

GREAT CANFIELD PARISH COUNCIL

Clerk to the Council – Allison Ward

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Councillors are hereby summoned to attend the **Ordinary Meeting** of Great Canfield Parish Council which will be held at Great Canfield Village Hall on **Monday 10th October 2022** for the purpose of transacting the business set out on the agenda below.

SIGNED (CLERK): ALLISON WARD

DATE 5th October 2022

THE PRESS & PUBLIC ARE CORDIALLY INVITED TO ATTEND

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATION OF INTERESTS FOR THIS MEETING in respect of business detailed on this agenda.

3. QUEEN ELIZABETH II

The parish council meeting scheduled for 12th September did not take place in accordance with the protocol for local authorities during national mourning.

The parish council joins with the nation in expressing its sadness at the death of Her Majesty Queen Elizabeth II on September 8th 2022 and offering condolences to the Royal Family.

A book of condolence for the parish was opened in Great Canfield church and remained in place until the day after the state funeral, it will be placed in the parish council archives which are held at the Essex Records Office.

The parish took part in the national moment of reflection on the eve of the Queen's state funeral, this was led by the parish council at the Peace Oak, Hellmans Cross.

The parish council records its thanks to St Mary's church for opening the church to allow residents to join together.

4. PUBLIC FORUM – There will be 15 minutes available for the Public to speak on issues relating to this agenda or any issue of local concern

5. MINUTES OF ORDINARY PARISH COUNCIL MEETING 11th July 2022 for approval and signature.

6. COUNTY AND DISTRICT CLLRS REPORTS

7. CLERK'S REPORT & CORRESPONDENCE TO NOTE

From 22nd September DigiGo has widened its service and now includes parts of Great Canfield; Bacon End, Church End and, from Church End to Ashfields. The service also now joins up the two trial areas allowing users to go as far as Braintree and extends into Great Dunmow. Residents can use the service providing they are picked up and dropped off within the boundary of the service. As a reminder DigiGo is a fully electric shared public transport service which offers on-demand or pre-bookable. There is no fixed route or timetable. DigiGo is booked through the TravelEssex journey planning app. Further details from the Clerk.

During the summer various correspondence on delays to the Local Plan have been circulated to Cllrs. In the latest correspondence Uttlesford confirmed further delays to the Regulation 18 Local Plan consultation which was due to be begin in the Autumn. Uttlesford will issue a new timetable later this year.

The clerk circulated information on the renewal of external auditors. All parish councils are required to appoint external

auditors and currently Great Canfield opts into the central procurement process. This must be renewed every 5 years, The clerk suggested this should continue as the rules around appointing an external auditor outside of the central procurement are complex.

Uttlesford is consulting on the budget for 2023/24 until 31st October. Details can be found on the Uttlesford website including an online form for responses, or you can email views to consultation@uttlesford.gov.uk

Town and Parish Councils have been notified that Uttlesford has made a self-referral for possible breaches of the Home Standard, to the Regulator of Social Housing. This relates to the ongoing and unresolved concerns that the high standards of inspection (and where necessary, remedial works) on two key health and safety indicators (out of six – namely electrical checks and around asbestos management) cannot properly be demonstrated.

8. PLANNING

8.1. Applications

Application	UTT/22/2595/HHF & UTT/22/2596/LB
Location	Bacons, Bacon End
Development	To demolish a lean-to structure which adjoins the western elevation of an outbuilding and to erect a replacement extension as a home-working office space

The deadline for responding to the following application has expired, however it remains undetermined at the point of issuing the agenda.

Application	UTT/22/2175/FUL
Location	Beresford, Canfield Drive
Development	Proposed erection of 1no. dwelling and garage - amendments to garage of previously approved scheme under UTT/21/3375/FUL

8.2. Decisions for information only

Application	UTT/22/2219/HHF & UTT/22/2220/LB
Location	Pulleyns, Green Street
Development	Single storey side extension
Decision	Conditional Approval

Application	UTT/22/1827/FUL
Location	Willow Lodge, Canfield Drive
Development	Erection of 1 no. detached dwelling to replace static home (alternative scheme to that approved under planning permission UTT/21/0507/FUL and non-material amendment application UTT/21/3793/NMA in order to add a detached garage)
Decision	Conditional Approval

8.3. Notification has been received of two planning appeals against Uttlesford's decision to refuse two new homes to be built adjacent to and opposite The Vale, Canfield Drive, UTT/21/3299/FUL and UTT/21/3300/FUL. Both appeals are written representation with a deadline of 8 November for additional comments or withdrawal of original submissions. To note the parish council originally objected to both applications. Parish Council to consider.

8.4. Essex Minerals Local Plan provides planning policies for minerals development in Essex until 2029. It sets a policy framework within which the best possible use of mineral resources; mainly sand and gravel in Essex, can be achieved. It also allocates sites for future mineral extraction and associated development. Following an assessment of responses received to the public consultations held in 2021 and 2022, and a review of best practice, the decision has been taken to revise the end date of the Minerals Local Plan from 2029 to 2040. A new Call for Sites is required to reflect the revised end date of the Plan, and this is now open until 9th November. Parish Council to consider any response.

8.5. Uttlesford district-wide design code – Uttlesford responded to the parish council to confirmed they are currently unsure how this work fits with the existing Village Design Statements, (VDS). They went on to say at this point the 'new design code should not contradict or undermine anything contained in the VDSs.

9. REPRESENTATIVES REPORTS

To receive reports on the following from lead Cllrs.

8.1 Footpaths, Byways, Bridleways and Greens – Cllr Donald

8.2 Highways/Road Safety – Cllr Hepburn

8.2.1 Uttlesford Highway Rangers have carried out the works requested from 2019, the finger post at Hellmans Cross has been replaced, however the signing is pending completion.

8.3 Crime Prevention/Neighbourhood Watch – Cllr Stratton

8.3.1 ‘Policing our Parishes’ which was scheduled for 15 September did not take place due to the national mourning period.

8.4 Tree Warden – Cllr Knight

8.4.1 Clearing the ivy from the Peace Oak.

10. PLAQUE FOR VILLAGE SIGN

To consider the options for adding a platinum jubilee plaque to the village sign. Clerk has requested a quote for consideration.

11. AUTUMN LITTER PICK

Parish Council to agree a date for Autumn litter pick.

12. VILLAGE HALL REPORT

12.1. To consider a proposal from the hall committee to increase hire rates for the hall in the light of increasing energy prices

Morning/afternoon previously £25 per session to increase to £35, evening sessions previously £30 to increase to £35 with no late-night charge. Regular hirers will be charged at £30 per session.

The toddler group have offered to make a payment of £5 per session to cover energy costs, this group is not charged hire for the hall.

12.2. To receive a report from the village hall committee

12.2.1. 5-year electrical inspection has been completed and is satisfactory, a certificate issued has been issued.

12.2.2. Oktoberfeast held on 1 October and a summary of proceeds.

12.2.3. To approve the risk assessments and budget for the village fireworks event on 5 November.

12.3. To record village hall payments for the period July to September 2022 as set out below

PAYMENT TO	METHOD	VALUE
Great Canfield Parochial Church Council – Monthly Hall Rent (3 mths)	Direct Debit	£ 183.00
Scottish Power – Monthly Electricity (3 mths)	Direct Debit	£ 570.00
Alison Clark – Cleaning (July, August, September 2022) paid prior to this meeting	Online	£ 156.87
Essex Electrical Maintenance Ltd – 5-year electrical inspection paid prior to meeting	Online	£ 264.00
Anglia Fire Protection – Annual fire extinguisher check paid prior to meeting	Online	£ 93.60
Great Canfield Parochial Church Council – Annual hall insurance paid prior to meeting	Online	£ 620.60

12.4. To record the receipts received July to September 2022 from hall hire.

13. FINANCE

13.1.To receive and consider the matters raised in the internal audit review for 2021/22.

13.2. To agree movement of existing funds to a savings account.

13.3.To consider annual membership to Uttlesford Association of Local Councils, cost £10/annum

13.4.To consider a donation to Essex and Herts air ambulance, email circulated to Cllrs.

13.5.To record receipt of 2nd precept instalment.

13.6.Cheques for Approval at this meeting

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk July to September 2022	£ tbc

14. ITEMS FOR THE NEXT AGENDA

15. **DATE OF NEXT MEETING** Monday 14th November 2022 at Great Canfield Village Hall at 8pm.

In accordance with Paragraph 3 of Schedule 12A of the Local Government Act 1972, parish council to pass a motion to exclude the press and public from the meeting in order to consider future proceedings following a breach in easement.

TIME AND CLOSE OF MEETING