

Minutes of Clavering Parish Council Meeting Held in Clavering Village Hall on Monday 6th October 2009

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

Present: Jon Cooke (Chairman) Rebecca Stanford (Vice Chair), Eggie Abrahams, Mike Patmore, Claire Rourke, Ron Couchman, Des Abrahams and five Parishioners.

1. Chairman's Welcome:-
The Chair welcomed those present and informed them on the slight change on the agenda format.
2. Apologies and reasons for absence:-
Nigel Cook – business conference; Rory Joseph – business conference; Brian Barrow – unable to attend; Philip Smith - business
3. Declarations of Interest:-
Rebecca Stanford – Roast Farm, Druce Haven
Eggie Abrahams – Roast Farm, Druce Haven, P3, Jubilee Fields, Village Hall
4. Public participation session with respect to items on the agenda and other matter that are of mutual interest:-
 - 4.1 SHLAA – as this is such a big issue, why is there a rush, isn't a public meeting needed? JC replied that this issue would be discussed in full under item 10.
 - 4.2 Question regarding obtaining sand bags – Item to be placed in parish news that sand bags are available by contacting Eggie Abrahams. Letter to be sent to UDC requesting more sandbags. **(Action Clerk)**
 - 4.3 Parking for The Chapel Nursery – why won't the Council allow parents to park along the lane, where it is safer to do so rather than crossing the road with small children. To be put onto the agenda for the next meeting.
 - 4.4 Youth Groups. Could the Clerk speak to the Newport clerk in respect of ECC Community Initiative? Perhaps the Chair would like to visit the Newport Youth Club at Jikes Hall, Mr. Yarwood would be happy to show him round. **(Action Clerk)**
5. Minutes of the last meeting of the council held on 7th September 2009:- Councillors agreed that the minutes were a true and accurate account of the proceeding of the meeting with two small corrections of wording made in the minute book and then signed.
6. Clerk's Report:- The Clerk read out her report, any business that needed a decision was listed on the agenda and will be addressed.
7. Risk Assessment Record update:- RS and MP inspected stiles on Prow 20.
8. Financial Reports:-
 - 8.1.1 Audit Report – RC explained the monthly cumulative financial balance sheet for October 2009. Could the bank statement be provided just before the end of the month? He also expressed his thanks to RS for carrying on with affairs during the change over period. All councillors acknowledged this. **(Action Clerk)**
 - 8.1.2. Annual Return to the Audit Commission for the year 2008/2009, end of year Closing Financial Report and the Internal Auditors Report had previously been sent to all Councillors. The Council formally approved the Return including Section 2 'Annual Governance Statement'. All questions were answered 'yes' except point 6 where the answer was 'no'. The Chair and the RFO proposed a statement explaining this, which was read out to the Council. Councillors agreed this with the addition of 'under guidance from the Internal Auditor'. **(Action RFO/JC)**
 - 8.1.3. The Statutory notice advising electors of their right to view the Annual Return and the Council's financial books has been posted on the village notice board. The documents will be available from 12th October until 6th November by contacting the Chairman. After which they will be sent to the External Auditors.
 - 8.1.4. To ensure that the Council's financial records are kept up to date in future, it was proposed that a specific Councillor acts as internal auditor with a duty to inspect the books in April,

July, October and December and report as an agenda item at the following meeting. P: RC
S: RS F: All

- 8.1.5. The Council has been charged £140 for bounced cheques. To avoid this happening again the Clerk would prepare a list of cheques to be paid which will include the balance in the current account. It would be the responsibility of Councillors signing cheques to confirm that sufficient funds are available, and initial the relevant invoices.
- 8.1.6. RFO proposed that the financial regulations are reviewed by all Councillors to be adopted at the December meeting with progress reported at November meeting. RFO and Clerk will develop a written guide on banking and accounting arrangements to be included in the Financial Regulations. **(Action RFO/Clerk)**
- 8.1.7. RFO explained how the problems with Council's financial affairs emanated from before Councillor Stanford assumed the role of acting Clerk and proposed a vote of thanks for her efforts during that time. S: JC; F: All. JC will speak to the bank regarding the bank charges, if it can not be reversed; he has volunteered to reimburse the council the cost as he was in charge of the account at the time. **(Action JC)**
- 8.1.8. The Accounts and Audit Regulations identify a particular risk where an elected Member is appointed as RFO, therefore it was agreed that responsibility for Risk Assessment be transferred to another Councillor.
- 8.2 Fixed Assets – The Internal Auditor had recommended that an Assets Register be maintained; that the Council's insurance should be increased from £14,000 to £22,000. **(Action Clerk)**
- 8.3 The phone box and planter to be covered under public liability and damage. P: RC; S: JC F: All. **(Action Clerk)**
- 8.4 Bank Account – The EALC advised that the RFO should not be a signatory on the account. Therefore the minutes from the last meeting should be adjusted to show that RS, PS BB and DA are already signatories; JC, CR, EA, MP and NC will be added as signatories; EO and CW to be removed as signatories and RJ has declined to be a signatory. All Councillors were happy with this.
- 8.5 RS advised the Council on the scale for the Clerk's job. She had received quotes for a PAYE system, and with advice from EALC has accepted Acumen's quote of £17.50 per month plus VAT for up to 4 employees, with an end of year charge of £20.00. The Councillors accepted this. RS with help from EALC will be filling out a Salary Scale form to make sure that the Clerk is being paid what she is due. P: RS; S: JS that the Clerk should be paid for work done plus the 10 hours of overtime. F: All. The Councillors thanked RS for all her work on this. **(Action RS)**
- 8.6 Clerk's Contract. Apart from a few adjustments, both parties are happy and this will be signed once corrections have been made. **(Action RS/Clerk)**
- 8.7 Horse Chestnut Tree T6: 4 request letters for quotes were sent: 3 replies came back, in regards to work being done on the lower split limb. However it was expressed by Councillors, members of the public and from one quote that the tree was diseased, extremely dangerous and should be felled. The Clerk was requested to contact Mr. Smeeden to explain the situation as well as in regards to the Cricket pavilion and arrange an appointment for him to meet a Councillor at the tree. A letter to be sent to Mr. Carter thanking him for his letter and asking him for a copy of the expert's opinion of the tree. **(Action Clerk)**
- 8.8 Payments to be made

21st Sept Precept +£5,250.00
22nd Sept Transfer +£1,500.00

2nd Oct Bank Balance £7,122.57

Cheque No	To Whom	Signed by	Net £	VAT £	Total £
1055	Heelis & Lodge Inv: HL183	RS/DA			115.00
1056	Paul Abrahams Landscapes Inv: 3858	RS/DA	100.00	15.00	115.00
1057	Amanda Wenham Salary +10hrs o/t	RS/DA			984.59

Closing Book Balance £5,907.98

9. Planning

9.1 Received

UTT/1140/09/FUL Roast Farm, Roast Green Erection of three bay cart lodge
(D.int: RS and EA) No Objections

UTT/1234/09/FUL Druce Haven Change of use of garage to annexe

- UTT/0862/09/FUL (D.int: EA & RS) (Ab: MP) No Objections
Woodloes, Hill Green Replacement shed/workshop
(Ab: RS) No Objections but can only be used as a
woodshed and not anything else, as confirmed in the planning
document
- 9.2 Determined
UTT/0907/09/FUL Yeomans Cottage, Wicken Road Erection of two storey side/rear
extension **Conditional Approval**
UTT/0895/09/FUL The Views, Hill Green Erection of single storey cart
lodge **Conditional Approval**
10. Uttlesford Strategic Housing Land Availability Assessment
RS and MP visited all the sites mentioned in the document, and gave a verbal report to the
Council and members of public. After an open discussion: P: JC; S: MP that a letter, drafted
by JC and sent to all Councillors for agreement before sending, should be sent the UDC before
9th October 2009 voicing the Councillors' and public's concerns. (**Action JC**)
11. Making the Links – Highways CIF
To be placed in the newsletter. Any feedback and suggestions to be discussed at the next
meeting.
12. Horse Pond, Hill Green
RS to contact Mr. Hitchcock with regards to his help with Horse Pond. Then organise a
working party. To be advertised in the newsletter. (**Action RS**)
13. Correspondence:- All correspondence has been filed unless taken by those named below.
UDC – Renaming of Property – Trundley, Butts Green to Waterside, Butts Green
UDC – Register of electors – One addition, one deletion
Public Right of Way - Community Action Team - Annual Report 2008/09 - RC
Making the Links – monthly bulletin – hard copy (circulated by email) - RC
Society of Local Council Clerks – Can you afford not to be a member?
ECC – Application for BACS Payment Facility - RC
14. Accesses and Greens:-
14.1 Lower Hill Green – Clerk to respond to Mr. Murdoch's letter stating that the Council will be
reviewing cutting regimes for all the greens at their next meeting. (**Action Clerk**)
14.1.2. RS/MP revisited the boundaries of Hill View. P: MP; S: CR that the dead tree in front of the
Views by the pond should be removed and replaced by another. A: DA; F: majority
14.2 Peacocks (D.int: JC) RS read out latest letter from the solicitors. P: RS; S: CR that the
Council should approach EALC for advice. Abs: DA and EA F: majority (**Action Clerk**)
14.3 Cricketers P: JC; S: MP that this should be discussed in committee for financial and legal
reasons. Abs: EA and DA; A: RC: F: majority
15. Footpaths & P3:-
RS reported that she had been taking the Primary School Children on various walks around the
village which they have enjoyed.
15.1 Bridge opposite Colehills Close. RS to ask Peter Hockley to inspect the bridge as a plank has
deteriorated. (**Action RS**)
16. Village Organisations:-
EA and MP reported break-ins at the football pavilion and bowling club.
17. Allotments:-
For the newsletter that rents are now due. MP, once all the rents have been paid, will give the
Clerk a copy of the finance books and the cheques/cash to pay into the bank. The Clerk will
then give details to the RFO.
18. Parking - The Druce:-
The Clerk has received information from Mr. Donoghue in regards to the waste collections;
she will pass this on to the Environmental Services. (**Action Clerk**)

19. Date of January 2010 meeting to be changed:-

In light of the Pantomime taking place in the Village Hall, the meeting has been changed to the 11th January 2010. Also the first Monday in 2011 is a bank holiday, so the Council will need to meet the second Monday. Clerk to liaise with Mr. Gruselle. **(Action Clerk)**

20. Matters to be raised by members for the next agenda:-

20.1 Speeding – RC

20.2 Councillor Training - RS

21. Date of next meeting: Monday 2nd November at 7.30pm

The meeting closed at 9.55pm.

EA, DA and members of the public left the village hall.

The meeting then went into committee

Chairman
Clavering Parish Council