

# 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 8<sup>th</sup> January 2023** for the purpose of transacting the business set out on the agenda below.

**SIGNED (CLERK): ALLISON WARD**

**DATE 5<sup>th</sup> January 2023**

*THE PRESS & PUBLIC ARE CORDIALLY INVITED TO ATTEND*

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## AGENDA

### **1. APOLOGIES FOR ABSENCE**

**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** 14<sup>th</sup> November 2022 and 12<sup>th</sup> December 2022 for approval and signature.

### **5. COUNTY AND DISTRICT CLLRS REPORTS**

### **6. CLERK'S REPORT & CORRESPONDENCE TO NOTE**

Uttlesford has written to Town and Parish Councils advising them that they have adopted a new Code of Conduct as from 6 October 2022. The new code is very similar to the previous one in its content but is much easier to read and provides clearer guidance on what would be deemed a breach. This new code has also been adopted by Essex County Council. Great Canfield Parish Council along with most other Town and Parish Councils adopts the same code as Uttlesford. Consideration and adoption of a revised code of conduct will be added to the agenda for the February meeting.

Information on forthcoming May 2023 elections has been received. To note this will be the first elections where voting ID is required, further details to follow.

### **7. PLANNING**

#### 7.1. Applications

The following is an application to determine if prior approval is required for a proposed change of use of an agricultural building to dwelling.

Application	UTT/23/0006/PAQ
Location	Hermits Barn, Cuckoo Lane
Development	Prior Notification of change of use of agricultural building to 1 no. dwelling

#### 7.2. Decisions for information only

Application	UTT/22/2868/FUL
Location	Willow Lodge, Canfield Drive
Development	Variation of condition 1 (approved plans) attached to UTT/22/1827/FUL – provision of first floor accommodation and dormer windows to garage
Decision	Conditional approval

Application	UTT/22/2888/FUL
Location	3A The Lodge, Ashfields Farm
Development	Demolition of existing dwelling and two outbuildings. Proposed erection of replacement dwelling.
Decision	Conditional approval
Application	UTT/22/3015/CLP
Location	Wheat Cottage, Green Street
Development	Mobile home to be sited as additional to main dwelling
Decision	Refuse certificate of lawfulness

7.3 Uttlesford District Council is updating the information on parish settlements as part of the process in preparing the Local Plan. Clerk to complete and submit by 16 January, includes question on any services a parish would like but do not have, Cllrs to confirm.

## **8. EASEMENTS**

8.1. Parish Council to receive a summary from the clerk of properties which require access over parish council land (Bullocks Lane and Green Street only) and whether these properties have easements registered on title deeds.

8.2. Parish Council to consider whether to take legal advice to ensure easements are in place for all properties and whether it is possible to standardise historic easements in order that all terms are consistent.

## **9. REPRESENTATIVES REPORTS**

To receive reports on the following from lead Cllrs.

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

9.2. Highways/Road Safety – Cllr Hepburn

9.2.1. Residents at Hope End raised concerns with the lack of gritting of Canfield Road. The Clerk and County Cllr Susan Barker responded with the criteria for gritting and the information from the Essex County Council website confirming which routes are gritted. The Clerk is seeking further information on whether it is possible to add Hope End to the gritting list.

9.2.2. Uttlesford confirmed there was insufficient support from Town and Parish Councils to continue the Highway ranger service withdrawn by ECC.

9.3. Crime Prevention/Neighbourhood Watch – Cllr Stratton

9.4. Tree Warden – Cllr Knight

## **10. PRECEPT 2023/24**

10.1. To receive reports from the Clerk on parish council finances to end of December 2022.

10.2. To agree the budget for 2023/24 and precept to be set.

## **11. VILLAGE HALL REPORT**

11.1. To receive a report from the village hall committee. To note a meeting has been arranged for Monday 23<sup>rd</sup> January between representatives of the parish council and village hall committee to review the terms of reference and operating procedures.

11.2. To receive a final report on the receipts/payments for the December Karaoke evening.

11.3. Parish Council to approve payments

11.3.1. Purchase of a Gazebo at a cost of £745 inc VAT by the village hall committee for use at events organised by the village hall committee. Parish Council to agree to submit a grant application to Canfield Community Trust to cover the cost of the Gazebo.

11.3.2. Payment for piano tuning £70, to note the piano is a an item on the lease inventory.

11.4. To record village hall payments for as set out below which have been made between meetings as they are direct debits

<b><i>PAYMENT TO</i></b>	<b><i>METHOD</i></b>	<b><i>VALUE</i></b>
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity	Direct Debit	£ 213.76

11.5. Village hall payments for approval at this meeting

<b><i>PAYMENT TO</i></b>	<b><i>VALUE</i></b>
Alison Clarke Cleaning – December and January wk 1	£ 90.00
Andrew Clack – Karaoke evening expenses	£ tbc
Andrew Clack – Piano Tuning	£ 70.00
Jason Asser – Gazebo inc VAT	£ 745.00

11.6. To record the receipts received in December 2022 from hall hire.

## **12. FINANCE**

12.1. To consider a salary increase for the Clerk as directed by the National Association of Local Councils and Society of Clerks. This is a pay award agreed from 1 April 2022. The Clerk is currently paid in accordance with the National Association of Local Councils pay scale.

12.2. Cheques for Approval at this meeting

<b><i>PAYMENT TO</i></b>	<b><i>VALUE</i></b>
Allison Ward - Parish Clerk December 2022	tbc

12.3. Update on opening savings account.

## **13. ITEMS FOR THE NEXT AGENDA – Code of Conduct**

**14. DATE OF NEXT MEETING** Monday 13<sup>th</sup> February 2023 at Great Canfield Village Hall at 8pm.

### **TIME AND CLOSE OF MEETING**