

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
held at the village hall on Monday 10th January 2022

Present: Cllrs Stuart Hepburn (chairman), Jenny Jewell, Michael Knight, Robert Mackley, and the Clerk Allison Ward
District Cllr Geof Driscoll and District Cllr Neil Reeve
0 residents

1. APPOINTMENT OF CHAIRMAN – In the absence of the vice-chairman, Cllr Jewell proposed Cllr Hepburn be elected chairman for this meeting and that a decision on a permanent chairman to serve until the annual meeting is delayed until the February parish council meeting when more Cllrs will be available to attend the meeting. This was seconded by Cllr Knight with full agreement.

2. APOLOGIES FOR ABSENCE were received from Cllr Ginny Barlow and Cllr Keir Donald due to ill health. These apologies were accepted by the meeting.

3. DECLARATION OF INTERESTS FOR THIS MEETING

Cllr Mackley declared a personal interest in agenda item 13 as a member of the village hall committee.

4. PUBLIC FORUM – Nothing to report.

5. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING 13 December were proposed by Cllr Hepburn as a true and correct record, seconded by Cllr Mackley with all in agreement, the minutes were signed by the Chairman.

6. COUNTY AND DISTRICT CLLRS REPORT

Cllr Reeve updated the meeting on the two key activities of the council, preparation for the budget cycle and the Local Plan where officers are working on draft policies. The council remains on target to consult on Regulation 18 of the Local Plan which will focus on the preferred locations for development, policies will be refined for full consultation in Regulation 19 of the Local Plan which is expected in early 2023.

7. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

7.1. Notification received that operation sceptre (national knife amnesty) will be at Great Canfield, Church End in front of the church on 17 January between 2pm and 3pm.

7.2. Information on Essex Climate Action Challenge Fund has been circulated to Cllrs.

8. PLANNING

8.1. Applications for decision

Application No UTT/21/3299/FUL
Location Plot 2, The Vale, Canfield Drive
Development Proposed construction of 1 no. dwelling and garage.

Cllr Jewell proposed no comment on this application, this was seconded by Cllr Mackley with all in agreement.

Application No UTT/21/3300/FUL
Location Plot 1, The Vale, Canfield Drive
Development Proposed construction of 1 no. dwelling and garage.

Cllr Jewell proposed no comment on this application, this was seconded by Cllr Mackley with all in agreement.

Signed
Chairman

Application No UTT/22/0025/FUL
 Location Land at Canfield Drive Great Canfield Road
 Development Proposed erection of 1 no. detached dwelling to replace existing static home (alternative scheme to plot 2 approved under UTT/21/0507/FUL).

Cllr Jewell proposed no comment on this application, this was seconded by Cllr Mackley with all in agreement.

8.2. Decisions for information

Application No UTT/21/2968/HHF
 Location Woodland, Bacon End
 Development S73A retrospective application for the erection of 2no. double leaf automated entrance gates
 Decision Conditional Approval

Application No UTT/21/3351/HHF
 Location Poplicornes Great Canfield Road
 Development Proposed demolition of 3 No. sheds and erection of replacement outbuilding and garden room.
 Decision Conditional Approval

8.3 Following the publication of the updated traveller assessment by Uttlesford, Cllr Barlow, Cllr Jewell, and the clerk along with District Cllr Geof Driscoll met with CEO Peter Holt and his team on 10 January to discuss their queries with the report. Uttlesford agreed to investigate and respond to the points raised by the parish council.

8.4 A householder appeal has been made against Uttlesford's decision to refuse permission for a two-storey extension at Keepers Barn, UTT/21/2413/HHF. The parish council agreed not to withdraw its previous objection.

8.5 The parish council notes the decision by the planning inspector to dismiss the appeal, UTT/21/1011/HHF for a first-floor extension to the annexe.

8.6 Cllr Jewell updated the meeting on the River Roding water sample tests carried out by the parish council. The results have been forwarded to a resident who has expertise in this field, and the laboratory will also be asked if they can provide further detail. Once further data is provided the parish council will consider next steps.

9. LOCAL PLAN – FLOOD RISK ASSESSMENT

Further to Uttlesford's request for local knowledge on localised flooding locations as part of its work on the Local Plan, the meeting agreed to respond with two locations: junction of Church End and Green Street, and Lower Road from Badgers to the junction with Canfield Road.

Cllrs agreed to include their view that large scale developments approved by Uttlesford are having an impact on communities downstream of the main river courses. To evidence this Cllrs noted that since Priors Green development, flooding at the pinch points across the highway and flood plains happens faster, i.e., the lag time between heavy rainfall and flooding has reduced significantly. Clerk to submit response.

10. BUDGET 2022/23 and QUARTERLY REPORT FOR 2021/22

The clerk presented the accounts for the period April to December 2021 and confirmed a closing cash balance of £74,094 of which £16,947 is parish council general funds, £14,619 village hall funds and £42,528 funds restricted to projects which benefit the community or to support planning responses. The accounts were accepted by the Parish Council.

Cllrs considered a draft budget for 2022/23 presented by the Clerk. In conclusion and due to increasing service costs, Cllr Jewell proposed the precept is increased to £7,680 per annum, a 2% increase on the parish council element of Council Tax invoices, equivalent to £0.63 per annum on a band D property. This was seconded by Cllr Knight with all in agreement.

11. HIGHWAYS, FOOTPATHS, TREES, CRIME

After a lengthy discussion, it was agreed works to clear the ditches between Church End and Badgers would take place in the next week. This work will be funded by the parish council (day rate for labour and hire of machinery) due to the impact lack of ditch maintenance is having on the management of highway flooding which is affecting large numbers of residents.

There was concern amongst Cllrs that clearing these ditches may have a negative impact on localised flooding elsewhere in the parish and it was agreed discussions would take place with effected residents before works begin.

Cllr Mackley proposed the parish council takes full responsibility for these works and instructs and directs the contractors in the clearance, this was seconded by Cllr Hepburn with all in agreement. Cllr Hepburn and Cllr Mackley to manage this process on behalf of the parish council.

12. ESSEX LIBRARY CONSULTATION

The parish council noted the consultation on Everyone's Library 2022-2026 and agreed not to respond.

13. VILLAGE HALL REPORT

13.1. Cllr Mackley confirmed his conversation with Voneous Broadband (current wifi providers) who agreed to provide a free wireless broadband service to the village hall as a community venue, the clerk completed the application form. In addition, Gigaclear can provide a free fibre broadband service to the village hall, however this comes with conditions including promoting Gigaclear within the community. In conclusion the parish council agreed that the current wireless service was reliable and sufficient for hirers needs, Cllr Mackley proposed that the parish council accepts the free Voneous community service, this was seconded by Cllr Knight with all in agreement.

13.2. Cllrs noted the current Covid guidance places the responsibility on hirers to ensure compliance with face coverings. The parish council has the responsibility of ensuring necessary signage is in place advising of current requirements. The village hall committee are currently reviewing any changes necessary to the hire conditions.

13.3. Due to the difficulty in finding suitable contractors to clean the village hall, the hall committee proposed the existing cleaners are retained at a cost of £15 hour, and that the hall continues to be cleaned on a bi-weekly basis. This decision is supported by the parish council.

13.4. Cllr Mackley proposed the following payments be verified for the month of December 2021; this was seconded by Cllr Jewell with all in agreement. To note the following

13.4.1. Due to a credit of £260 on the account with Scottish Power, the monthly direct debit for electricity has been reduced to £27.00 from 1 December.

13.4.2. The schedule includes £7.48 paid from Petty Cash in November and omitted from the November schedule.

PAYMENT TO	METHOD	VALUE
Great Canfield Parochial Church Council – Monthly Hall Rent December 2021	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity December 2021	Direct Debit	£ 27.00
Team2Clean – December 2021	Cheque	£ 90.00
Keith Vincett –Light bulbs and cleaning products	Petty Cash	£ 7.48

13.5. The following were received in December 2021 – Dance £50, private party £25.

14. FINANCE

Cllr Jewell proposed the following cheques for approval, this was seconded by Cllr Hepburn with all in agreement.

PAYMENT TO	VALUE
Allison Ward – Parish Clerk salary December 2021	£ 186.46
Eurofins – Water testing River Roding inc VAT	£ 174.72

15. ITEMS FOR THE NEXT AGENDA

Appointment of co-opted Cllrs and parish council chairman.

16. DATE OF NEXT MEETING is Monday 14th February 2022 at 8pm in the village hall.

TIME AND CLOSE OF MEETING 9.30pm

Signed
Chairman