

Minutes of the Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 14th March 2011

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

Present: Nigel Cook (NC), Mike Patmore (MP), Ron Couchman (RAC), Des Abrahams (DA), Richard Carter (RWC), Jenny Allan, Rebecca Stanford, John Cooke, Eggie Abrahams, Cllr Gooding, 5 parishioners, Clerk.

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

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

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

- Ron Couchman – (Pers. Int. / Village Hall Trustee) Village Hall & Parking on the Green
- Des Abrahams – Cricketers; (Pers. Int. /family is a neighbour)
- Richard Carter – (Pers. Int. / Chairman of Cricket Club) – The Chapel
- Eggie – Jubilee Field (prej. /On Committee) & Cricketers (Pers. Int./family neighbours)

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

- 1st Parishioner made the Council aware of a sign by mills 'To Mill Lane' that sign blocks visibility from Stickling Green and is dangerous. (Clerk to report to Highways)
- 2nd Parishioner brought to the attention that the path at the top of Hill Green, width has been 46 inches – towards Hemsps 31inches to Bank View and Hill Side 28 inches due to overgrown vegetation. Clerk to contact Highways in first instance. The second query related to any further progress on the 30 mph speed limit? RAC confirmed current progress by the Council and Speed Watch Committee. (Clerk to chase decision).
- 3rd Parishioner asked the council why there was a request for a larger precept this year when there is a large reserve of money? NC confirmed that he was unable to comment in public on this matter.

5 Minutes of the last meeting held on 14th February 2011. The minutes were signed as an accurate record by the Chairman.

6 Clerks Report: Distributed prior to meeting for review. Of interest;

- Rev Murray George is happy for the restoration work to be undertaken on the war memorial.
- 2011 Essex Village of the Year and Best Kept Village & Churchyard Competition – entry form 2011 by 8th April 2011. (JC and RAC to complete)
- Community Project Grant Scheme 2011/2012. Closing date 23rd May 2011. Clerk to summarise for NC for Newsletter.
- Eastertide Art Show (Sat 23rd, Sun 24th, Mon 25th April) and Whitsunday Fete (30th May) – writing for permission to use village green to park for these events. RAC has prej interest and sat as a member of the public. As a member of the public – nothing against the art show and fete and will continue to assist with them. It is illegal to park on the village green. The Council should note the request and trust it will continue as previous years. RAC left the room. Council agreed that it is acceptable to park for a temporary event. Any damage caused the past has always been rectified satisfactorily. (Clerk to respond).
- MP – meeting with Highways Thurs 17th at 3pm on Stortford Road.
- RAC – Planning Meeting on the 18th March. BB will attend.
- Litter collection – RS confirmed there will be a litter collection which will coincide with the Best Kept Village Competition and after the Royal Wedding Sunday 8th May. Equipment has been delivered.

7 Risk Assessment Record Update.

- The second entrance to the allotment by the shop – hedge is overhanging and may cause an obstruction.

8 Finance (RAC is RFO for Clavering Parish Council).

- The Bank statement arrived late again. The only significant alteration to the finance report was that if all invoices authorised the Council will be £800 over the budget, leaving £3600 left to the end of the month.
- Interim Internal audit completed and report received, RAC has circulated for Cllrs to review.
- NC would like to see the Easement money put in a high interest account. MP suggested Saffron Walden Building Society account for Clubs.
- RAC suggested a meeting in April to discuss Interim Report, Financial Report and Tender for Grass Cutting. Special meeting to be held on Monday, 4th April at 8pm. (Clerk to book venue).

8.1 Monthly Budget Sheets. Receipts and Payments/Bank reconciliation – all reconcile. The Review of Financial Regulations should be decided with the new council in place.

8.2 Invoices Received. Opening Balance £1293.44

Paid In £1273.90
 Uncashed Cheques; £(assumed all cashed – no bank statement received as of 14.3.11)

To Whom	Date	Invoice	Net	Vat	Total
Clerk (wages and expenses)	Feb 2011	004	390.31	16.26	406.57
CPRE (annual subscription)	Feb		29.00		29.00
Ben Hartley (Webhost renewal)	18.2.11		79.00	15.80	94.80
Ben Hartley (Domain renewal 2 yearly)	25.2.11		9.99	2.00	11.99
CW Abrahams	March	269	203.70	0.00	203.70
Clavering Village Hall (May – September 2011)	March	D22	85.00	0.00	85.00

Closing Book Balance; **£1736.28**

P; NC to pay all invoices apart from CPRE. Clavering Village Hall – to be decided in April. S; MP F;9

9 Planning from UDC**9.1 Received – (note declarations of interest point 3)**

App No	Development		Council Vote
UTT/0257/11/lb	Installation of 2 roof lights to rear	Ford End House, Ford End	No objections
UTT/0233/11/ful	Change of use of land to form tennis Court with adjacent access track and hard standing area.	Thurrocks Manor, Valance Road	No objections
UTT/0355/11/ren	Renewal of existing plans	Allington House	No objection
UTT/2408/10/ful	Additional Information provided.	The Chapel, Hill Green	No objection

9.2. Determined.

APPLICATION No.	DEVELOPMENT	LOCATION	Dec.
UTT/2218/10/FUL	Conversion of outbuildings; new windows, doors, replacement roof, roof lights and render walls	Kemps, Hill Green	CA
UTT/2268/10/FUL	Kitchen extn., new dormer windows to roof and new first floor extn., to existing single storey extn.	Blackbird Cottage, Wicken Rd	CA
UTT/2381/10/FUL	Proposed single story rear extn.	Hope Cottage, Arkesden Rd	CA

Key; CA = Conditional Approval, RF – Refused

9.3 Investigations.

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

10 Access and Greens.

10.1 Cricketers (P; NC vote to continue to discuss at committee S; MP, 1 Ag, F6; 2 declarations of interest)

10.2 Greens –

10.2.1 Land Registry Response to Stickling Green

Councillors were sent all relevant correspondence on Stickling Green & EX742787 & EX630265. BB emailed chairman and cllrs. in his absence – he was concerned that the access way made 3 points – already granted in 2003 and remained against parking on green and hardening of surface. RWC has conducted research and

objects to Land Registry's position confirming that land was accurately mapped – this is clearly not the case. RWC proposed to write to the Land Registry(with the maps provided by RWC) and refuse to pay the fee for amendment (Clerk).

New Entrance on Hill Green.

Letter sent to the owner of the property who has responded by email 20.2.11 to apologise and to ask the Council for advice if work is due again. Clerk has written to confirm any future work is to be agreed by the council for temporary access.

Clerk to write to the owners of the house (Downhams) next to Pleasant View requesting that if hedging is to be planted please could they contact the councillors, so site can be agreed prior to planting.

10.2.2 Grass Cutting. A parishioner has written to the council and circulated to all Cllrs regarding the commencement of grass cutting on Hill Green. RS proposed that the Council should agree to "*the regular contractor starts cutting this at the latest early April, or residents do so without the ensuing acrimony as experienced last year*". S;RAC, F;9. RWC proposed that the cow parsley should be sprayed as previously approved.

10.3 Access Licence, The Chapel, update. Clerk forwarded the letter last month from Holmes & Hills who are seeking advice if "*the Council is happy for the licence period to be granted for a period which will expire a couple of days before the end of the Council's lease in relation to the property?*" to Cllr John Cooke for his response. JC suggested that it would seem sensible to confirm this with solicitors. (Clerk)

11. **EALC March Check List (RS).** RS read out the guidelines from the ELAC regarding suggested March actions. All items had been discussed and the council is up to date with its tasks.

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

13. **Village Organisations.** Fun Run this weekend (JC). Marshalls required at village hall at 10.00am on Sunday. Bowls club are going ahead with CCTV.

14. **Allotments (MP)** – If the weather stays dry the skip should be in next week. Plumbing work should also be completed next week.

15. **P3 Scheme (RS)** – nothing to report

16. **Verge Cutting – to consider scheme run by County Council for roadside cutting (RAC).** There is a scheme whereby the Parish Council can manage their own verge cutting locally by contracting with farmers. RAC deems that we would get better value for money. RAC Proposed that the Clerk should obtain more information on this scheme. Cllr Gooding to feed back to the Clerk any information he can find.

17. **Website Invoice and Freedom of Information Publication Scheme (RAC)** – copy freedom of information to Ben Hartley provided by RAC. (Clerk)

18. **Update on Youth Council (JC).** Report in next newsletter. Next meeting.

19. **Stortford Road, parking Lines (MP)** Covered at point 6 above.

20. **Organise APM** – RAC and JC will organise again this year. It is anticipated the Parish Plan may be ready in time for this meeting.

21. **Royal Wedding (MP)** – Arkseden and Langley will be hosting village parties to celebrate the Royal Wedding. MP has been asked by parishioners what Clavering are doing. NC confirmed there was no budget; that people were using the extra bank holiday as a means to extend their own holiday's and previous events have not been well attended. Fox and Hounds will be hosting an event which can be accessed by all in the village.

22. **Pond Clearing (RAC)** – RS suggested that the ponds are cleared in autumn and volunteers recruited. Clerk to agenda in September.

23. **Clerk's Job Description** – (RS) Update from EALC suggests that all reference to RFO duties should be removed. In the event that the RFO is not re-elected then the Clerk can be approached (extra hours required) and if they decline, the duties of RFO can be sourced locally. Clerk to review job description to bring up to date.

24. **Tenders for Grass Cutting (MP/RAC).** MP will send tenders out asking for them to be returned by the 31st March.

25. **Report for Highways on any damaged signs, roads and railings** (Clerk);

- MP - Pot hole by the shop on Stortford Road
- RWC - Condition of road, between the ford and Plantation Road.
- RS will send Highways web link to all councillors – a better response by Highways is received by individuals than the Council.

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

- War memorial (RAC) – May agenda
- Annual Return – May agenda
- Clerks pay - April
- Clerk to place an agenda item for Cllr Gooding for future meetings

Date of next Meeting:

- Special and limited meeting 4th April 2011 – venue to be confirmed.
- Parish Meeting and AGM 9th May 2011 at 7.30pm, Village Hall
- Annual Parish Meeting 23rd May 2011, at 7.30pm, Village Hall
- Referendum and Parish Council Elections Thursday, 5th May 2011.

Chair thanked the Councillors for all their contribution over last 4 years and the best of luck if they were putting themselves forward at the next election.

Chairman
Clavering Parish Council

The meeting closed at 9.05pm