

Minutes of the Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 10th October 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, Brian Barrow, Ron Couchman, Jenny Allan, Eggie Abrahams, Stephanie Gill, Mark Wilkinson, District Cllr Edward Oliver, 6 Parishioners, Clerk.

1. **Welcome by Chairman:** The Chairman welcomed all to the October 2011 meeting, Richard Carter arriving later.

2. **Apologies and reasons for absence:** Des Abrahams (health), Sarah Penman (family matters), County Councillor Gooding. Richard Carter joined the meeting late.

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

- Stephanie Gill – The Chapel (Per Int./sec of Cricket Club), Half Thatch (Pers & prej int./friend), Village Hall (Prej. int./Committee), School (pers. Int/governor).
- Jenny Allan – Half Thatch (Pers & prej. int./friend), Jubilee Field (pers.int/committee).
- Rebecca Stanford – Half Thatch (Prej. Int/owner)

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

Mr Howland – would like to know if the parish magazine will in future hold information from the Parish Council such as advertising meetings. Secondly, was the council aware how many people use the current green waste facility and how it worked? Mr Howland wondered if perhaps a survey of the numbers using it would be beneficial and if the hours could be reduced in future to keep the costs down.

Mr Stanford – plans put before the council for Half Thatch were in essence to replace bits of the house which were failing. The foot print of the building is fundamentally not changing and the head height on the top floor is to be raised. A cartlodge is a new structure.

Mrs Sivyer wanted to know how the Council were getting on with the housing need survey. Rebecca Stanford stated that the standard survey had been distributed between the councillors for review and the item would be discussed later in the meeting.

Mrs Carter stated that if the carol singing this year was again to be at the Cricket Pavilion Mr & Mrs Carter would happily supply a Christmas tree, as last year, and help and assist with the event. Second item for discussion was the clearance of the Horse Pond. Mrs Carter helped Richard Carter and Rebecca Stanford to clear the pond. Given the numbers it would be impossible for them to have cleared the pond and perhaps the council would consider organising machinery to do the job and shift the waste.

5. **Minutes of the last meeting held on 12th September 2011.**

Stephanie Gill amended her interest in Dick Ball Meadow to (Pers. Int/Clavering Countryside Group). With this change the Chair signed the minutes of the meeting as accurate.

6. **Clerks Report** – Distributed Prior to the meeting for review. In particular the Clerk confirmed that;

- £150 Grant for War Memorial had been awarded. Clerk had given War Memorial Trust the required 2 weeks notice of commencement of works. Stonemason had been forwarded all necessary paperwork on order to commence project.
- Quote for UDC to provide a green waste skip is £52.25 per hour on the basis that the lorry/skip are utilised 6 hours in a day to cover overheads by a combination of councils.
- Dick Ball Meadow deeds were at the meeting for Councillors to review.
- New owners of Wayletts Barns have written to ask permission to undertake urgent work to a perimeter wall which is deemed unsafe and have asked to be allowed to cross the green and make good any damage done. The land directly next to the wall belongs to Highways. Clerk to refer them to Highways, no issue with CPC land.
- CPC have received confirmation that they will be taking part in the winter salt bag scheme.
- Ron Couchman wanted to let the Clerk know that the minutes were not up to date on the web site. (Clerk)
- Code of Conduct Meeting to be attended by Ron Couchman, RS and RWC.

- Housing Need Standard Survey – Ron Couchman suggested the removal of question 8 “would you be in favour of a small development of affordable houses (btw 4 & 16).” RS P: that the Rural Housing Enabler sends the standard survey in its current format. F:8, AG: 1. (Clerk)

6.a. Correspondence

- i. Essex Air Ambulance – Request for donation. £250,000 per month to run. BB Proposed Essex Air Ambulance to receive £50 left in donations budget. S: EA, F: 8
 - ii. Mr & Mrs Sivyver, Jubilee Works Proposed Development (discussed in September meeting)
 - iii. Capita Symonds – Jubilee Works, Stickling Green. Rebecca Stanford read out the letter. Plans are with UDC as of 3rd October 2011. Clavering PC at the time of the meeting had not been informed of the plans by UDC.
- (Richard Carter joined the meeting - Richard Carter – The Chapel (Pers. Int./Chair of Cricket Club).
 - iv. D R Curtis – Traffic Mirror on Hill Green, Clavering requested due to safety reasons. Letter read by Rebecca Stanford. Ron Couchman P: that the parish council had no objections but they should check with Highways prior to proceeding. (Clerk) F;6, Ag:0, AB: 3.
 - v. Andrew Taylor, Assistant Director Planning & Building Control – Clavering Conservation Appraisal (pg 51 highlights areas which Clavering can improve). A summary of improvements was read out. It was agreed that Brian Barrow and Stephanie Gill meet Mr Taylor to discuss this and planning in Clavering. (dates to be forwarded to Clerk)
 - vi. Keith Murdoch – seek approval to trim trees. Completed and thanks has been forwarded to Mr. Murdoch already. Richard Carter will cut the ivy of one remaining tree in the area.
 - vii. Maureen Edwards – Green Waste Collection (email). This email was read out in the meeting.
 - viii. Alison Wood – Green Waste Collection (email) and concern on increased dumping if green waste was not taken up. This email was read out in the meeting. RS P: forward costings to neighbouring villages and ask for response within a week. A decision is to be made swiftly to make the closing date. F: All.
 - ix. RCCE – results of Best Kept Village Competition were read out and were very good results overall.
 - x. Support 4 Sight – request for donation. 3000 people covered in Uttlesford. Due to only £50 in the budget remaining the Council voted for Air Ambulance to receive it.
 - xi. Charles Hey, Tree Surgeon – notification of a potentially dangerous Lime tree. Richard Carter to arrange a meeting with Charles Hey to discuss (RWC/Clerk)
 - xii. Michael Perry – Cllrs invitation to attend a meeting on Localism Bill and voluntary code of conduct. 22nd November.
 - xiii. Mr & Mrs Walters and Mrs Weston – Grass Cutting on Stickling Green. Both residents remain concerned that the grass has not yet been removed after cutting. It is a rare problem due to drought. Mr Gingell is to be paid for his services but as yet no invoice has been received and any money received is donated to a local organisation. P: write a letter to both residents of Stickling Green to reassure them that this year was very unusual year but next year it will be cut and collected. F; 7, Ab; 1, Ag:1
 - xiv. Matt Elliston – Clavering Primary School Travel Plan. Parking on Stortford Road and Footpath too narrow in places for walking bus to pass. P; that the Clerk writes to County Council responsible for Highways informing them that the footpath is overgrown with vegetation and soil over the pavement tarmac. Attach correspondence from School and inform them that the Best Kept Village results highlight overgrown verges in places. Clavering Parish Council has a volunteer who is happy to undertake the work or when can Highways undertake work themselves? F:9
 - xv. War Memorial Trust – confirming grant application has been successful (as Clerks report).

7. Risk Assessment Record Update.

- Rebecca Stanford had inspected the public right of way bridal way which is between Further Ford End and Roast Green (following a complaint). Essex County Council have now cut it.
- Jenny Allan at Watery Stones – car has damaged the bottom railing.
- Ron Couchman has inspected Dick Ball Meadow.

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

Budget process starts at the next meeting.

Overbudget on subscriptions; Subscriptions are; RCCE £55, EALC £298, EPA £25, ULC £25, Data Protection £35. Jenny Allan has reviewed the accounts and VAT.

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

8.2 **Invoices Received.**

To Whom	Date	Invoice	Net	Vat	Total
Clerk Salary & Expenses	October	010	393.66	11.04	404.70
Mike Patmore (reimbursement for Allotment Tap fitting)	September		7.39		7.39
Audit Commission	15.9.11	114311	135.00	27.00	162.00
Mark Gilbertson	8/9/11	10064	370.00		370.00
Acumen Wages Services	16.9.11	911	17.50	3.50	21.00
Totals			923.55	41.54	965.09

P: Rebecca Stanford to pay all invoices F: 9

9. Planning from UDC

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

APPLICATION No.	DEVELOPMENT	LOCATION	Dec.
UTT/1807/11/FUL	Proposed replacement extensions, new cartlodge, new roof over existing store and workshop	Half Thatch, Deers Green	No objection (5 Cllrs)

Ron Proposed that Mike Patmore chaired this item. RS, SG, JA all left the room.

9.2 Determined.

APPLICATION No.	DEVELOPMENT	LOCATION	Dec.
UTT/1147/11/LB	Construction of doorway in party wall to create one dwelling	Bury Cottage/Spencer Cottage, Middle Street	CA
UTT/1323/11/FUL	Proposed single storey rear extension and enclosed porch area	Copthall, Hill Green	CA
UTT/1324/11/FUL	Proposed single storey rear extension and enclosed porch area. Internal and external alterations.	Ditto	CA
UTT/1388/11/FUL	Proposed garage conversion.	17 Pelham Road	CA
UTT/1359/11/FUL	Erection of a dwelling (alternative scheme to that approved under planning permission UTT/1837/10/FUL)	Willow End, Stickling Green	CA
UTT/1552/11/FUL	Conversion of former Methodist Church to form dwelling. Addition of a basement to the scheme already approved under UTT/2408/10/FUL.	Former Methodist Chapel, Hill Green	CA

Key; UA = Unconditional Approval, CA = Conditional Approval, RF – Refused

9.3 Investigations.

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

Planning ENF REF	Address	Date Closed	Conclusion
ENF/78/10/B	Estralita High Street	16-08-2011	Mtg on 16/08/11 with Planning Officers. Agreed file to be closed - duplicate of file. Reference ENF/132/10/B.

10 Greens.

10.1 **Access Licence – The Chapel, update.** The Chair read out correspondence from Holmes and Hills relating to The Old Chapel (as it is now known). CPC's solicitor has recommended that we reject the proposed draft lease put forward by Mr Stringers solicitor as it breaches the councils lease without consent and there is also no right to break. The matter was discussed by the Councillors. Richard Carter P: that we take accept the advice from our solicitor go for a licence rather than a lease of rights. S: MP, F:8, Ab:1.

The buyers solicitor have sent the council a copy of the map. The Councillors reviewed the map and deemed that the access to the Chapel was too wide. (Clerk)

11. **PROW.** (Public Rights of Way). None

12. Village Organisations.

- Diamond Jubilee – a meeting was publicised in the Parish Newsletter but poorly attended. A second meeting is to be arranged. Write to all organisations to invite them and advertise again in the newsletter and parish magazine.
- NAPS meeting held recently – pamphlets available from Ron Couchman.

13. **Allotments (Mike Patmore).** Allotment owners are seeing produce being taken from their allotment and a watch is ongoing. Notice to be placed in the newsletter (JA).

13.1 Meeting to be arranged with Katie McClean, English Rural Housing re hedge at the allotment site. Mike Patmore and Mark Wilkinson are able to meet on the suggested date of Monday, 7th November at 3.30pm. (Clerk)

14. Update on Youth Council – forward to next meeting

15. **Litter Picking (RAC)** – Suggested date of Saturday, 26th November, Village Hall at 10am. Rebecca to liaise with Cubs and advertise in newsletter.

16. **Christmas Carols (Clerk)** – Wednesday, 21st December 2010. 6.30pm start. Venue, Cricket Pavillion. Richard Carter to organise the Christmas tree. Revd. Margaret Davis to be invited. Mrs Ramuz to be contacted to discuss refreshments. Clerk to book the Walden Buskers (Mr Peter Savic)

17. **UDC Planning Liaison (SG)** – Stephanie Gill went to the Parish Forum Liaison. See Appx 1. Rebecca Stanford thanked Stephanie for attending on behalf of the Parish Council.

18. **Dog Mess (RAC).** On the agenda for next month.

19. **Easement Money (RS).** Correspondence received from EALC (Joy Derby)/NALC (Solicitor) & Michael Perry Standards Board, UDC to date. The Clerk is in correspondence with the DEFRA lawyer who is investigating and will return with their findings soon. Forward to next meeting.

20. **Ponds.** Proposal by Mark Wilkinson "to clear the pond at the Mills as soon as possible to remove the collection of soil and blocked drains leading from the pond". S: Ron Couchman, F: 9. Soil could be placed in allotments or on Mark Wilkinson's land. Cost of machinery to come out of Parish Land/Furniture budget. £500 plus VAT. It was agreed that this was good value and an urgent matter as the pond is dry. Ron Couchman confirmed that in order to comply with Financial Regulations an entry needs to be made in the minutes that the council decided to waive Regulation 11.1[c] to enable a price to be negotiated without competition, as council members, in conjunction with the local contractor would complete the work at considerably less than the market value. With this in mind Rebecca Stanford P: "that the Council should accept Mr Balaams offer to clear out the pond opposite the Village Hall". S; RWC, F: 7, Ab: 2.

21. **Emergency Plan** – Ron Couchman thanked all for their comments. Mrs Lipscombe, UDC, to be advised of the date of the next meeting.

22. **Ray Gooding Update** – did not attend the meeting.

23. **Edward Oliver Update** – there is a Local Development Framework Group at UDC on which Edward Oliver sits. The developers are interested in solving UDC's housing deficit. Jubilee Works is one of these sites. Edward Oliver has met Andrew Taylor to discuss. Edward Oliver recommends that the CPC Councillors meet with Andrew Taylor to discuss the possible proposals that are being suggested for this village. The proposals

for the New Housing Bonus are; 1) Wicken Bonhunt Community Centre, 2) Clavering Over 60s Club, 3) Clavering Countryside Group and 4) Friends of Clavering Adventure Playground.

24. **Tenders for Grass Cutting** (Clerk) – tenders have been sent out with responses

24. **Report for Highways on any damaged signs, roads and railings** (Clerk); Railings by Watery Stones have been damaged by a car again. Arkesden Road – 40mph sign is turned the wrong way.

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

Green Waste, Housing Need Survey, Grass Cutting Tenders, Dick Ball Meadow, Budget for next year, Dog Mess (RAC), Ponds, Christmas Carol update, Diamond Jubilee, Telephone Box (BB).

26. **Date of next Meeting** 14th November 2011 at 7.30pm, Village Hall.

Chairman
Clavering Parish Council

The meeting closed at 9.52pm

Appendix 1 **Meeting attended by Cllr. Stephanie Gill - UDC Planning – Parish Forum/Liaison 30.9.2011 by Andrew Taylor.**

Report on Meeting.

"I attended this as I thought it would be giving over information as to the responsibility of Parish Councils when the Localism Bill is adopted.

UDC has not yet set down any details of its own local plan; the Development Management policies, including Allocations of Land, will be put forward for consultation in Jan/Feb 2012.

UDC envisage a newly adopted local plan available for use by 2013 – if not their current plan will be deemed out of date & the National Plan, which is in favour of new development, will be put into place.

Councillors have been forwarded the slides from the forum. I should like to draw their attention to the following slide:

- *Currently on Regional Strategy targets there is an annual requirement of 430 units pa.*
- *We (UDC) will be judged on this target until new plan/target is adopted (end 2013).*
- *We (UDC) need sites for at least 524 units to make up the shortfall.*
- *10/11 298units, 11/12 298units, 12/13 453units, 13/14 360units, 14/15 375units, 15/15 272units.*

The comment was also passed that UDC are required to provide travellers pitches. Again, because of shortfalls in previous years, there will be 23 sites will be overdue next year if nothing transpires.

I am given to understand that there may be financial penalties applied to UDC if targets are not met.

Thaxted PC were at the forum in force as an application to build 55 units – turned down in July this year, was then passed in September.

The indication was given by Andrew Taylor that a development site being outside the development limits – the parish envelope – would no longer be a reason for a site not to be developed in light of the 524 units pa being required. Business loss to the detriment of a village is however a good reason.

There remains a requirement for development to be 'in keeping' with the surrounding houses, area.

The indication was also given that there would be easy release of unoccupied or 'bad neighbour' employment sites – if business is seen as a nuisance then they will advocate area becomes a housing site.

It was also indicated bias in favour of Greenfield Sites which can be brought forward and delivered in a timely manner.

To avoid developers having the upper hand as they know UDC are on the back foot, officers are identifying sites to score the sites & determine possible parameters.

As the slides sent show, the meeting then covered other general planning issues e.g. what is a reason to reject plans.