community; *“My main role is to: write, review, update and maintain the councils Emergency plans which state how we respond to an emergency within the district. Also responsible for Corporate Business Continuity Plans and the promotion of Business Continuity throughout local business in the district. Added strings to my bow are: Fire Safety, Health & Safety Officer, Risk Assessor and First Aid at Work Instructor, Appointed First Aider and Community First Responder, plus an active volunteer for the Crisis Support Team Essex.*

The Civil Contingencies Act 2004 (CCA 2004) sets out in two parts, what should be done and by whom and also Emergency powers. The first part is a framework that gives guidance to all Category 1 responders, of which the Local Authority is one and what the duty is that is put upon on them at statute. All blue light services are included as Cat 1 responders and Cat 2 responders are for example, Utility companies who would respond within their own domain dependent upon the incident and what infrastructure or services had an impact upon them.

In short the local authority has a duty of care to its residents and all visitors in its community should an emergency happen. This would predominately be the provision of a Rest Centre that would provide a place of safety, shelter and support if residents were to be evacuated for whatever reason from their homes for a short period of time, but of course the council could be responsible for much more dependent upon the type of emergency; for instance, Building Control, Environmental health and Housing could all be involved in the recovery of a large scale incident and all services would be co-ordinated by the Emergency Planning Officer. All services work in partnership lending support within rest centres, for example, Crisis Support Team for Essex, British Red Cross, WRVS, NHS health services to name but a few who may be necessary to assist in a large evacuation to ensure that all needs were attempted to be met.

With the Olympics looming in the near distance, we are working closely with partners to ensure that everyone can enjoy them in safety and in the spirit for which is intended. To that end, I liaise closely with local and county wide Police service, ambulance, fire, county and neighbouring district authorities so that we can adopt a joined up approach to an incident if one occurs.

Working with Parish Councils is incredibly beneficial to me and all responders as critical and important information held by those who live within the community can often be the element that is vital when dealing with a localised incident. Assisting

to write the emergency plans for your parish is a pleasure and I enjoy being able to come along and speak at the parish Council Meetings so for that reason, I'd like to thank you for the opportunity and would also like to wish you all the very best Seasons Greetings and sincerely hope it's a peaceful time for all...especially me!"

Cllr Richard Carter on the matter of the proposed development of 14 houses to the land to the rear of Oxley Close. Richard Carter is totally opposed to the development and has written to UDC Planning independently. He is worried about increased parking and traffic on an already congested Stortford Road. The single track carriageway down Oxley Close is too narrow and on this close there live many very young children. The close will become dangerous with increased traffic. The residents of Oxley Close pay to share the sewage pump, road and pavement. Will the new houses have to contribute to this too? The process by which UDC have submitted this plan is under question as this is one of a number of sites that have been discussed with UDC prior to an application being submitted. Cllr Carter is concerned about due process and that public perception is that this has not been correctly handled by UDC. Cllr Carter suggests this application should be via planning committee.

Cllr Stephanie Gill wanted to discuss the letter from Mr Bessant – the council should be aware that we are protecting the village green and this is important for the whole community.

John Smith, Speed Committee – Was keen to know what progress has been made with setting up a meeting with Cabinet Member Tracey Chapman? Rebecca Stanford confirmed she had spoken directly to Tracey Chapman's secretary last week directly and the secretary said she would get back to CPC regarding the 30mph speed limit and meeting date.

Clare Hutchinson & Angus Hudson, Sworders (acting on behalf of the land owner of the proposed development behind Oxley Close) thanked Clavering PC for allowing to speak during this period. There is a National Planning Policy and UDC was asked to show their 5 year plan for housing development to meet the shortfall. Over the summer UDC met with Sworders to discuss how they were to meet the shortfall and to nominate sites. The site is adjacent to an existing site, both of which are near good facilities such as the shop and school. A maximum of 14 houses can be served from Oxley's close but no more than that. PVC panels to be included in plans. The plans have been altered already but UDC have not yet distributed these amendments to the public. The council and public will be able to comment on these in the usual manner. UDC are asking for PC's to work on suitable schemes for the New House Bonus. (Sworders did not have the opportunity to answer questions directly and questions were put through the Chair).

Mr Howland was interested in the price of the property – the chair confirmed this information was not available information at this time.

Mrs Ellison mentioned that if there were any more than 14 houses then affordable housing would have to be provided at a rate of 40%.

Matt Ellison – The access road is not wide enough for all houses. Each house has 2 parking spaces; there is no access for emergency services (as tested this summer with an ambulance). This area is ripe for additional development – will there be more?

Mr Smith (Speedwatch Committee) confirmed that this area is a hot spot for speeding cars.

Ian (No 2 Oxley Close) with access problems how will the lorries access the site? Does anyone know who will contribute towards the financial lessening their load of road wear and tear? Can the pre-school and school cope with the increased numbers?

Mrs Carter had two points to raise; 1) all members of council, lady partners etc please could they donate mince pies, sausage rolls and food for the Clavering Christmas Carol Service Dec 21st, 2) As a very concerned parishioner Mrs Carter has written independently to UDC Planning to strongly object to the Oxley Close development. It is outside the planning envelope. Mrs Carter hopes the Parish Council will reject the proposal. More importantly is the problem of access; the road narrows at No 14 to a single carriageway, the left hand side is a dedicated and unprotected footpath. There are 11/12 children under the age of 11 years old, they use this footpath for their safety. When construction begins it will be very dangerous for residents; it was not

designed for a further 14 houses. Perhaps a new road should be considered? Mrs Carter believes that they way UDC have dealt with this planning application smacks of underhand dealing as they have contacted landowners directly to give up land for potential housing development.

Dan Carter asked if there was an established need for this type of housing in Clavering? Most residents in Oxley Close have a family ties to Clavering. Houses adjacent to the shop were reduced in price by up to £70k and took a long time to sell. These houses need to be affordable to allow family members to reside in their home village rather than moving to nearby villages. It is not in the best interest for the village for c. £400k houses to be built nor are they suitable.

Mrs Sivyer asked when the Housing Need Survey was to be sent out. Rebecca Stanford confirmed the timings and said it would be advertised in the newsletter she also confirmed that all letters on Jubilee Works are on line for the public to view.

A parishioner wanted to know what the Council's view was on speculative housing. Rebecca Stanford confirmed that any application of any sort had to be dealt with individually, including speculative housing. He was concerned that the greatness for profit will be overwhelming and will there be further development in Stortford Road.

Mr Howland wanted to know what was happening about green waste? RS confirmed it would be discussed in item 17. He asked why can't the council use Easement money? Rebecca Stanford confirmed the Council were waiting for dispensation from UDC Standards Board to be able to discuss.

CLlr Edward Oliver, District Councillor, will be asking UDC Planning Department to add Oxley Close on their Planning Committee. UDC will be using larger refuse lorries in the future he is very concerned that Oxley's Close cannot be serviced by these. UDC have issued a LDF (Local Development Framework) paper advises that UDC are obliged to provide sites suitable for travellers – two sites have been one is Arkesden Road, Wicken Bonhunt.

Rebecca Stanford proposed that item no 9 is brought up the agenda.

5. Minutes of the last meeting held on 14th November 2011. Cllr Stephanie Gill spotted a few typo's which will be corrected by the Clerk and the wording by Mike Rowley, public participation should read "confirmed that there was no requirement for the provision of a disabled access in order to have received the grant for the Jubilee Walk, instigated by the Countryside Group, for Dick Ball Meadow". Budget to be submitted in 2012 not 2013. Ron Couchman wanted to add the word 'Contract' in Item 3. With these amendments Rebecca Stanford would sign the minutes as an accurate record.

6. Clerks Report – Distributed prior to the meeting for review.

6.a. Correspondence

- i. Chris Bessant – A parking matter. In item 10
- ii. Stansted Airport Community Grant – closing date 31st Jan 2012. RS confirmed this was to go in the parish newsletter.
- iii. Paul Downham – Clearance of the Frog Pond on Hill Green. Richard Carter has viewed the pond. It is dry. It does not need digging but just a good trim. Richard Cater is happy to trim with a group of willing people. Richard Carter will take trimmings to allotment site for burning. Volunteers to be advertised in newsletter. Clerk to inform Mr Downham to confirm.
- iv. Mr & Mrs Vila – Proposed land for development. Rebecca Stanford read out letter to the council. Advice was sought from Mr Perry, UDC Standards Committee, regarding public meetings; his response was "any meeting which the council has with prospective developers in public session which are properly notified are unlikely to be an issue". It was agreed the Clerk was to write a letter to Mr & Mrs Vila to ask to put plans in to UDC in the usual manner without a public meeting.
- v. Liz Dixon, Speed Tech. – Proposed waiting restrictions Stortford Road and Barlee Close. A letter from Essex County Council was read out. Decision by the council is required by the 16th December 2012. RS proposed "that these proposals were accepted by the council" F:7, Ab: 3
- vi. Langley Clerk – Decision on Green Waste. (item 19)
- vii. Uttlesford District Council – On site parking and alterations to access, Dick Ball Meadow. (item 18)
- viii. Jacky Cooper – photographs of Dick Ball Meadow in flood (item 18)
- ix. Essex Legacy – Celebrate your Fete (form to complete). A Diamond Jubilee Committee has been set up. This letter is to be forwarded to them. (School and Fete have been advised).

- x. Gaynor Bradley, UDC – changes to police station opening times (2 emails). Essex Police Letter and Timetable on Revised Front Counter Services. Telephones will be manned 24 hours a day. Comments can be submitted to Gaynor Bradley. No comments to be made by the council.
- xi. Michael Perry, UDC Standards Board – response to query on public meetings on planning issues in Clavering.
- xii. Daniel Sturman, Holmes & Hills – The Old Chapel, access licence. (review in 10.2)
- xiii. Clare Hutchinson, Swordsers – Proposed Oxley Close development (to speak in public participation).
- xiv. Mr Smith sent an email from Chris Stoneham – Speedwatch. VAS sign on Stortford Road outside school. Speedwatch have suggested that it goes further out of the village. This is the only suitable pole. A copy of our insurance indemnity is to be sent to Chris Stoneham. (Clerk).

7. Risk Assessment Record Update. Tree on Elm Tree Lane has come down and dealt with by Rebecca Stanford.

8. Finance (Ron Couchman is RFO for Clavering Parish Council). A number of matters are outstanding from last years report and should be addressed. A revised budget for 2012 / 2013 was considered by the Council. A date to meet the internal auditor is to be arranged (Rebecca Stanford).

To Whom	Statute	Date	Invoice	Net £	Vat £	Total £
Clerk Salary & Expenses incl.* Of which expenses are; £14.63	Local Government Act 1972 Sec. 112. Administration Expenses LGA, Sec 111.	Dec	012	339.23	0.66	339.89
T.J Penn (Walden Buskers)	Entertainments LGA, Sec 145 (1) (a).	Dec		120.00		120.00
Clavering Churches Partnership	LGA Sec 111	16 th Nov 2011		10.00		10.00
Veolia Water Central Ltd	Small Holders & Allotment Act 1908, Sec 29.	19 th Nov 11		91.57	18.32	109.89
Acumen Wages Services	LGA Sec 111	11/11/2011	9260	17.50	3.50	21.00
Total cheques & standing order				578.30	22.48	600.78

* clerks salary paid by standing order 14th of every month

P: Rebecca Stanford to pay all invoices F: 10.

8.1 Monthly Budget Sheets. Receipts and Payments/Bank reconciliation – all reconcile.

8.2 Invoices Received.

8.3 Review of Asset Register in preparation for audit purposes (RAC) – All have a copy of the asset register. Four village clubs ‘own’ the mower. Ron Couchman will discuss the disposal of the lawn mower with Egge Abrahams. Rebecca Stanford to discuss market value of parish land with John Cook. The Council reviewed the asset register and agreed that land value will be reviewed following external advice.

8.3 Precept (RS) Three items to be reconciled Newsletter, Community Event & Green Waste. If the parish council precept rises over 3% the district council are obliged to hold a referendum. This may not happen in 2012 but 2013. Newsletter - Rebecca Stanford suggested that the council should plan to cover printing costs in the event that InterCounty are not able to i.e. £50. Community Event - Rebecca Stanford suggested that this should be £500 all agreed. Green Waste - Clavering 510 houses, Langley 148 houses, Arkesden 146 houses – 804 houses in total which makes cost, on alternate weeks, @ 50p per house or weekly cost @ 97p per house. This equates to; Clavering c. £500, Langley £144, Arkesden £143 (weekly collection). Clavering fortnightly would cost £404. Stephanie Gill would like to see the facility ‘policed’ to ensure only those parishioners, from the villages which contribute, use the skip. Rebecca Stanford proposed “that green waste should be for 1 hour per week and accept pro rata contribution from interested neighbouring villages”. S: Richard Carter, A:1, Ab:0,

F: 9. Ron Couchman confirmed that increasing the Precept by £1000 would constitute an increase of 8%. The Council decided to take £500 from reserves for community events for Queens Jubilee celebrations. This would reduce the increase to £370.. £3236 remains in land and maintenance fund. Clerk to write to Arkesden and Langley Clerks to confirm their green waste contribution and that a decision is required asap.

9. Planning from UDC

9.1 Received – (note declarations of interest point 3).

Application No	Description	Address	PC Decision
For UTT/2198/11/FUL & UTT/2314/11/LB	Installation of photovoltaic panels to south elevation of annexe roof	Clavering Mill, Mill Lane	Ron Couchman left the room for the vote. No objection.
UTT/2251/11/FUL	Erection of 14 No. Dwellings	Land rear of Oxley Close (comments to UDC Planning by 16.12.11)	Mr Carter left the room for the vote. All Cllrs strongly object a full objection will be sent to UDC by the deadline of 16 th December 2011.

Mr Carter returned to the meeting.

9.2 **Determined.** None this month

9.3 Investigations.

- Under Investigation & New Cases: 2 cases this month
- Case File with Legal: No notification this month
- Investigations Closed: One this month

10 Greens.

10.1 **Grass Cutting Update.** Mark Gilbertson was informed he had won the tender. Letter written to P&M Landscapes to confirm they were unsuccessful.

10.2 **Access Licence – The Chapel, update.** Holmes & Hills have sent the Parish Council the Access Licence for their review. Letter read out by Rebecca Stanford. Enclosed also a final version of the access licence for review by the councillors. Old and new plans were circulated. All confirmed the new plan was acceptable. Rebecca Stanford proposed “Clerk to confirm with Holmes and Hills that the lease is acceptable for signature” S: Richard Carter, F:10.

10.3 Chris Bessant correspondence was read out by Richard Carter (R Stanford, S Gill and J Allan left the room). More parking required for Pleasant View and asking the council for advice. P: Ron Couchman “Clerk to write to Mr Bessant to confirm the Parish Council is to allow his easement as per the letter.” No seconder for this proposal. P: Richard Carter “Clerk to write to Mr Bessant to confirm the Parish Council is not able to help with this matter as no easement can be granted over village land but he is able to discuss this with Mr Tee as a private matter and go over his land. Please could the PC be provided with a map.” S: Brian Barrow, F: 4, Ag: 2.

11. **PROW.** (Public Rights of Way). Discussed in Risk Assessment.

12. **Village Organisations** – No meetings this month.

13. **Allotments** – new notice board is erected.

14. **Finalising Christmas Carols.** Revd. Margaret Davis has confirmed with the PC that she will be conducting an extract of the King James Bible which is enjoying its 400th Anniversary. Help with food is required. The Pavilion has been decorated as has the tree. Advertising at the school (Clerk).

15. **Easement Money** – Michael Perry (Monitoring Officer) received dispensation letters/emails from some of the Councillors. The Council are awaiting Michael Perry’s confirmation that the Council can proceed following a UDC Standards Committee meeting. £20,000 to be spent on Capital Projects whilst the remainder could be used as revenue.

16. **Salt Spreading** (RAC) – Ron Couchman & John Smith,(Skeins Way and Chapel) Mark Wilkinson, Richard Carter (Church End) and Matt Ellis (Oxley’s Close) have volunteered. Mark Wilkinson volunteered to deliver salt bags.

17. **Green Waste – covered in point 8.**

18. **Dick Ball Meadow.** Forward to next meeting.

19. **Tree at Blacksmiths Corner** – organised by Des Abrahams, donated by Malcolm Smither and decorated by Mr Howland and Ron Couchman.

20. **District Cllr Edward Oliver update** – spoke in public participation.

21. **County Cllr Ray Gooding** – not present at the meeting.

22 **Report on Highways on any damaged signs, roads or railings;** Colehills Close entrance, ramp blocks is loose, Watery Stones railings etc (same as last month and month before).

23. **Matters to be raised by members for the next agenda;**

- Dick Ball Meadow
- Write to Henry Evans letter of congratulations (and newsletter).

24. Date of next meeting **9th January 2012 at 7.30pm, Village Hall.**

Chairman
Clavering Parish Council

The meeting closed at 10.10pm