

Minutes of the Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 10th January 2011

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

Present: Rebecca Stanford (RS), Mike Patmore (MP), Ron Couchman (RAC), Des Abrahams (DA), Richard Carter (RWC), Eggie Abrahams (EA), Jenny Allan (JA), Phil Smith (PS), John Cooke (8.30pm arrival) (JC), Brian Barrow (BB), 4 parishioners, Clerk.

1. Welcome by Chairman: The Vice Chair welcomed all to the January meeting and wished everyone a happy New Year.

2. Apologies and reasons for absence: Nigel Cook (health), John Cooke (late attendance, work)

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

- Ron Couchman – (Pers. Int. / Village Hall Trustee) Village Hall
- Des Abrahams –Cricketers; (Pers. Int. /family is a neighbour)
- Eggie Abrahams – (Pers. Int. / on committee) – Jubilee Field, Village Hall; (Prej. Int.) – Cricketers, (Prej. Int.) Clavering Mill UTT/1766/10/LB Footpaths and Willow End.
- Richard Carter – (Pers. Int. / Chairman of Cricket Club) – The Chapel; Horse Chestnut Tree, Church End (Prej. / near neighbour) -UTT/2248/10/TPO -Number TPO 10/94. (Prej. / near neighbour) UTT/1744/10/LB - Piercwebbs

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

A parishioner mentioned that there was a resident on Hill Green who has created a possible new access in front of their house and across the Village Green and asked if the Council could investigate.

A parishioner confirmed that there is a Neighbours Action Plan (NAP) meeting, chaired by local Police Constable on January 26th 2011, at Christian Centre, 7.30pm – all welcome.

5 Minutes of the last meeting held on 13th December 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.

7 Risk Assessment Record Update. RAC reported the bridge at the junction of Footpaths 69 & 27 is damaged. RAC updated the Risk Assessment Book. JA reported that the junction of Plantation Hill and Dam Lane is flooded. There is a water leak by the white seat, Hill Green.

8 Finance (RAC is RFO for Clavering Parish Council)

8.1 Monthly Budget Sheets. Receipts and Payments/Bank reconciliation. Bank records provide an accurate record. RAC reported in this month's financial report that he recommended an alteration to adjust budget headings. RFO also recommended that the Council obtained a monthly account for reconciliation from the Council's solicitors. All agreed with the RFO's recommendations.

8.2 Draft Budget. RAC provided draft budget v4 for review to be signed off at this meeting. RAC reported that there was an 11% rise in the recommended precept and discussed the variance from last year. The council discussed how costs could be reduced. RS reported that the council would be eligible for a training bursary so the proposed training budget could be reduced.

Grass Cutting costs 2010 increased on previous years. P RWC that the budget for grass cutting should be raised to £1700 to incorporate new areas of cutting, F 8.

RWC suggested that a table depicting budget variances (3 year trend) should be placed in the Parish Newsletter for parishioner's information.

RAC to amend final budget with decisions made. RAC reported that legal expenses already incurred can either be placed onto next year's precept or taken out of reserves. Council decided they should be taken out of reserves.

P;RS that the precept should increase to £12,600 and an explanatory note placed by RFO in Parish Newsletter. S; MP, F;5, Ab;3. RA thanked RAC for his hard work in producing the financial records and budget.

8.3 Financial Record Report. Nothing to report.

8.4 VAT return report; Nothing to report.

8.5 Repair costs for war memorial; 2 quotes received. £881 and c.£1000, no 3rd available. RAC and RS to attend the next British Legion meeting to make them aware of the proposal. Clerk to write to Rev Murray George to obtain permission for work to be carried out.

8.6 Grants for war memorial and PC notice board; Nothing to report.

8.7 Update for Deed of Easement; RS read out a recent letter from Holmes & Hills Solicitors to Nockolds (Developers Solicitor) stating that the Council is unable to grant a Deed of Easement due to the leasehold status (34 years) of the green but the Council is able to grant an temporary Access Licence instead for this period of time. Costs to be covered by Nockold's client and a detailed plan to be drawn up, again at their cost.

8.8 Invoices Received

December 2010 Opening Book Balance: £3114.17
 Paid In £0
 Uncashed Cheques; £0

Cheque No	To Whom	Date	Invoice	Net	Vat	Total
1140	E Preston (including expenses, BT line, Admin & postage)	2 Jan 11	002	303.32		319.41
1141	Acumen Wages	Dec	8379	17.50	3.06	20.56
1142	EALC (Clerks Training Day)	4/1/11		60.00		60.00

Closing Book Balance

£2714.20

8.8 Invoices Received; P;RS to pay all invoices, F;8.

8.9 Asset Register –BB has taken a digital photograph of Eggie's Bench for the asset register record. Forward to Clerk for register. (BB/Clerk)

9 Planning from UDC

9.1 Received – (note declarations of interest point 3)

App No	Development	Location & Grid Ref & Applicant	Case Officer	Council Vote
UTT/2218/10/FUL	Proposed conversion of outbuildings incorporating new windows and doors, replacement of roof, roof lights and render walls.	Kemps Hill Green, Clavering TL479-323 Mr DR & Mrs JE Curtis	Katherine Benjafield	No objection
UTT/2268/10/FUL	Replacement kitchen extension, addition of new dormer windows to main house roof and new first floor extension to existing single storey extension	Blackbird Cottage, Wicken Road, Clavering TL 489-329 Kay Pilsbury Thomas Architects	Katherine Benjafield	No objection
Late applications	Added to agenda post publication	Comment required before next meeting		
UTT/2381/10/FUL	Proposed single storey rear extension	Hope Cottage, Arkesden Road	Mr & Mrs Wyatt	No objection
UTT/2408/10/FUL	Proposed conversion and extension of former Methodist church to form dwelling. Erection of detached garage. Change of use to agricultural land	Former Primitive Methodist Church, Hill Green	Mr Chris Stringer	No objection

9.2. Determined.

APPLICATION No.	DEVELOPMENT	LOCATION	DECISION
UTT/1766/10/L B	Proposed conversion and extrn. to existing outbuilding to form annexe, with proposed link to existing dwelling.	Clavering Mill, Mill Lane	CA

UTT/1768/10/F UL	As above and.... Replacement stables and change of use of land from agricultural to paddock.	As above	CA
UTT/1837/10/F UL	Replacement Dwelling	Willow End, Sticking Green	CA
UTT/1814/10/L B	Install alternating tread ladder/stairs access to attic	Ford End House, Ford End,	CA
UTT/1869/10/F UL	Proposed erection of lean-to extension	Pond Cottage, Clavering	CA
UTT/1873/10/L B	Installation of 2 no. Rooflights, 5 no photovoltaic panels and 2 no. Solar panels to rear elevation	Ford End House, Ford End	RF

Key; CA = Conditional Approval, RF - Refused

9.3 Investigations.

- New Cases: 2 new cases this month
- Under Investigation: No notification
- Case File with Legal: No notification this month
- Investigations Closed: As below

ENF	Planning ENF REF	Address	Case	Date Closed	Conclusion
2670	ENF/102/10/B	Land adjacent to Peacocks, Arkesden Road	Case ClosedPCA	19/10/2010	Fencing has been removed and window replaced with obscure

Key; PCA = Planning Compliance Achieved.

9.4 Tree Preservation Orders

App No	TPO No	Prop	Loc & Grid
UTT/2248/10/TPO	10/94	Reduce Crown by 2m and trim lower canopy	TL 470-317

10 Access and Greens.

10.1 Cricketers (P; RS vote to continue to discuss at committee S;MP, 1; Ag, F8;)

10.2 Land Registry Response to Sticking Green – RS reported that a letter had been received from the Land Registry and there was a ‘negligible’ difference. RS recommended that the two maps were circulated to Cllrs and the site was to be visited by Cllrs, before the next meeting, for a decision to be made. Clerk to write to Solicitors to confirm a site meeting was to be made and investigations ongoing.

10.3 Greens –Contractor will be paid by the Uttlesford District Council for a misunderstanding over P3 money. Clavering Parish Council are required to invoice the council on behalf of the Contractor and wait for repayment by UDC.

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

12. **Village Organisations.** MP reported a further break in to the Bowls Club had occurred over Christmas, damage caused by burst pipes after the access door had been left open. JC confirmed the Clavering Fun Run was to be held on 20th March, 2011 (1k, 5k and 10k).

13. **Allotments.** (MP) Main stop cock is leaking. Allotment money £49.50 received for rent due and sale of Allotment Video. (Clerk to bank).

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

15. **Christmas Tree – Blacksmiths Corner** (RAC) – Council is not responsible for the Christmas Tree but RAC in private capacity has negotiated that the charge of £50 by Essex County Council has been successfully waived. P; DA, that the donation of £10 to be The Weston family to be reimbursed for the cost of electricity for lighting the tree. S; RAC, F;10

16. **Investigate AED** (NC) same as item 20.

17. **Review of Christmas Carols** (RWC) – Clerk to write to thank all those who helped with the Carol Service. It is estimated that 100 parishioners supported the event on one of the coldest nights of

winter. RWC has received verbal and written, comments on a successful event and a safe environment especially for children. RWC suggested that parishioners were asked their view on whether or not this site was preferable to Blacksmiths corner via the Parish Newsletter (NC). RS thanked Mrs Carter for her assistance in coordinating the event. RS to confirm money raised for Clavering Care during the carol service was £105.30.

18. **Salt Spreader** – Formal Motion (RAC) – *“The council takes up the Essex County Council grant of £120 for grit/salt spreading equipment and purchases a spreading machine for £181, making up the difference of £61 from reserves”*. P;RAC, S;MP, F;10. Clerk to chase pro forma invoice sent in December 2010.

19. **Newsletter distribution** (JA) – Nothing new to report.

20. **Defibrillator** (NC reported via email) – “1. If we want to go ahead [with purchase of a defibrillator], we need to decide upon a location (Village Hall or Shop), 2. We need to raise the funds - £1,650, 3. The [company] will install it, and carry out training for village volunteers”. There is one based on the wall of the Newport Pharmacy. JC suggested that sponsorship could be raised via local businesses. RWC would like it reported in the Parish Newsletter looking for support or otherwise of a defibrillator in the village. BB raised the question about insurance and who insures the user of the defibrillator? Councillors would like a presentation from the company providing the defibrillator for more information.

21. **Report for Highways on any damaged signs, roads and railings** (Clerk) – no roadworks had been reported in Clavering in the near future. JA; signage at top of Watery Stones has been damaged and reported that the junction of Plantation Hill and Dam Lane is flooded. BB reported a water leak by the white seat, Hill Green.

22 **Report on Pond Clearing.** Nothing to report

23 **Update on Youth Council** - (JC). Report in next newsletter.

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

- Dog mess (RAC)
- Easement money (RAC)
- Review of Financial Regulations (RAC)

Date of next Meeting: 14th February 2011 at 7.30pm

The meeting closed at 9.10pm.

Vice Chairman
Clavering Parish Council