

# 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 on **Monday 13 December 2021 at 8pm** at the village hall, for the purpose of transacting the business set out on the agenda below.

The press and public are cordially invited to attend.

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## MEETING AGENDA

- 1. APPOINTMENT OF CHAIRMAN** – During November Cllr Robert Mackley notified the Parish Council of his intention to step down as Chair of Great Canfield Parish Council with immediate effect, Cllr Mackley will continue as a Parish Cllr.

The Parish Council to elect a chairman for this meeting and to delay electing a chair to serve until the May 2022 Annual Meeting until such time as the vice-chairman is available to attend the parish council meeting.

- 2. APOLOGIES FOR ABSENCE**

- 3. DECLARATION OF INTERESTS FOR THIS MEETING**

- 4. PUBLIC FORUM** – There will be 15 minutes available for the Public to speak on Parish Council matters on this agenda or any issue of local concern.

- 5. MINUTES OF ORDINARY PARISH COUNCIL MEETING** 8 November 2021 for approval.

- 6. COUNTY AND DISTRICT CLLRS REPORTS**

- 7. CLERK'S PROGRESS UPDATE and CORRESPONDENCE**

7.1. The Clerk received and exchanged correspondence with Hatfield Broad Oak parish council re the technical assessment for the Local Plan where the proposed site GC002RES, covers both Great Canfield and Hatfield Broad Oak parishes.

7.2. The church has confirmed they do not have a use for the Hope End parish council notice board.

7.3. The new CEO of Uttlesford District Council, Peter Holt has asked to meet with parish councils in clusters. The group for Great Canfield will include Little Canfield, Great Hallingbury, Little Hallingbury, Hatfield Heath, Flich Green, Hatfield Broad Oak and Takeley. Parish Councils are asked to offer to host, to send two Cllrs and are asked to consider any agenda items.

7.4. On Remembrance Sunday and on behalf of the parish of Great Canfield, Cllr Mackley read the names and laid wreath at the High Easter war memorial as part of the act of remembrance for the Easters, Rodings and Great Canfield villages. The wreath was later transferred and placed at the Peace Oak, Hellmans Cross.

7.5. Notified road closures; Lower Road either side of the road leading to High Roding 11th January 2022 for 3 days whilst Openreach undertakes pole renewal.

- 8. PLANNING**

- 8.1. Applications for decision

Application No	UTT/21/3378/HHF
Location	7 Nursery Grove
Development	Proposed extension to existing garage and conversion of roof space to form home office.

Application No	UTT/21/3351/HHF
Location	Poplicornes Great Canfield Road
Development	Proposed demolition of 3 No. sheds and erection of replacement outbuilding and garden room.

Application No	UTT/21/3510/LB
Location	Bacon, Bacon End Road
Development	Removal of existing single glazed windows and replacement with double glazed windows
Application No	UTT/21/3375/FUL
Location	Beresford, Great Canfield Road
Development	Proposed erection of 1 no. dwelling and garage - amendments to previously approved scheme under UTT/21/2793/FUL

## 8.2. Decisions for information

Application No	UTT/21/2793/FUL
Location	Beresford, Great Canfield Road
Development	Proposed erection of 1 no. dwelling and garage - amendments to previously approved scheme under references UTT/20/1221/DFO and UTT/17/2431/OP
Decision	Conditional Approval
Application No	UTT/21/2802/FUL
Location	Griffin Farm, Green Street
Development	Proposed conversion of existing agricultural building to 1 no. single storey dwelling with a widened access to be shared with the farmhouse
Decision	Conditional Approval
Application No	UTT/21/3019/HHF
Location	Rodingbourne, Church End
Development	Rebuilding of the existing coach house, restoring it to its previous structural integrity
Decision	Conditional Approval

8.3 The parish council were made aware of planning application UTT/21/3272/OP in Little Canfield. This is a proposal for an additional 90 homes at land south of Stortford Road, with outfall of surface water into the River Roding. Cllrs were concerned that the additional outfall would increase the risk of surface water flooding at Church End. As a result, an objection was submitted with a request Uttlesford reviews the applicants Flood Risk Assessment and if the application is progressed, provides confirmation that in its opinion there is no increase risk to residents of Great Canfield from this development. Parish Council to retrospectively approve its response.

## 9. PARISH COUNCIL VACANCY

On 9 November, Cllr Easter resigned as a member of Great Canfield Parish Council creating a casual vacancy.

Parish Councils are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirements to hold an election have not been met (i.e. the vacancy has been the subject of a public notice and less than 10 registered electors have requested an election by a deadline date specified by the District Returning Officer). The deadline for requesting an election passed on 7 December, there was no request.

Parish Council to consider next steps including NALC best practice on advertising the vacancy and seeking expressions of interest, this will ensure the process is open and transparent.

## 10. LOCAL HIGHWAY PANEL REQUESTS 2022/23

To consider any final requests in addition to those at the November meeting, prior to the deadline of 17 December.

## 11. HIGHWAYS, FOOTPATHS, TREES, CRIME

To include an update on ditch clearance at Church End to help reduce highway flooding.

## 12. VILLAGE HALL REPORT

12.1. To receive a report from the village hall committee, including an update from Cllr Mackley on the hall wifi renewal contract.

12.2. Parish council to consider any amendments required to supplementary hall hire guidance as a result of the latest Covid requirements.

12.3.To approve village hall payments for the month of November 2021 as set out below

<b>PAYMENT TO</b>	<b>METHOD</b>	<b>VALUE</b>
Great Canfield Parochial Church Council – Monthly Hall Rent November 2021	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity November 2021	Direct Debit	£ 68.32
Team2Clean – November 2021	Cheque	£ 72.00

12.4.To record the receipts received in November.

### 13. FINANCE

13.1.At the request of the village hall committee, parish council to agree to purchase a plastic box to store the litter picking equipment at a cost of £27.

13.2.To approve the following cheques for payment

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward – Parish Clerk salary November 2021	£ tbc
Aldbury Farm Contracting – Ditch and hedge cutting inc VAT	£ 168.00

### 14. ITEMS FOR NEXT AGENDA

14.1.Appointment of chairman and co-opting Cllr.

14.2.Precept setting for 2022/23

14.3.Everyone’s Library 2022-2026 draft plan consultation, deadline for responses is 21 January.

15. **DATE OF NEXT MEETING** scheduled for Monday 10<sup>th</sup> January 2022 at 8pm in the village hall.

### TIME AND CLOSE OF MEETING

*Allison*

Allison Ward  
Parish Clerk  
8<sup>th</sup> December 2021