

Minutes of Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 8th March 2010

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

Present: Jon Cooke (Chair), Rebecca Stanford (Vice Chair), Nigel Cook, Mike Patmore, Eggie Abrahams, Ron Couchman (RAC), Des Abrahams, Philip Smith, Brian Barrow, Richard Carter (RWC), Clerk, Cllr Ray Gooding and 8 parishioners.

1. Chairman's Welcome
The Chairman welcomed everyone to the meeting.
2. Appointment of New Councillor
Cllr Couchman stated that the dates for the deadline for the application and the Parish Meeting were wrong in the Parish Newsletter and Magazine. The Clerk apologised for her mistake, which was accepted. The Clerk had received three letters of interest for the appointment from Mrs Jennifer Allan, Mr. Edward Oliver and Mr. Colin Howland. The Council was asked to vote for the candidate they wished to be co-opted onto the Council. Results: 6 for Mrs Allan; 3 for Mr. Oliver; 1 for Mr. Howland. Mrs Allan was asked to take a seat with the Council but was reminded she was unable to vote until the paperwork for her appointment had been finalised.
3. Apologies and reasons for absence
None
4. Declarations of Interest (All Councillors who declared an interest on the agenda, left the hall at the appropriate times)
Rebecca Stanford – UTT/0086/10/FUL
Ron Couchman – Clavering Village Hall
Eggie Abrahams – Clavering Village Hall, Cricketers, P3
Des Abrahams – Cricketers, Jubilee Field
Philip Smith – Clavering Village Hall, Jubilee Field
Mike Patmore – Jubilee Field
Richard Carter – Oxleys Close, Horse chestnut tree by Cricket Pavilion
5. Public participation session with respect to items on the agenda and other matter that are of mutual interest
Cllr Ray Gooding commented about the P3 scheme and the letters that had been sent out. He requested that if the Council was unsatisfied with the P3 scheme that he should be advised. He also commented on the state of the roads especially those that had been recently resurfaced. He would be more than happy to be taken for another tour to inspect the road conditions.
6. Minutes of the last meeting of the council held on 8th February 2010 Councillors agreed that the minutes were a true and accurate account of the proceeding of the meeting. The minutes were signed by the Chair.
7. Clerk's Report Comments from this report included:
 - i. A query of who in the village was the tree warden; the difficulties taken on with this roll; whether the Council should contact the TP officer in UDC directly regarding tree preservation orders. Clerk to request an up to date TPO map. **(Action Clerk)**
 - ii. JC to take original copies of deeds to Stanley Tee Solicitor. **(Action JC)**
 - iii. Council records had been sorted by RAC, RS and Clerk and they were thanked for their efforts. P: JC; S: RS that the remaining records to be stored in a lockable cabinet (to cost no more than £49) upstairs in the Christian Centre at the cost of £50 per annum (tbc). F:9; Ag: 1 **(Action MP/RAC)**
8. Risk Assessment Record update This was updated by RAC.

The Chair allowed point 12 to be brought forward to this point in the proceedings.

12. Accesses and Greens

- 12.1. Cricketers – P: JC; S: NC to update Councillors in Committee. F: 7; Ag: 1; Dint: 2.
- 12.2. The Views, Hill Green – A letter had been received from the owners, the Council was happy with the content and this is to be acknowledged. The Council will however review the timescales stated in the letter. **(Action Clerk)**
- 12.3. Lower Hill Green – Proposals for the grass cutting scheme. The Chair read out 5 proposals that had been received from separate Councillors. Councillors were then asked to vote. (9 voted; 1 abstained).
 The proposal with the majority of votes is: “The Parish Council continues to grant permission to parishioners, whose property is adjacent to village greens, to cut a 1 metre wide strip alongside their boundary. This grant is a 364/365 day non-continuous permission. This includes strips adjacent to accesses and paths across greens.
 Lower Hill Green should be cut using the “traditional haymaking” system as close to the first week in June as practical and all cuttings to be removed. This is undertaken by a PC appointed contractor.
 The sightline from the lower end of Hill Green to Mr. Whyman’s nursery gate is to be cut regularly within the general grass cutting regime for the village by the appointed PC contractor. Noxious nettles, cow parsley, thistles and docks to be selectively sprayed on infected areas”.

9. Financial Reports

- 9.1. Budget Sheets – these had been circulated before the meeting. No comments were made.
 P: RAC; S: RWC That the council refuses to accept the Chair’s cheque to cover bank charges, as it is unfair, and there are no grounds for him having to cover this debt; and sets a difficult precedent for future Chairs. F: 7; Ag: 1; Ab: 2.
 P: RAC; S: JC That a letter is written to the bank, from the Council, empowering the RFO and Clerk to be able to discuss financial details about the account with the bank on their behalf. F: 10 **(Action Clerk)**
 P: RAC; S: PS That the Council approved the signing of the document by the RFO and Chair which explains the VAT situation up to 1st June 2009. F: 9; Ab: 1. **(Action Clerk/JC/RAC)**
- 9.2. Disposal of easement money – P: RAC; S: NC that the Clerk writes a letter to EALC asking whether there has been any change to easement situation. F: 10. **(Action Clerk)**
- 9.3. Annual Audit
 Standing Orders - to be downloaded from website for the next meeting. Addition of code of conduct and complaints procedure. **(Action All)**
 Income Controls – as a paper trail is needed, Clerk and MP to set up a living document to review allotment rents. **(Action Clerk/MP)**
 Asset Register – Document was circulated and discussed. The Parish Council’s footbridges to be added to the insurance policy at renewal. **(Action Clerk)**
 Audit Procedures – Mrs Allan volunteered to go through the financial books once every three months. RAC advised the council that the internal audit should take place during the year rather than at the end. He requested to have the financial books audited as soon as possible. All councillors were in agreement. **(Action RAC)**
 Risk Assessment – RAC proposed that RWC should take charge of the risk assessment. This was agreed by all. RS to hand over the paperwork she was given by Mrs Rourke. **(Action RS)**
- 9.4. Confirmation of Clerk’s appointment – All Councillors were happy with the Clerk’s appointment, however the job description needs to be circulated and the salary reviewed. **(Action RS)**
- 9.5. Payments **(Action Clerk)**

February’s Closing Book Balance: £3,212.62

Bank Statement as at 25.02.10: £3,391.62

Uncashed cheques: £179.00

March’s Opening Book Balance: £3,212.62

P: NC; S: MP; F: 9; Ab: 1: to pay all except to Treetops, until the quote is checked against the work completed.

Cheque No	Payments to	Signed by	Net £	VAT £	Total £
1083	Treetops Inv. 2351	BB/PS	435.00	76.13	511.13

1084	County Building Services Inv: 10/5	BB/PS			95.00
1085	Amanda Wenham Inv. 6 salary and repayments	BB/PS		2.98	345.41
1086	Acumen Wages Service Inv. 7657	BB/PS	17.50	3.06	20.56
1087	Clavering Village Hall Inv. C18	BB/PS			17.00
1088	Home Start (Donation)	RS/			50.00

Paid in 10/03/10 Allotment Rent: £32.50
and Allotment Open Day: £32.00
Closing Book Balance: £2,238.02

9.6. Requests –

- i) P: JC; S: NC for the Clerk to attend a training day at the cost of £54 (refundable), plus paying for her time and petrol expenses. F:10
 - ii) P: RS; S: JC to give Home Start a donation of £50. F: 10
- 9.7. RWC reported back on the work needed at Colehills Lane. Councillors agreed that three quotes should be obtained. **(Action Clerk)**

Planning from UDC

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

UTT/0086/10/FUL – Robin Hill, Deers Green – Objection from 5 Councillors; F: 3; Ab: 1; Dint: 1.

10.2. Planning determined:

UTT/1706/09/FUL - Thatched Cottage, Sheepcote Green - Conditional Approval - One and a half storey side extension.

UTT/1707/09/LB - Thatched Cottage, Sheepcote Green - Conditional Approval - Demolition of garage. One and a half storey side extension, replacement French doors and internal alterations.

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.

Willow Thatch, Middle Street – Windows replaced without consent.

Case File with Legal

Land adjoining the Druce – Unauthorised parking.

New Case – Waiting Investigation

Hill Green Farm – Contravention of conditions.

Investigations closed

Hillside, Hill Green – The retrospective planning permission for the unauthorised works was granted under reference UTT/1096/09/FUL.

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) P: MP; S: JC that the Council of Management of CVH to grant permission for the Hill Green to be used for additional parking for the Easter Art Show and the May Fair, on condition that the green will be reinstated and that they are covered by their insurance. F: 8; Ab: 1; Dint: 1. **(Action Clerk)**
- ii) P: NC; S: JC that the Council agree with the proposed waiting restrictions on Hill Green and Stortford Road advised by Mr. Chris Stoneham. F: 8; Ab: 2. **(Action Clerk)**
- iii) Letter of acknowledgement to Oscar Stanford. **(Action Clerk)**
- iv) The Council noted that Cllr Keith Eden, a member of the Standards Committee will attend the 12th April meeting.

13. PROW (Public rights of way) RS updated Councillors as to why UDC had bounced back P3 forms. RS to speak to Balaams explaining the situation. Letter to go to Abrahams, explaining the situation and that the Council were chasing payment on their behalf. **(Action RS/Clerk)**
14. Highways
- 14.1 Roads - NC happy to take Cllr Gooding on a tour of the roads in the Parish. **(Action NC)**
- 14.2 Curles Hill – RWC commented that there had been numerous accidents over the years at this corner. NC to show Cllr Gooding. A letter to go to Highways. **(Action Clerk)**
- 14.3 Signage for Regional Cycle Route – All councillors were happy with this request. **(Action Clerk)**
15. Village Organisations
EA commented that the Easter Art Show will be taking place at the beginning of April.
16. Allotments
MP gave the Clerk £32.50 from the rent and £32.00 from the Open Day. There are still some outstanding rents. MP had received a letter requesting allotment space. MP to reply **(Action Clerk/MP)**
17. Management of Oxleys Close
DA to enquire who manages Oxleys Close. D.int:1. **(Action DA)**
18. Best Kept Village Competition 2010
RAC/JC to review last years' results compared to winning village. To fill in 2010 forms. **(Action RAC/JC)**
- 18.1 Litter picking –Saturday 15th May at 10.00am at the Village Hall. A letter to be written to Primary and Nursery Schools. RAC to collect litter picking equipment from UDC. Clerk to enquire about dog fouling signs. RS to provide badges. **(Action RAC/Clerk/RS)**
19. Date for Horse Pond working day
Saturday 20th March at 10.00am to clear vegetation
Saturday 25th September at 10.00am to dredge the pond
20. Meetings
- 20.1. Annual Parish Meeting on 24th May will have a theme. One will be highways- RS to contact Chris Stoneham; RAC to contact Speed Watch Committee. **(Action RS/RAC)**
- 20.2. 9th August meeting – to continue as is with those who can attend.
21. Matters to be raised by members at the next meeting
Grass cutting quotes
Annual Parish Meeting
Land registry
Dick Ball Meadow
Youth Shelters
Bus Shelter
Dog mess
23. Date of next Meeting: 12th April 2010 at 7.30pm

The meeting closed at 10.10pm.

Remaining public, DA and EA were requested to leave

The Council went into Committee

Chair
Clavering Parish Council