

GREAT CANFIELD PARISH COUNCIL

Clerk to the Council – Allison Ward

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Councillors are hereby summoned to attend the **Annual Meeting** of Great Canfield Parish Council which will be held at Great Canfield Village Hall on **Monday 13th May 2019** for the purpose of transacting the business set out on the agenda below.

SIGNED (CLERK):

DATE 9th May 2019

THE PRESS & PUBLIC ARE CORDIALLY INVITED TO ATTEND

AGENDA

1. ELECTION OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN to be signed by Chairman, s.83(4) Local Government Act 1976.
2. RESULT OF PARISH COUNCIL ELECTION – The seven previous Parish Cllrs were re-elected in an uncontested election. There are no vacancies on the Parish Council.
 - 2.1 Cllrs to sign the Acceptance of Office form, which will be witnessed by the Clerk. Please note if you are unable to attend this meeting, please contact the Clerk to make arrangements to complete.
 - 2.2 Cllrs to complete the Register of Interest, please note a new form is required for a new term of office.
 - 2.3 Cllrs to complete the Electoral Expense form, this is required even if the expenses are nil and must be returned to Uttlesford by 31st May.
3. APOLOGIES FOR ABSENCE
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. DECLARATION OF INTERESTS FOR THIS MEETING in respect of business detailed on this agenda.
6. MINUTES OF PARISH COUNCIL MEETING 8th April 2019 for approval and signature
7. ELECTION OF VICE-CHAIRMAN
8. GREAT CANFIELD ANNUAL POLICY REVIEW

There are no changes proposed to the following,

 - a. Parish Council Code of Conduct
 - b. Standing Orders
 - c. Financial Regulations
 - d. Data Privacy Policy
9. APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)
 - 9.1. To consider the findings of the review of the effectiveness of the system of internal control by the members meeting as a whole,
 - 9.2. To approve that Great Canfield Parish Council meets the criteria for 2018/19 and wishes to be an exempt authority, not subject to our limited assurance review, for that year.
 - 9.3. To approve the Annual Governance Statement (Section1 AGAR) for the year 2018/19,

9.4. To approve the Annual Accounting Statements (Section 2 AGAR) for the year 2018/19.

9.5. To receive and approve the following yearend financial statements for the year 2018/19.

- a. Fixed Asset Register,
- b. Bank reconciliation

10. DATES of MEETINGS FOR 2019/20

11. TO AGREE CLLRS RESPONSIBILITIES FOR 2019/20

Currently these are as follows,

Footpaths/Greens	Chris Easter
Planning	Ginny Barlow, Jenny Jewell
Tree Warden	Michael Knight
Crime Prevention	Robert Mackley supported by Neighbourhood Watch
Highways & Road Safety	Stuart Hepburn, Robert Mackley
Waste/Minerals Local Plans	vacancy

12. PROGRESS UPDATE & CORRESPONDENCE TO NOTE

12.1. Information has been received re plans for the 75th anniversary of the end of WW2, events are planned from 8th May to 10th May 2020.

13. PLANNING

13.1. Applications

Application No	UTT/19/0969/HHF
Development	Single Storey Rear Extension to Garage
Location	Pulleyns, Green Street

13.2 Decision

Application No	UTT/18/3185/FUL
Development	Erection of 1 no. Dwelling and detached garage
Location	Land Between Runnels Hey and Silverthorn, Canfield Drive
Decision	Refused

Application No	UTT/19/0684/HHF
Development	Erection of first floor side extension
Location	The Old Post House Green Street
Decision	Conditional Approval

Application No	UTT/19/0634/PAP3
Development	Prior Notification of change of use of from storage or distribution building (Class B8) to 2 no. Dwelling houses
Location	The Apple Store, Bacon End Road
Decision	Application required

Application No	UTT/19/0635/CLP
Development	Detached outbuilding to house a swimming pool
Location	Poplicornes, Great Canfield Road
Decision	Conditional Approval

To note, there was an amendment to the application below to remove the element relating to the driveway.

Application No	UTT/19/0585/HHF
Development	Removal of timber canopy over front door and erection of oak framed enclosed porch (approved under UTT/18/3469/LB).
Location	3 The Cottage, Church End
Decision	Conditional Approval

Application No	UTT/19/0306/HHF & UTT/19/0307/LB
Development	Construct one 3 storey extension to replace an existing extension and one single storey extension including repositioning of dormer window and insertion of 2 no. rooflights.
Location	Black Hall, Green Street
Decision	Conditional Approval.
Application No	UTT/19/0308/HHF & UTT/19/0309/LB
Development	Conversion of garage to form 1 bedroom annexe
Location	Black Hall, Green Street
Decision	Conditional Approval
Application No	UTT/19/0204/HHF
Development	Removal of existing first floor windows, entrance porches and front doors and erection of replacement windows, new oak frames entrance porch and front door.
Location	Oakwood Cottage, Bullocks Lane
Decision	Conditional Approval

14. GLADMAN APPEAL

To receive an update on the Rule 6 parties progress and plans for the public inquiry which is due to start on 21st May.

To retrospectively approve the use of a landscape consultant, Simon Neesam to prepare a report which the Rule 6 party can use for its landscape evidence. There are insufficient funds for the landscape consultant to appear as a Rule 6 witness and landscape will be covered on behalf of the Rule 6 party by Cllr Ginny Barlow.

To retrospectively approve the signing of a letter presented by Takeley Parish Council indicating their intentions to the appeal and in being a 'donating party'. After considerable discussion and in the best interests of the appeal process, Cllr Mackley and Cllr Barlow agreed to sign the letter on behalf of Great Canfield Parish Council. This does not change the fact Takeley Parish Council is legally a Joint Rule 6 party with Great Canfield Parish Council.

To retrospectively approve the signing of the Client Care letter by Cllr Mackley and Cllr Barlow with the barrister Matthew Dale-Harris which allows him to represent the Rule 6 parties at the inquiry.

15. REVIEW OF PARISH COUNCIL INSURANCE 2019/20

16. PARISH CLERK SALARY INCREASE

17. The Parish Clerk is paid in accordance with the national pay scales for Parish Clerks. Agreement has been reached on new pay scales from 1 April 2019. Parish Council to consider an hourly increase in line with the national agreement, from £9.705 to £9.96.

18. REPRESENTATIVES REPORTS:- to include

18.1 Footpaths, Byways, Bridleways and Greens.

18.2 Highways/Road Safety

18.3 Crime Prevention/Neighbourhood Watch

18.4 Tree Warden

19. FINANCE

19.1 Cheques for Approval

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk April 2019	Tbc
Parish Council insurance	Tbc
Matthew Dale-Harris (Gladman Inquiry, barrister part 2 payment inc VAT)	£7,200.00

The following cheques were issued between meetings due to time constraints

<i>PAYMENT TO</i>	<i>VALUE</i>
Matthew Dale-Harris (Gladman Inquiry, barrister part 1 payment inc VAT)	£7,800.00
R Mackley (signs for by way)	£144.00

19.2 To confirm receipts from Takeley Parish Council £10,000 and Hatfield Broad Oak Parish Council £3,000 towards the Gladman Appeal.

19.3 Receipt of the Easement re Champneys £150

20. ITEMS FOR THE NEXT AGENDA

21. DATE OF NEXT MEETING Monday 9th June 2019 at Great Canfield Village Hall at 8pm.

TIME AND CLOSE OF MEETING