

# GREAT CANFIELD PARISH COUNCIL

*Clerk to the Council – Allison Ward*

**Peartree Cottage, Slough Road, High Easter, Essex CM1 4RD**  
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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 8<sup>th</sup> May 2017 immediately following the Annual Village Meeting** for the purpose of transacting the business set out on the agenda below.

**SIGNED (CLERK):**

**DATE 6<sup>th</sup> May 2017**

*THE PRESS & PUBLIC ARE CORDIALLY INVITED TO ATTEND*

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## 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 4<sup>th</sup> APRIL 2017 for approval and signature
7. DATES OF MEETINGS 2017/18

DATE 2017	Public Meeting
12th June	8 pm
10th July	8 pm
11th September	8 pm
9th October	8 pm
13th November	8 pm
11th December	8 pm
2018	
8th January	8 pm
12th February	8 pm
12th March	8 pm
9th April	8 pm
14th May	ANNUAL VILLAGE MEETING 8pm
14th May	Followed by ANNUAL PARISH COUNCIL MEETING

Calendar based on the second Monday of the month.

Note Easter Holiday – Friday 30th March to Monday 2nd April

8. ELECTION OF REPRESENTATIVES

To share the workload of the Parish Council, responsibilities were split between Cllrs in 2016/17 as follows,

Footpaths/Greens  
Planning

– Cllr Easter  
– Cllrs Barlow and Jewell

Tree Warden – Cllr Knight  
Highways/Road Safety – Cllrs Hepburn and Knight  
Crime Prevention – Cllr Mackley  
Minerals & Crumps Farm Committee – Co-opt Tricia Clifton, John Creecy and Henry Green,

Parish Council to consider responsibilities for 2017/18

## 9. PROGRESS UPDATE

9.1. Duck signs for the ponds at the junction of Green Street and Canfield Road

9.2. Village notice board at Hope End

9.3. Village defibrillator,

## 10. CORRESPONDENCE TO NOTE

10.1. Uttlesford has sent notification of the names and postal addresses for the new travellers sites in Canfield Drive. All postcode CM22 6SZ with the following names, plot 1 Willow Lodge, plot 2 Westside Place, plot 3 Tanglewood and plot 4 Honeysuckle.

## 11. PLANNING

### 11.1. Applications

Application No UTT/17/1124/FUL  
Development Section 73A Retrospective application for erection of building for stables and associated storage of competition cart and field maintenance machinery, hay store, wash room and feed store

Location Haydens End, Green Street

Application No UTT/17/1191/HHF  
Development Section 73A Retrospective application to include alterations and confirmation of ground levels of the existing annexe conversion granted planning permission under reference UTT/15/3687/FUL

Location Haydens End, Green Street

Application No UTT/17/0801/FUL  
Development Proposed extension to existing steel framed storage building for secure storage of vehicles, trailers and machinery'

Location Ryders Barn, Marsh Farm Lane

### 11.2. Decisions

Application No UTT/17/0301/FUL  
Development Demolition of existing redundant agricultural storage/office building and the erection of a new dwelling, provision of driveway, parking spaces, private open space, landscaping and boundary treatment.

Location Land adj to Barbury Cottage  
Decision Conditional Approval

Application No UTT/17/0613/PAP3Q  
Development Prior notification of change of use of agricultural building to 1 no. dwelling

Location Barn at Fann Farm, Great Canfield Road  
Decision Full application required

11.3. Cllr Jewell and Cllr Mackley attended a meeting in mid-April with representatives from Takeley Parish Council and Hatfield Broad Oak Parish Council to discuss the delays by Uttlesford in progressing the application for housing on land at Bonningtons Farm and to agree jointly how to work together as this application progresses. Currently, Highways England has recommended that no decision is made until a further study is undertaken of traffic impact on M11 jtn 8.

11.4. Uttlesford received a request for a screening opinion for a 'proposed development of 210 dwellings, public open space, landscaping, sustainable drainage systems and access point', Land West Of Canfield Road', from Gladman Development. The Town and Country Planning (Environmental Impact Assessment) (England and

Wales) Regulations 2011 require local planning authorities to consider whether certain projects are likely to have a significant effect on the environment and if so, ensure that the applicant carries out an assessment and prepares and submits a report identifying and assessing the effects. In this instance Uttlesford ‘concluded that the proposal is likely to have significant effects on the environment when considered cumulatively. Therefore, it is ‘EIA development’ and an Environmental Statement is required.’

11.5. Essex County Council issued notice of an application, ESS/25/17/UTT for Crumps Farm, ‘Continuation of temporary window composting of green waste and waste wood including the importation and blending of soils and sands without compliance with Condition 5 (time limit) of planning permission ESS/12/15/UTT to allow operation until 31 March 2019.’ After taking advice from the Minerals and Waste Committee and given the long history of windrow composting, this is the 5<sup>th</sup> application for this temporary activity, the Parish Council submitted no comment.

## 12. REVIEW OF PARISH COUNCIL INSURANCE

The Parish Council is insured with Zurich and 2017/18 will be the final year of a three-year long term agreement. The price paid in 2016/17 was £290.37. The quote for 2017/18 is £298.33 and reflects the increase in Insurance Premium Tax increase from 10% to 12%.

## 13. APPROVAL OF APPROVAL OF ANNUAL RETURN & ACCOUNTS

13.1. To approve the Annual Governance Statement (Section 1 Annual Return) for the year 2016/17.

13.2. To approve the Annual Accounting Statements (Section 2 Annual Return) for the year 2016/17.

13.3. To receive and approve the following yearend financial statements for the year 2016/17

- a. Fixed Asset Register,
- b. Income and Expenditure Account
- c. Bank reconciliation

## 14. REPRESENTATIVES REPORTS:-

14.1. Footpaths, Byways, Bridleways and Greens

14.2. Highways/Road Safety

14.3. Crime Prevention/Neighbourhood Watch

14.4. Tree Warden

## 15. FINANCE

15.1. Cheques for Approval

<b><i>PAYMENT TO</i></b>	<b><i>VALUE</i></b>
Allison Ward - Parish Clerk April 2017	tbc
Essex Association of Local Councils (Annual Subscription)	£132.74
Zurich Municipal – Annual Insurance	£298.33

15.2 Precept for the first half of 2017/18 has been received and the VAT return for 2016/17 has been submitted.

## 16. ITEMS FOR THE NEXT AGENDA

17. DATE OF NEXT MEETING Monday 12<sup>th</sup> June 2017

18. TIME AND CLOSE OF MEETING