

Minutes of the Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 8th November 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, Brian Barrow, Cllr Ray Gooding, 4 parishioners (Clerk appointed on the night – Emma Preston).

1. Welcome by Chairman: The Chairman welcomed all to the November meeting. The Chairman gave an opening address;

“As you will be aware our clerk, Amanda Wenham, regrettably resigned from the role after last month’s meeting, for personal reasons.

Cllr Stanford has been very proactive in the intervening 3 weeks, and has been de-briefed by Amanda, taken store of the Parish Council documents, arranged for mail to be redirected, acted as Clerk in getting this meeting prepared, advertised for a replacement Clerk.

I am delighted to report that following applications received for the role, 2 very capable and highly motivated candidates were interviewed yesterday and that, subject to ratification by this meeting, we have appointed Emma Preston to take on the role. Assuming that the decision is ratified, she is willing to accept the role, and will be able to start immediately.”

P RWC: S EA: F7: A 0: Abs: 2

2. Apologies and reasons for absence: Jon Cooke (work commitment), Philip Smith (work commitment).

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

- Ron Couchman – (Pres. Int. / organiser) – Eggie’s Bench, (Pers. Int./neighbour) Clavering Mill UTT/1766/10/LB
- Des Abrahams – (Pers. Int. / on committee) – Jubilee Field, Village Hall; (Pred. Int.) – Cricketers; (Pers. Int. / daughter is a neighbour) – UTT/1517/10/FUL
- Eggie Abrahams – (Pers. Int. / on committee) – Jubilee Field, Village Hall; (Pred. Int.) – Cricketers
- Richard Carter – (Pers. Int. / Chairman of Cricket Club) – The Chapel; (Pers. Int. / Grass cutter) – Hill Green Track: Planning 1837 Balaam, Willow End – (Pers, family friend)
- Rebecca Stanford – (prej.) – Pond Cottage UTT/1869/10/FUL
- Jenny Allen – (Pers. Int./ applicant) Pond Cottage – UTT/1869/10/FUL

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

A parishioner asked the Council if they had an update on the Financial Regulations from the Audit Commission. NC confirmed the Council had not yet heard from the Audit Commission.

Mr Murdoch, representing Clavering Speed Watch, brought to the attention that, with lack of funding due to budget cuts, that the desired lowering of the speed limit to 30mph in Clavering might be delayed or abandoned. Mr Murdoch asked the council for help to expedite the change.

Cllr Gooding responded that although budget cuts were imminent, that Clavering was high on the list of consideration for reducing the limit, along with Wickham Bonhunt. Cllr Gooding suggested that the Clavering Speed Watch Committee should join forces with Wickham Bonhunt where perhaps “two voices were louder than one”. RAC agreed to assist with this request.

Mr McKay, parishioner, spoke on behalf of 1st Clavering Scouts regarding the proposition for the “construction of a purpose built facility that would serve their [1st Clavering Cub Scouts] longer term requirements”. Mr McKay provided his detailed proposal in writing which was handed to the Clerk. The proposal would also enable the expansion of the Scouts to all age groups 6 years to 18 years. Cllr Gooding said he would discuss this proposal with Mr McKay separately. Mrs Gill pointed out that Scouts were a charitable trust and would that affect any donation.

5 Minutes of the last meeting held on 11th October 2010. Were recorded as an accurate record and signed by the Chairman.

6 Clerks Report: Provided by RS in the absence of previous clerk. Distributed prior to meeting for review. MP had written a draft letter for the cutting of the hedges at Colehills Bridge. Letter to be sent on headed paper. RS reported two updates to the Clerks report 1) Litter day successfully completed 2) War Memorial discussed in 8.6 & 8.7.

7 Risk Assessment Record Update. Eggie’s chair to be Risk Assessed. BB to record by digital photograph for the record.

8 Finance

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

8.2 Motion “The Council sets up four ‘earmarked’ funds utilising the Easement monies. 1. Towards the building of a Scout Hut – £10,000; 2. For the provision of youth facilities – £8,000; 3. For speed restriction work and vehicle activated signs – £8,000; 4. For pond maintenance – £8,000.” (RAC) P: RAC that the council agrees to the above motion. S 1: F 3: A 4: Ab 2 RWC thanked RAC for providing all the information for this motion. The council agreed that a decision should be made on the allocation of funds (which could not be returned) after the May Election 2011 and that more consideration taken to the Parish Plan when deciding where funds were placed.

8.3 Draft Budget to include village pumps and Precept. RAC provided draft budget for review. Alterations made included a provision for;

- Grass cutting at £1500 per annum
- Elections £275 per annum
- Bench repairs £100
- Remove figure for fencing pumps.

Draft budget to be signed off at next meeting.

8.4 Financial Record report. JA to report at next meeting.

8.5 VAT return report; JA to review VAT report. Four years of legal costs to be placed into budget.

8.6 Repair costs for war memorial; RAC / MP met with Monumental Mason regarding War Memorial and is chasing quotations.

8.7 Grants for war memorial and PC notice board. RS investigated and will submit paperwork for War Memorial Grant.

8.8 Employment of a solicitor for Deed of Easement; Chapel owners solicitors agreed to estimated costs of £500 to cover legal costs of granting of easement.

8.9 Purchase of Salt Bin. Documentation on salt bins to be sought from previous clerk and purchased. To be sited by the Christian Centre (Near Skeins Way).

8.10 Invoices Received. P NC that the 2 invoices should be paid. RS will provide corrected paperwork from Acumen Wages Services to RFO.

8.11 Clerks Salary; RS informed that new clerks salary scale would revert to basic entry level.

Octobers Opening Book Balance	£4821.96
Paid In:	
Allotment Rent	£175.50
Uncashed Cheques:	£855.00
Bank Balance as of 25th October	£5676.96

Cheque No	To Whom	Date	Invoice	Net	Vat	Total	Signed By
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1130	Amanda Wenham	31st October	14		7.55	631.64	RS/DA
1131	Acumen Wages Services	5 th October	8260	17.50	3.06	20.56	RS/DA

Closing Book Balance:

£4345.26

9 Planning from UDC

9.1 Received

- UTT/1766/10/LB - Clavering Mill - Proposed conversion and extension to existing outbuilding to form annexe, with proposed link to existing dwelling. Replacement stables. Cllr Couchman withdrew. No objections
- UTT/1768/10/FUL - Clavering Mill - Proposed conversion and extension to existing outbuilding to form annexe, with proposed link to existing dwelling. Replacement stables. No objections.
- UTT/1837/10/FUL - Willow End, Stickling Green - Replacement dwelling. No objections.
- UTT/1873/10/LB - Ford End House - Installation of 2 no. Roof lights, 5 no. photovoltaic panels and 2 no. solar panels to rear elevation. No objections.
- UTT/1814/10/LB - Ford End House - Install alternating tread ladder/stairs access to attic. No objections.
- UTT/1869/10/FUL - Pond Cottage - Proposed erection of lean to. JA and RS withdrew. No objections.

9.2. Determined.

- UTT/1034/ 10/FUL - Thurrocks Farm - Conditional Approval - Erection of grainstore.
- UTT/0606/10/CLE - Update on Jo Jacks Farm: RWC read out correspondence relating to Jo Jacks Farm dated 7.10.10 sent by Uttlesford District Council. The decision on the application was Part Lawful and Part Unlawful. Confirmation to be sought that this ruling is correct.

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

10 Access and Greens.

10.1 Cricketers Pub; Voted to go to Committee. P NC, S RS, F8, 1A.

10.2 Land Registry response to Stickling Green. Letter received by solicitors dated 13.10.10 to confirm they were awaiting a response. Update at next meeting.

10.3 Encroachment of Greens. MP reported that there is possible encroachment of greens. The council agreed to conduct an onsite meeting with maps.

11. **PROW.** Nothing to report.

12. **Village Organisations.** Clavering Village has been awarded the 'Best Kept Playing Field' in Essex and 'Best Kept Children's Play Area'. Clavering was awarded £350 to go towards the childrens play equipment.

13. **Allotments.** 27 rents collected totalling £175.50. Money passed to Clerk for banking. Remaining rent to be collected. All allotments have been allocated.

14. **Review Emergency Plan.** Key holders for the Village Hall have been changed to Mr Dyster (Arkesden) and Caroline Williams. Emergency plan to be completed and disseminated. (RAC)

15. **Adopt Standing Orders.** New standing order guidelines completed and will be reviewed and adopted by all at the next meeting in the form of a quiz. (RS)

16. **Newsletter Distribution.** Forward action to next meeting.

17. **Update on Salt Trail / Flood Areas.** Forward action to next meeting.

18. **Christmas Carols:** RS confirmed that a JA and RS had completed their risk assessments for Christmas Carols to be held on Hill Green. Results of the risk assessment had yet to be pulled together. RWC will ensure that the grass had been cut to a suitable level and a pathway made to lead to the chapel. JA will act as a 'lollipop' person for the event. Refreshments are to be provided by Mrs Ramuz.

19. **Fibre Optic Broadband for Villagers.** Forward action to next meeting.

20. **Highways (Clerk)**

- Manhole cover at the base of Pelham Road/near cross road to Stortford Road has been damaged.
- Stortford Road; invite the Highways Agency to Stortford Road during term time (and after the completion of the building project at the school) in order to review possible requirements for yellow lines. (BB)
- New Bend sign at past Curles Manor hidden by foliage.

21 **Report on Pond Clearing.** Forward action to next meeting.

22 **Update on Youth Council.** Forward action to next meeting.

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

Clerk, Job description (RAC)

24. **Date of next Meeting:** 13th December 2010 at 7.30pm

The meeting closed at 9.40pm.

Chairman
Clavering Parish Council