

Minutes of the Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 14th November 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, District Cllr Edward Oliver, 11 Parishioners, Clerk.

1. **Welcome by Chairman:** The Chairman welcomed all to the November 2011 meeting.
2. **Apologies and reasons for absence:** Des Abrahams (health), Brian Barrow (business).
3. **Declarations of interest on agenda items** (existence and nature)
 - Ron Couchman - Balaams Pond Clearance (Pers & Prej int/friend and financial contract)
 - Stephanie Gill – The Chapel (Per Int./sec of Cricket Club), Village Hall (Prej. int./Committee), School (pers. Int/governor).
 - Jenny Allan – Jubilee Field (prej.int/committee).
 - Eggie Abrahams – Jubilee Field & Village Hall (prej. Int/committee)
 - Rebecca Stanford- Jubilee Fields (prej.int/Hon Trustee)
 - Richard Carter - Chapel & Mr Balaam Pond Clearance (pers. Int./Cricket Club Chair)

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

- Lisa Sivyer stated that she was rather disappointed at the number of houses proposed for Jubilee Works and sorry for the potential number of jobs being destroyed. Increased traffic for such a small plot. In the same area four houses have been built on Arkesden Road where 24 have been proposed on the Jubilee Works site. Have the developers considered drainage, amenities in the local area?
- Mr Sivyer – is interested to hear if the Housing Need Survey is to be distributed.
- Mr Howland – Would it be possible for the person who supplies the flowers for Blacksmith Corner to receive funds from the next budget?
- Sue Hollingsworth – interested in Jubilee Works development discussion.
- Louise Oliver – knew Mrs Ball very well and she would have been very disappointed to see a structure of any kind on Dick Ball Meadow.
- Mike Rowley – 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. The trimmings opposite Mr Whymans will be burnt when the wind is in the right direction. He would also like to see Mr Murdoch's sale sign to be moved off the green to a more appropriate site. Grass Cutting - the site line is cut too low and often scalps the ground, next year could the person doing the tender be advised that the grass should be cut. Site lines are too generous and should be reconsidered next year.
- Maxine Wharton – As the appeal for Jo Jacks is now a public inquiry, she is seeking support from the Parish Council and hopes they will be represented at the inquiry.

5. **Minutes of the last meeting held on 10th October and 25th October 2011.** Were signed by the Chair as an accurate record.

6. **Clerks Report** – Distributed prior to the meeting for review. In particular the Clerk confirmed that;
- Jenny Allan and Sarah Penman are now signatories with NatWest.
 - The war memorial work is complete. A form is to be completed by Ron and the Clerk and returned to the War Memorial Trust confirming works undertaken.
 - Clerk has written to Highways and Chris Stoneham regarding soil erosion on the pathway leading from the Fox & Hounds to the school, hampering the proposed walking school bus.
 - Rural Housing Enabler has been informed that the Council voted at their last meeting that the standard survey and letter were agreed and could be distributed. This will take place within a month by hand.

6.a. **Correspondence**

- i. Revd. Margaret Davis confirmed she was able to attend the Christmas Carols.
- ii. Michael Snow, Walden Buskers confirmed their attendance at the Christmas Carols. Their invoice would be £120.00. All Cllrs agreed to pay the sum.
- iii. Angela Wright – Willow Tree in between Pond Cottage and the Cricketers. Ron Couchman confirmed that there were enough funds in the tree budget. Richard Carter P “that we will consider crown trimming subject to budget and inspection”. F:8 (Clerk)
- iv. Essex County Council – Essex Speed Management Strategy. Rebecca Stanford read out a letter dated 11th October 2011 from Tracey Chapman, Cabinet Member for Highways and Transportation, confirming “that a reduction to 30mph was recommended through the developed area of Clavering. The Design and Consultancy Services are currently working on the detail and identifying the terminal points for the speed limit in order to ensure as much driver compliance as possible”.
- v. Anonymous Donation to War Memorial Maintenance Project. This was gratefully received. Clerk to confirm acceptance of this gift. (Clerk)
- vi. Vivienne Gates – Parish Magazine, would like to see Clavering participate more. Jenny Allan will forward an abridged version of the draft minutes (as newsletter) to the Clavering, Langley, Arkesden & Wicken Bonhunt Magazine.
- vii. Uttlesford District Council – Parish Precept form to be completed by Clerk and Chair.
- viii. Moira Groborz – Housing Need Survey (email). 515 surveys will be printed and delivered. On receipt of returned forms the RCCE will return the survey findings to Clavering Parish Council within a month. The Survey will be with the Parish Council for distribution within three weeks.
- ix. UDC, Winter Salt Bag Scheme –Forms for completion. Ron Couchman will complete forms on behalf of residents of Clavering. Mark Wilkinson advised that the salt had been delivered to his warehouse and he is happy to deliver. (Ron Couchman)
- x. Cllr Susan Barker, Cabinet Member for Environment – Parish Garden Waste Skip Service (discuss in point 17).
- xi. Maxine Wharton – Jo Jacks Farm Public Inquiry (email) (discuss in point 9.4)
- xii. Andrew Taylor, UDC Planning – Dick Ball Meadow – forward to next meeting
- xiii. Daniel Sturman, Holmes & Hills – The Old Chapel (discuss in point 10.2)

7. Risk Assessment Record Update.

8. Finance (Ron Couchman is RFO for Clavering Parish Council).

To Whom	Statute	Date	Invoice	Net	Vat	Total
Clerk Salary & Expenses		November	011	365.31	6.29	371.60
Essex Air Ambulance	Section 137 of LG Act 1972	Oct		50.00		50.00
Clavering Churches Partnerships		17, 25 & 25 Oct – Storage & meetings	3 invoices	50.00, 10.00, 20.00		80.00
Acumen Wages Services		Oct	9173	17.50	3.50	21.00
Mark Gilbertson		Oct	10066	370.00		370.00
Clavering Village Hall		4.11.11	D90	112.50		112.50
G W Balaam & Son	Public Health Act 1936	7.11.11	1223	600.00	120.00	720.00
H Frank Hicks	Public Health Act 1936	31.10.11	16873	500.00	100.00	600.00
Tim Gingell (chq to be made out to Jubilee Fields c/o Simon Cooke)		31.10.11	1	250.00		250.00

Cheque for Simon Cooke to be rewritten in the name of Jubilee Field. P: Rebecca Stanford to pay all invoices
F:7. Ron Couchman did not vote.

Thank you letter to Mr Balaam also including Neil Bayford and Ben Goddard for clearing out the pond. Also write to Mr Hicks for clearing Mill Pond. (Clerk)

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

8.2 Invoices Received.

8.3 Budget for 2012/2013

Items of interest on the budget; Numbers were reviewed and discussed. The Council were happy to fund the provision of flowers by Mr Whyman from the appropriate fund. The Council should decide if this budget is acceptable. Diamond Jubilee Fund to be discussed. The budget is to be submitted in January 2012.

9. Planning from UDC

Rebecca Stanford read a statement following a meeting with the head of planning at UDC, Andrew Taylor, accompanied by Brian Barrow and Stephanie Gill;

“Stephanie, Brian and me attended a meeting with Andrew Taylor, Assistant Director of Planning at UDC two weeks ago. Some of you may remember that Mike and I visited areas identified in a previous document that could be available for development. These are shown on the map circulated in the correspondence along with a couple of other highlighted areas.

Mr Taylor told the Parish Council to expect a flurry of planning applications relating to these areas. Most of them fall outside the planning boundary for our village but due to the pressures on UDC to provide housing under their five year plan these would be considered. Any landowner can make his land available to be considered. Indeed we have one today on the Jubilee Works site to discuss in outline detail and I believe another has arrived at Uttlesford but we have yet to receive the documentation.

The density of homes on a National Level is 40 to 50 per hectare. It is worth remembering that developments greater than 15 homes are required to provide 40% of those as social housing.

The positives from this meeting were that we can as a council be more proactive in stating with our response to applications what we feel our in effect essentials to allow a development to proceed. For example on seeking clarification that the 40% of the proposed Jubilee Works homes that were provided as social housing wouldn't help any need identified in the village as they are controlled at the District Level. Mr Taylor said that we should specify that any homes were allocated to residents in our parish who had the required number of points ahead of say a family from Harlow with no links to Clavering should the development proceed.

If the school is full, then within our response to the planning, we should suggest ways the developer could help such as funding for a classroom.

As this is a housing plan for five years the council ensure this is such by insisting on detailed plans within a year of outline agreement and building to commence within two years.” (Rebecca Stanford, Chair)

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

Application No	Description	Address	PC Decision
UTT/1471/11/FUL	Proposed swimming pool and garage/pool building	Barnsford, Further Ford End	No objections
UTT/1974/11/FUL	Proposed alteration to front fenestration	M&M Supermarket, Stortford Road	No objections
UTT/2149/11/OP	Outline application for erection of 24 dwellings and associated ancillary development with all matters reserved	Jubilee Works	Object

The Council discussed at length the planning application for Jubilee Works and all councillors offered their opinion. Ron Couchman prepared a proposal for the objection of Jubilee Works which was considered. Richard Carter would like to add to that proposal with further thoughts.

Edward Oliver confirmed there is a local development framework party which will work towards rejecting this current plan. Edward Oliver will be present at the UDC planning meeting and advised there should be a representative from the Parish Council also in attendance. Edward Oliver is against the destruction of 12 jobs. The owners have deliberately let the buildings deteriorate. In an ideal world he would like the units to be brought up to standard.

RAC proposed that “Ron Couchman’s and Richard Carter’s points are combined to form a detailed and comprehensive proposal to be put forward to UDC Planning Department. A draft proposal is to be circulated to all Councillors for approval prior to being submitted to UDC by 1st December 2011”. F:7, 1: Ab.

Rebecca Stanford urged local residents to write to UDC Planning Department separately conveying their thoughts on the plans put forward for Jubilee Works. planning@uttlesford.gov.uk

(County Cllr Ray Gooding joined the meeting at 8.30pm)

9.2 **Determined.** None this month

9.3 **Investigations.** 3 this month.

- Under Investigation & New Cases: None this month
- Case File with Legal: No notification this month
- Investigations Closed: One this month

9.4 **Jo Jacks Farm**, Wicken Road. ENF/40/09/B & APP/C1507/C/11/2150715

Clerk to resend the letter covering the same points originally raised. The written response to be submitted by 5th December 2011. Letter to be circulated to all Cllrs prior to sending. (Clerk)

10 **Greens.**

10.1 **Tenders for Grass Cutting.** 2 tender letters were returned;

- P&M Landscapes £110 & VAT per cut.
- Mark Gilbertson £185 for all areas.

Richard Carter proposed to go with Mark Gilbertson, MG Maintenance, S: Jenny, F8. Clerk to mention that a parishioner is concerned that in areas the ground is cut bare.

10.2 **Access Licence – The Chapel, update.** The Chair read out correspondence from Holmes and Hills relating to The Old Chapel. *“Please can you confirm if CPC are happy for me to send a copy of the attached letter from the land registry dated 7th November 2011 on to Mr Stinger’s solicitor explaining that the regulations that enabled these neighbours rights to be registered have now been repealed and that at the time Clavering Parish Council had no choice but to allow these to be registered against their title.”* Rebecca Stanford proposed to go with Holmes & Hills suggestion, S:RWC, F:7, Ab:1.

10.3 Ponds Update. Both Mill End Pond and Horse Pond have been kindly cleared out by Mr Balaam and Mr Hicks. The Council wanted to thank both for their timely assistance (Clerk to send letter). Letter of apology to be sent to Mr & Mrs Fellows following damage to the fence whilst clearing Mill Pond. Ron to supply the Clerk with information. (Ron Couchman & Clerk).

11. **PROW.** (Public Rights of Way).

- As both ponds are significantly deeper the Clerk is to approach NALC to advise on the necessity of a safety sign.
- Essex County Council have issued a temporary prohibition of traffic order for Valance Road from Thurrocks Farm, generally Northwest, to Brices Yard, a distance of approx. 550m from 18th November for one day.
- Write to Highways regarding temporary closure of the pathway beyond the Druce to stop vehicles and bikes. (RS & Clerk).

12. **P3 Scheme** – All Cllrs agreed not to rejoin P3 scheme.

13. **Easements – review of correspondence received.** RS read out correspondence from EALC and NALC both confirming that the Council were correct in obtaining easement money. Personal advice was sought from lawyer at DEFRA. The advice from Michael Perry, UDC Standards Board, is that Cllrs need to write to him asking for dispensation to discuss this matter in public. Ron Couchman has written his letter. Clerk to email original correspondence from Michael Perry to Cllrs in order that they construct and send their own letter. Date of meeting with Internal Auditor to be confirmed in New Year. (Clerk).

14. **Village Organisations.** Eggie Abrahams confirmed the Village Hall are refurbishing the ladies toilet at a cost of £5000. The Microphone and Loop system is being moved to allow access. The AGM of the Jubilee Field Committee was attended by the two parish council representatives and the Chair. Accounts were circulated and at present the football club have not paid to date and the committee is taking this up with the club.

15. **Allotments** – Mike Patmore confirmed that a notice board has been acquired from the Old Chapel and some posts. Early next year the notice board will be in situ. Rent Money has been collected £156.00. (Clerk to bank)

16. **Dates for meeting 2012.** The Clerk suggested keeping the second Monday of the month and would confirm this with the Village Hall. Dates for the diary are; 9th January, 13th February, 12th February, 9th April,

14th May, 11th June, 9th July, 10th September, 8th October, 12th November, 10th December 2012. (Note, no August meeting). F; 8.

17. **Green Waste** Rebecca Stanford read out a letter from UDC dated 21st October. *“Based on the number and locations of councils on the list, we think we will be able to construct a feasible service using 2 vehicles working on a Saturday and Sunday. We will try and match this as closely as possible to the requests received.....so we envisage most communities having the skip for one hour on alternate weeks...In 2012, the charge to participating parishes will be £25.25 per hour.”* [rather than c£50.50]. Full cost will be resumed 2013/4. Eggie Abrahams would like to be made aware of dates so he can ensure the site is open. The last collection is the end of November and resumes again on the 7th April 2012.

Berden and Langley Parish Councils will revert back to CPC regarding Green Waste when after their meetings. No response from Arkesden although we are aware from UDC that they would like to consider sharing. (Clerk to chase decision).

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

19. **Dog Mess (RAC).** Forward to next meeting.

20. **Christmas Carol Update.** Along with Revd Davis and The Walden Buskers confirming attendance, Richard Carter has agreed to erect a Christmas Tree and Mrs Ramuz has kindly agreed to undertake the mulled wine. All agreed to pay £120 for Walden Buskers. Mrs Carter has kindly offered to help with refreshments. (Clerk)

21. **Telephone Box (BB).** Forward to the next meeting.

22. **Litter Picking (RS)** – Saturday 26th November 2011. 1st Clavering Cubs are aware.

23. **Diamond Jubilee (RWC)** – date of meeting is 24th November 2011, Fox & Hounds. Posters have been handed out, emails sent and a notice on the board to advertise the meeting.

24. **Update on Youth Council.** Forward to next meeting.

25. **Speed Watch Committee – Minutes.** Rebecca Stanford confirmed the minutes of the meetings 23rd July and 19th October 2011 were in the correspondence file for review.

26. **Flower Beds** – Ron Couchman would like on behalf of the Parish Council to thank publically Mr Whyman and Mr Howland for their tending of the flower beds in Clavering. (Clerk).

27. **District Cllr Edward Oliver update**

- Cllr Edward Oliver, Cllr Ketteridge and Cllr Chambers met with Tracey Chapman, Cabinet Member for Highways, who confirmed that Highway Panels were not working as they should and she was concerned there was inadequate representation from county council.
- The Olympic torch is coming through Stansted, Newport and the local area via bus. There is a 50 minute allocation to this area.

28. **County Cllr Ray Gooding** – It is adoption week and Essex is looking for more adoptive parents. Four times as many people have now applied even though press feedback was fairly negative. Essex had 74 children adopted last year over the national average. 1 in 30 adoptions failed which is also well above the national average being 1 in 5.

29. **Report on Highways on any damaged signs, roads or railings;** The railings at Watery Stones and by Colehills have been reported but the Clerk will report again. Same as last meeting. The Clerk has written to Highways and Mr Stoneham to bring to his attention the narrow path from the Fox & Hounds and the School.

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

- Items not discussed at this meeting highlighted above.
- Finalising Christmas Carols
- Tree at Blacksmiths Corner
- DE FIB Machine

31. Date of next meeting **12th December 2011 at 7.30pm.**

Chairman
Clavering Parish Council

The meeting closed at 10.10pm