

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 14th May 2018 immediately following the Annual Village Meeting** for the purpose of transacting the business set out on the agenda below.

SIGNED (CLERK):

DATE 9th May 2018

THE PRESS & PUBLIC ARE CORDIALLY INVITED TO ATTEND

AGENDA

1. APOLOGIES FOR ABSENCE
2. ELECTION OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN to be signed by Chairman, s.83(4) Local Government Act 1976.
3. ELECTION OF VICE-CHAIRMAN
4. DECLARATION OF INTERESTS FOR THIS MEETING, Disclosable Pecuniary, Other Pecuniary or Non-Pecuniary Interests
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 16th APRIL 2018 for approval and signature
7. DATES OF MEETINGS 2018/19

DATE 2018	Public Meeting
11th June	8 pm
9th July	8 pm
10th September	8 pm
8th October	8 pm
12th November	8 pm
10th December	8 pm
2019	
14th January	8 pm
11th February	8 pm
11th March	8 pm
8th April	8 pm
13th May	ANNUAL VILLAGE MEETING 8pm
13th May	Followed by ANNUAL PARISH COUNCIL MEETING

Calendar based on the second Monday of the month.

Note Easter Holiday – Friday 19th April to Monday 22nd April.

8. ELECTION OF REPRESENTATIVES

To share the workload of the Parish Council, responsibilities were split between Cllrs in 2017/18 as follows,

Footpaths/Greens	- Cllr Easter
Planning	- Cllrs Barlow and Jewell
Tree Warden	- Cllr Knight
Highways/Road Safety	- Cllrs Hepburn and Mackley
Crime Prevention	- Cllr Mackley, supported by Neighbourhood Watch
Minerals/Waste Local Plan	- Cllr Tiernan

Parish Council to consider responsibilities for 2018/19

9. PROGRESS UPDATE

9.1. GDPR - The Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO). We await further guidance and the process to elect a DPO from the current Rodings/Easters Clerks base is on hold.

9.2. Cllr Barlow to update on the latest plans for fibre wifi in the village.

10. CORRESPONDENCE TO NOTE

10.1. Uttlesford has sent notification of the names and postal addresses for the new properties on the Canfield Nursery site, they will be numbers 1-7 Nursery Grove, post code CM22 6YG.

10.2. Great Canfield Village Hall has sent notification that the rent for an evening meeting is increasing from £27 to £30 with effect from 1 June 2018.

11. PLANNING

11.1. Applications

Application No	UTT/18/0507/OP
Development	Outline application with all matters reserved, except for access, for 5 no. dwelling houses
Location	Land South of Canfield Park Cottage

Please note there has been a revision to the original application with the number of dwellings reducing to 5, changes to the position of the dwellings on the site and a revised highway access position. Parish Council to reconsider the arguments in its objection and whether any additional comment is required as a result of the changes.

Application No	UTT/18/0987/HHF & UTT/18/0988/LB
Development	Single storey extension
Location	Ashfields Farm, Cuckoo Lane

Application No	UTT/18/1005/HHF
Development	Erection of a car port
Location	Barbury Cottage, Marsh Farm Lane

11.2. Decisions

Application No	UTT/17/3731/HHF
Development	Erection of extension to existing dwelling
Location	The Lodge 3A Ashfields Farm Cuckoo Lane
Decision	Refused

12. GREAT CANFIELD VILLAGE HALL

Parish Council to understand the implications of the proposal from the Community Trust that the Parish Council becomes Custodian Trustees of the village hall. In doing so to consider why this is necessary and what additional information is required to reach a final decision. A briefing note will be issued to Cllrs ahead of the meeting.

13. PARISH CLERK SALARY INCREASE

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 2018. Parish Council to consider an hourly increase in line with the national agreement, from £9.237 to £9.705, the impact is an additional £97 per annum based on 4 hours/week.

14. REVIEW OF PARISH COUNCIL INSURANCE

The Parish Council is currently insured with Zurich and the premium for 2018/19 is quoted at £318, last year £298. The increase reflects the addition of the defibrillator as a listed asset. Further quotes will be obtained in advance of the meeting.

15. APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

- 15.1. To approve the Annual Governance Statement (Section 1 AGAR) for the year 2017/18.
- 15.2. To approve the Annual Accounting Statements (Section 2 AGAR) for the year 2017/18
- 15.3. To receive and approve the following yearend financial statements for the year 2017/18
 - a. Fixed Asset Register,
 - b. Bank reconciliation

16. REPRESENTATIVES REPORTS:-

- 16.1. Footpaths, Byways, Bridleways and Greens
- 16.2. Highways/Road Safety
- 16.3. Crime Prevention/Neighbourhood Watch
- 16.4. Tree Warden

17. FINANCE

- 17.1. Cheques for Approval

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk April 2018	tbc
Annual Insurance	tbc

16.2 Precept for the first half of 2018/19 has been received and the VAT return for 2017/18 has been submitted.

18. ITEMS FOR THE NEXT AGENDA

19. DATE OF NEXT MEETING Monday 11th June 2018

20. TIME AND CLOSE OF MEETING