

# 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 9<sup>th</sup> May 2022** for the purpose of transacting the business set out on the agenda below.

**SIGNED (CLERK):**

**DATE 4<sup>th</sup> May 2022**

*THE PRESS & PUBLIC ARE CORDIALLY INVITED TO ATTEND*

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## 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** in respect of business detailed on this agenda.
- 5. 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
- 6. MINUTES OF PARISH COUNCIL MEETING** 11<sup>th</sup> April 2022 for approval and signature.
- 7. COUNTY AND DISTRICT CLLRS REPORTS**, current and ongoing business.
- 8. MEETING DATES FOR 2022/23**

To confirm meeting dates 2<sup>nd</sup> Monday of the month except for August 2022 when no meeting will be held. All meetings to start at 8.00pm.

## **9. TO AGREE CLLRS RESPONSIBILITIES FOR 2022/23**

Currently these are as follows,

Footpaths/Greens	Vacant
Planning	Ginny Barlow, Jenny Jewell
Tree Warden	Michael Knight
Crime Prevention	Vacant supported by Neighbourhood Watch
Highways & Road Safety	Stuart Hepburn
Waste/Minerals Local Plans	Keir Donald
Village Hall Committee	2 vacant positions

To note Cllr Jewell has asked to relinquish responsibility for planning. The current Terms of Reference for the village hall advisory (management) committee require membership of at least 2 Cllrs and 3 residents/hall users.

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

Ride London/Essex is due to take place on the weekend of 28/29 May. Whilst there are no road closures in the parish there are closures on several main routes which surround High Easter primarily on the Sunday. Please contact the Clerk for further information.

Uttlesford sent notification of a delay in consulting on regulation 18 of the Local Plan and issued an amended programme timetable. Regulation 18 is now due to be consulted on from Monday 20 June to Friday 29 July, it was previously expected to be available in March 2022.

Stansted Airport Watch annual general meeting takes place on 8<sup>th</sup> June at 8pm, parish council to confirm if attending.

## 11. PLANNING

### 11.1. Applications

To receive a report from Cllr Barlow on the following applications

Application	UTT/22/0885/HHF & UTT/22/0886/LB
Location	Champneys, Green Street
Development	Proposed single storey rear extension and alterations to driveway

Application	UTT/22/1181/HHF
Location	Whitedale, Canfield Road
Development	Comprehensive remodelling of existing dwelling, demolition of existing extensions and erection of a replacement two storey rear extension, two storey front extension, modification to existing roofs and alterations to fenestration. Demolition of existing barn and workshop outbuildings, and erection of replacement barn and cart lodge outbuildings.

### 11.2. Decisions for information only

The following application was considered by Uttlesford planning committee.

Application No	UTT/21/3204/FUL
Location	Tandan, Canfield Drive
Development	Replacement of existing static home with detached house with associated access and parking.
Decision	Conditional approval

The following applications were considered by officers

Application No	UTT/22/0667/CLP
Location	Adams Huttes House, Bacon End Road
Development	Single storey rear extension
Decision	Conditional approval

Application No	UTT/22/0632/HHF
Location	Woodlands, Bacon End Road
Development	Single storey and two storey rear extension
Decision	Conditional approval

Application No	UTT/22/0610/HHF
Location	Black Hall Barn, Green Street
Development	Single storey side/front infill extension with internal alterations.
Decision	Conditional approval

## 12. APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

12.1. Clerk to present 2021/22 accounts for consideration and approval.

12.2. Parish Council to consider internal controls to ensure it is meeting its legal requirements.

12.3. 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.

12.4. To approve the Annual Governance statement as presented, subject to internal audit.

12.5. To approve the Annual accounts as presented, subject to internal audit.

12.6. To receive and approve the fixed asset register and bank reconciliation for the year to March 22.

12.7. To appoint an internal auditor.

### 13. PARISH COUNCIL INSURANCE

The parish council has been advised that its current insurance provider is not in a position to renew the insurance of the parish council, despite this being part way through a long-term agreement. The brokers have notified details of an alternative provider and a quote is being sought. Due for renewal on 1 June 2022, Parish Council to consider options.

### 14. REPRESENTATIVES REPORTS

To receive reports on the following from lead Cllrs

14.1 Footpaths, Byways, Bridleways and Greens.

14.2 Highways/Road Safety

14.3 Crime Prevention/Neighbourhood Watch

14.4 Tree Warden

### 15. VILLAGE HALL REPORT

15.1. To receive a report from the village hall committee.

15.2. To record village hall payments for the month of May 2022 as set out below

<b>PAYMENT TO</b>	<b>METHOD</b>	<b>VALUE</b>
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity	Direct Debit	£ 27.00
Alison Clark – Cleaning (April 2022 inc expenses)	Online	£ 74.00
Alison Clark – Cleaning (May wk 1)	Online	£ 30.00
Great Canfield Parochial Church Council – Water Rates	Online	£ 83.79
Allison Ward – Sumup card reader for electronic payments at events	Online	£ 29.00

15.3. To record the receipts received April 2022.

### 16. QUEEN'S PLATINUM JUBILEE

To receive an update on plans including budget and risk assessments.

### 17. FINANCE

17.1. Cheques for Approval

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward - Parish Clerk April 2022	Tbc
Parish Council insurance	Tbc
Function Central Ltd (Balance of payment for jubilee band)	£ 1.040.00

17.2 To consider any amendments or notifications required in advance of the internal audit.

### 18. ITEMS FOR THE NEXT AGENDA

19. **DATE OF NEXT MEETING** Monday 13<sup>th</sup> June 2022 at Great Canfield Village Hall at 8pm.

**TIME AND CLOSE OF MEETING**