

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 8th April 2024** for the purpose of transacting the business set out on the agenda below.

SIGNED (CLERK): ALLISON WARD

DATE 4th April 2024

THE PRESS & PUBLIC ARE CORDIALLY INVITED TO ATTEND

AGENDA

1. APOLOGIES FOR ABSENCE

Elected members who are unable to attend the meeting are requested to email the Clerk with their apologies ahead of the meeting.

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

3. 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.

4. MINUTES OF ORDINARY PARISH COUNCIL MEETING 11th March 2024 for approval and signature.

5. COUNTY AND DISTRICT CLLRS REPORTS

6. CLERK’S REPORT & CORRESPONDENCE TO NOTE

6.1. Uttlesford has published the responses to the draft Local Plan consultation and these are on the consultation portal via the council’s website: www.uttlesford.gov.uk/new-local-plan

6.2. The applicant has appealed UTT/23/2618/OP, ‘outline planning application with all matters reserved except access and layout for the erection of 1 no. self-build dwelling’ on land between Runnels Hey And Silverthorn, Canfield Drive due to no determination in the timescales by Uttlesford. The parish council has written to Uttlesford expressing its disappointment at this failure, a satisfactory response is pending.

6.3. The litter pick in late March resulted in 15 bags of rubbish being collected by residents. Further highways signage (metal frames) which has not been removed Lower Road close to Bacon End triangle and Canfield Road towards High Roding, have been reported via the Essex Highways system.

6.4. Ride London event takes place on Sunday 26 May, there will be restrictions in place with road closures, information is available at <https://www.ridelondon.co.uk/community-info/community-info>

6.5. Essex Highways have notified of a road closure on Fitzjohns Lane, due to commence on 29th April 2024 for 3 days. The closure is required for the safety of the public and workforce while Gigaclear undertakes microduct relocation & pot installation.

7. PLANNING

7.1. Applications

Application No	UTT/24/0668/FUL
Location	Tanglewood, Canfield Drive
Development	Erection of 1 no. detached dwelling to replace static home (revision to UTT/21/0507/FUL - Plot 3 only), add a detached cart lodge and change the form and design of the dwelling.

7.2. Decisions for information only

Application No	UTT/24/0173/HHF
Location	Rodingbourne, Church End
Development	Construction of a timber cart-lodge garage
Decision	Conditional approval

The following application is for agricultural development, it was validated on 11 March and decided on 3 April, between parish council meetings.

Application No	UTT/24/0656/AG
Location	Canfield Hall, Church End
Development	Proposed cold store and attached roof only storage
Decision	Permitted

7.3. Newlands Farm, Litle Canfield has submitted an application reference, UTT/24/0677/AG for a new Agricultural store. From the plan there is currently a row of 7 and this would increase the row to 8. The need is to be able to store straw undercover. As this is an agricultural application it is not generally open to public comment, parish council to consider any response.

7.4. Update on Crumps Farm illegal dumping of waste.

8. GOVERNMENT NIGHT FLIGHT CONSULTATION

This impacts night flights from Stansted, the consultation can be viewed at this link, [Night flight restrictions: Heathrow, Gatwick and Stansted airports from October 2025 - GOV.UK \(www.gov.uk\)](#) Information form Stansted Airport Watch has been forwarded, parish council to consider any response. Deadline 22nd May.

9. PARISH COUNCIL PROJECT UPDATES

10. PARISH COUNCIL MANAGEMENT AND FINANCIAL RISK REVIEW

10.1. The Clerk has circulated a report of the management and financial risks faced by the parish council together with mitigation. Parish Council to consider.

10.2. Subject to approval of 10.1, parish council to approve the document retention policy.

10.3. Subject to approval of 10.1, parish council to consider a reserves policy.

11. ANNUAL REVIEW OF PARISH COUNCIL POLICY

The following policies can be viewed on the parish council website

11.1. Standing Orders – Proposed no changes.

11.2. Financial Regulations – Proposed changes to account for online banking.

11.3. Grant policy – Proposed no changes.

11.4. Complaints Procedure – Proposed no changes.

11.5. Privacy Policy – Proposed no changes.

12. REPRESENTATIVES REPORTS

To receive reports on the following from lead Cllrs, and to note actions

12.1. Footpaths, Byways, Bridleways and Greens – Cllr Donald

12.1.1. Essex County Council sent notification of a temporary footpath closure (Footpath 21 High Roding and Footpath 7, Great Canfield). This is necessary as the footbridge bearers are in poor condition and the whole structure needs replacing. This is in addition to the nearby bridge that has a couple of deck boards missing (Footpath 10 High Roding and Footpath 22 Great Canfield) and which are due to be replaced in the next month as weather permits.

12.2.Highways/Road Safety – Cllr Anderson

12.2.1. The work to clear the ditches at Bacon End has been completed, a note of thanks was received from a resident.

12.3.Crime Prevention/Neighbourhood Watch – Cllr Stratton

12.4.Tree Warden – Cllr Knight

13. VILLAGE HALL REPORT

13.1.To receive a general update from the village hall committee including to note outstanding D-Day celebration actions required of the parish council.

13.2.To consider the general risk assessment for the village hall.

13.3.To record village hall payments as set out below and made between meetings as they are direct debits.

PAYMENT TO	METHOD	VALUE
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Electricity	Direct Debit	£ 439.69

13.4. Village hall payments for approval at this meeting.

PAYMENT TO	VALUE
Alison Clark – Hall Cleaning 11 th and 13 th March	£ 60.00

13.5. To record the receipts received in March 2024 from hall hire of £290.

14. YEAR END ACCOUNTING

14.1. To receive accounts for the year to March 2024.

14.2. Decision required as to whether Great Canfield Parish Council exempts itself from a limited assurance audit given it meets all the criteria for claiming exemption as set out in section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

14.3. To appoint the internal auditor for the year 2023/24.

15. FINANCE

15.1. Payments for approval at this meeting

PAYMENT TO	VALUE
Allison Ward - Parish Clerk March 2024	£ 219.74
Essex Association of Local Councils – Annual subscription	£ 169.29
Rural Community Council of Essex – Annual subscription parish council and village hall*	tbc

* to note change in practice, RCCE are now issuing a combined parish council and village hall subscription, previously the parish council took out two subscriptions to cover both parish councils and village halls.

15.2. To record nil receipts in the month for the parish council.

15.3. To receive an update on outstanding bank account actions.

16. ITEMS FOR THE NEXT AGENDA – to include review and authorisation of Annual Governance and Accountability Statements

17. **DATE OF NEXT MEETING** Monday 13th May at 8pm. There will be two meetings on this evening, the first will be the Annual Parish Meeting, this will be followed by the Annual Meeting of the Parish Council.

TIME AND CLOSE OF MEETING