

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 via Zoom on **Wednesday 5 May 2021 immediately following the Annual Parish Meeting** for the purpose of transacting the business set out on the agenda below.

The press and public are cordially invited to attend.

MEETING PROCEDURE INFORMATION

Please see the Great Canfield virtual meeting policy which is available on the website and sets out the procedures and expectations for Cllrs and members of the public attending Parish Council meetings via Zoom.
https://www.greatcanfield.org.uk/uploads/2/4/9/6/24969492/gc_virtual_meeting_policy.pdf

To Join the Parish Council Zoom Meeting

<https://us02web.zoom.us/j/84140937939>

Meeting ID: 841 4093 7939

Passcode: There is no passcode, you will be held in the waiting room and admitted by the meeting host.

MEETING 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. **ELECTION OF VICE CHAIRMAN**
3. **APOLOGIES FOR ABSENCE**
4. **DECLARATION OF INTERESTS FOR THIS MEETING**
5. **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.
6. **MINUTES OF ORDINARY PARISH COUNCIL MEETING** 12 April 2021 for approval.
7. **COUNTY AND DISTRICT CLLRS REPORT**
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 existing internal controls and whether these are satisfactory.
- 9.2. To approve the Annual Governance Statement (Section 1 AGAR) for the year 2020/21.
- 9.3. To approve the Annual Accounting Statements (Section 2 AGAR) for the year 2020/21.

9.4. To receive and approve the following yearend financial statements for the year 2020/21.

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

10. DATES of MEETINGS FOR 2021/22

Currently second Monday of the month at 8pm with the exception of August when no meeting will be held.

11. TO AGREE CLLRS RESPONSIBILITIES FOR 2021/22

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. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

Uttlesford responded to the request for the process to update a Village Design Statement, referring the question to Rural Community Council of Essex, (RCCE). The Clerk has contacted RCCE for assistance and a response is pending.

The Clerk responded to generic Freedom of Information request relating to litter and fly-tipping. This led to a question to Uttlesford on whether it was possible to place a camera at Smiths Bridge/Flich Way where regular littering occurs, a response is pending.

Road closures continue during May: Bacon End Road, 6 May for 4 days, Affinity Water. Canfield Road, Bullocks Lane, 10 May for 14 days, Gigaclear.

13. PLANNING

13.1.Applications for decision

The following application is a re-consultation following receipt of further plans

Application No	UTT/21/1277/LB
Location	2 The Cottage, Church End
Development	Retention of replacement kitchen stable door at the rear of the property

13.2.Decisions for information – None

13.3.Planning has advised that UTT/20/2601/HHF & UTT/20/2559/LB, Haydens End, Green Street, for the 'Creation of storage barn for equestrian equipment and horse driving carriages - horse box storage', will be presented to Uttlesford Planning Committee on 12 May for decision. Uttlesford has re-consulted on a revised block plan which shows all the outbuildings and additional comments are invited ahead of the Planning Committee meeting. Parish Council to consider any response, and to agree if they wish to speak at the Planning Committee meeting.

14. SSE PARISH AND TOWN COUNCIL LIAISON MEETING

The minutes from the April SSE Town and Parish Council liaison meeting have been circulated to the Parish Council. This meeting was updated on the brand name change from SSE to SAW (Stansted Airport Watch) and the focus on SAW being more community driven. Parish (and Town) Councils are asked to continue their support, both financially and by nominating people to the new team. Parish Council to consider.

15. PARISH COUNCIL INSURANCE

Due for renewal on 1 June 2021, Parish Council to consider options.

16. HIGHWAYS, FOOTPATHS, TREES, CRIME

17. VILLAGE HALL REPORT

17.1. The hall re-opened for limited use in April, support groups and children's organised activities.

17.2. To approve village hall payments for the month of April 2021 as set out below

PAYMENT TO	METHOD	VALUE
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity	Direct Debit	£ 68.32

10.4 Receipts for April 2021 to be confirmed.

18. FINANCE

18.1. To approve the following cheques for payment

PAYMENT TO	VALUE
Allison Ward – Parish Clerk salary April 2021	£ tbc

19. ITEMS FOR NEXT AGENDA

20. **DATE OF NEXT MEETING** scheduled for Monday 13th June 2021 at 8.00pm. Unless there is a change in legislation this meeting will take place in the village hall, however restrictions on face coverings, rule of 6 will apply in line with stage 3 of the government's plans.

TIME AND CLOSE OF MEETING

Allison Ward

Allison Ward
Parish Clerk
29th April 2021