

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
 held at Great Canfield Village Hall on Monday 10th July 2023

Present: Cllrs Harry Anderson, Ginny Barlow (chair), Keir Donald (from item 9), Jenny Jewell, Michael Knight, Magnus Mildwater, Richard Stratton and the Clerk Allison Ward

District Cllr Neil Reeve (arriving at the start of item 3)

3 members of the public (leaving after brought forward agenda item 7.3)

1. APOLOGIES FOR ABSENCE – Cllr Donald sent notice that he would be late to the meeting. All Cllrs in attendance.

2. DECLARATION OF INTERESTS FOR THIS MEETING

Cllr Mildwater declared a personal interest in agenda item 7.3 as a neighbour of the property subject to the license.

3. PUBLIC FORUM

Residents provided the background to the premises license application in 7.3. They confirmed their intention is to provide a space for sorting wine in a current outbuilding to help family members set up a small cottage business selling alcohol, it is not intended to be a distribution business and the impact would be no greater than supermarket delivery vehicles.

District Cllr Neil Reeve arrives during the above item.

The chair proposes to bring forward item 7.3, there were no objections.

7.3 Uttlesford has sent notification of a new Premises License application for Mr Oliver Jones, who wishes to run a distribution business for ‘offsite alcohol sales’ from an outbuilding within Ryders Barn, Marsh Lane. Cllrs discussed and considered the following points,

- Current use of farm units and other outbuildings throughout the parish for small businesses.
- Access to proposed outbuilding is on a single track, ‘cul-de-sac’ lane which is also the start of bridleway 28. Concerns with the risk of additional vehicle movements on users of the lane including horse riders.
- No additional buildings are being built; an existing building will be utilised.
- Concerns business growth could result in a larger operation. Note comment from residents this is just a start up location and not a long-term solution.

In conclusion Cllr Knight proposed the parish council make no comment on this application, this was seconded by Cllr Barlow. Cllrs voted with 5 in agreement and 1 abstention.

3 residents leave the meeting.

4. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 12th June 2023 were proposed as a correct record by Cllr Stratton, seconded by Cllr Anderson with all in agreement.

5. COUNTY AND DISTRICT CLLRS REPORT

Apologies were received from District Cllr Geof Driscoll who was attending a parish council meeting elsewhere in the ward. District Cllr Neil Reeve updated the meeting on Uttlesford District Council matters.

Following the May district elections, the council is now up and running with committees formed and elected members receiving briefings and training in order that everyone knows what to do.

A review is due of the Uttlesford Corporate plan covering the next 5 years which sets out the priorities for the council, this is normal practice for a new council, it is expected the current plan will be streamlined and more focused.

The council must look forward and with increase inflation, plus an expected 25% reduction in income the intention is not to take on new staff positions unless totally justified, Cllr Reeve added there are no plans to make people redundant. An

Signed
 Cllr Ginny Barlow, Chair

example is the vacant senior legal officer vacancy which has been adapted to recruit a more junior, progressive individual with the management team reorganised. Cllr Barlow raised the issues with the historic lack of resource in planning and enforcement and continual turnover of staff, Cllr Reeve confirmed the council recognised the challenges and that planning roles will continue to be recruited with biodiversity and heritage officers due to start shortly, this will remove the reliance on third party Place Services.

The Local Plan remains one of main issues, a second all-member briefing takes place this week and then a whole series of meetings begin now that the committees have been reformed.

County Cllr Susan Barker sent apologies to the meeting as she had commitments to attend other meetings. Cllr Barker's written report had been circulated in advance to the parish council and is summarised below.

Cllr Baker is putting a motion this month to Essex County Council and Uttlesford District Council as follows, *'HGVs using standard car Sat Navs that collide with local infrastructure, such as railway bridges, or becoming stuck on narrow roads causes major disruption and is costly to local communities. They often take significant amounts of time and resources to free, causing major congestion across the Essex Road network, generating more emissions, and disrupting local rail services. This Council therefore calls on the Government to work with Satellite Navigation companies, and others providing road information to remove By Ways, By Roads and other similar roads from their systems.'* Cllrs were greatly encouraged by this development given the parish council has campaigned for many years for assistance to protect local byways.

The meeting was reminded of the County Cllrs pothole scheme 2023, Cllr Anderson confirmed information on Great Canfield potholes will be forwarded post this meeting. Cllr Barker has grant monies available for general projects and separate money for youth/ climate change/ levelling up work.

Cllr Jewell raised the recent announcement from Stansted airport to extend the existing terminal building. District Cllr Reeve responded to confirm the application has not yet been submitted, however the council is disappointed that a meeting of STACC (Stansted Airport Consultative Committee, a forum that allows communication and consultation between Stansted Airport and those most affected by its operations) met last week and this was not mentioned. Cllr Reeve went on to confirm the leader of the council and CEO were meeting the managing director to discuss. The parish council discussion led onto the issues with airport parking in and around surrounding villages and the frustrations this is causing.

6. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

- 6.1. Clerk circulated an email from Hatfield Broad Oak Parish Council expressing a wish to 'rejuvenate the good working relationships previously enjoyed in a spirit of co-operation on matters of our mutual interest, for example, planning and highways matters.' Cllrs commented they were always willing to work with neighbouring councils.
- 6.2. Information on national plans for 80th anniversary of D-Day celebrations on 6th June 2024 has been circulated to the parish council.
- 6.3. Uttlesford is consulting on the proposed Local Council Tax Support scheme for 2024/25. The consultation runs until Monday 4 September 2023. Please see this link to respond <https://letstalk.uttlesford.gov.uk/lcts-scheme-for-2024-25>

7. PLANNING

- 7.1. Applications for decision - None
- 7.2. Decisions for information only – None
- 7.3. Item brought forward in agenda.
- 7.4. The parish council agreed to take part in the planning hearing on 1st August for application UTT/21/3272/OP which is located in Little Canfield and has been refused by Uttlesford. The parish council had objected to the application for 90 new homes off the B1256 Stortford Road, including a 'sustainable drainage scheme with an outfall to the River Roding', primarily due to concerns this could increase surface water flooding in Great Canfield and the impact on the Flitch Way. Given holiday and work commitments no Cllrs are available, District Cllr Reeve agreed to represent the parish council. Cllr Jewell and the clerk to prepare briefing information for Cllr Reeve.

Signed
Cllr Ginny Barlow, Chair

8. EASEMENTS UPDATE ON PROGRESS

- 8.1. The easement for Chestnut Villas, Green Street has been completed with land registry documents updated.
- 8.2. No other progress to report on properties without easements on Green Street and Bullocks Lane.

Cllr Keir Donald arrives.

9. PARISH COUNCIL PROJECTS

- 9.1. Identifying works both drainage and general clearance remain outstanding. Cllrs noted County Cllr Barker's suggestion that grants may be available to assist with works.
- 9.2. The clerk has written to the church for permission to place a defibrillator on the external wall of the village hall and to pursue solar panels, a response is pending.
- 9.3. The clerk was asked to summarise a list of projects discussed by the council for consideration this year and append to the minutes.

10. HIGHWAYS, FOOTPATHS, TREES, CRIME

10.1. Footpaths, Byways, Bridleways and Greens

Cllr Knight raised the damage bridges on footpath 21 which have previously been reported and have now eroded further, Clerk to escalate to County Cllr Barker.

10.2. Highways/Road Safety

Essex County Council policy for a 30mph speed limit in villages is that there must be 11 properties within a 350m stretch. Cllr Anderson to produce relevant map for Bacon End.

10.3. Crime Prevention/Neighbourhood Watch – Cllr Stratton, nothing to report.

10.4. Tree Warden - Cllr Knight confirmed the previously damaged tree along Canfield Road had been sorted, there is nothing further to report.

11. VILLAGE HALL REPORT

11.1. Village hall committee update - The clerk confirmed net proceeds received from the village hall quiz night were £769, this will be added to village hall funds.

11.2. Village hall energy supply

- 11.2.1. The clerk confirmed the village hall energy provider has changed from Scottish Power to British Gas Lite, a web based only provider. This transfer was the result of a historic letter of authority that was entered into by the previous tenants in 2020 and never cancelled. The parish council was unable to stop the transfer as there was no change to the MPAN number, neither was the parish council able to influence the energy source (not renewable) or rates.

The contract entered into commenced on 29 June and is for two years ending 29 June 2025.

Unit rate - Day Consumption:	36.48 p/kWh	+60% on previous contract
Unit rate - Night Consumption:	25.18 p/kWh	-16% on previous contract (minimal use)
Standing charge:	58.8 p/day	+47% on previous contract

- 11.2.2. Cllr Barlow proposed a direct debit is set up to pay British Gas Lite monthly, this was seconded by Cllr Jewell with all in agreement. To note payments for hall electricity are currently being made by Canfield Community Trust who need to complete a termination of tenancy form before payments can be switched to the parish council.

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Cllr Ginny Barlow, Chair

11.2.3. Scottish Power has confirmed a credit balance on the account of £793.15, clerk to pursue return of funds.

11.3. The meeting noted the payment of the direct debit for hall rental.

PAYMENT TO	METHOD	VALUE
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00

11.4. Cllr Barlow proposed the following payments relating to the village hall be made, this was seconded by Cllr Stratton with all in agreement.

PAOYMENT TO	VALUE
Alison Clarke Cleaning 19 th June and 4 th July	£ 60.00
Keith Vincett – Temporary Event Notice (Alcohol license) for quiz night	£ 21.00

11.5 The meeting noted the funds received in the period June 2023 from hall hire of £180, plus a further transfer of funds between parish council accounts of £180 to cover hall hire for parish council meetings from January to June 2023.

12. FINANCE

12.1. The Clerk presented the accounts for the period April to June 2023, there were no concerns raised. The closing cash position at end of June 2023 is £78,217 of which £21,734 is general parish council funds to provide services, £13,955 is village hall restricted funds and the balance is the easement fund.

12.2. Cllr Stratton proposed the following payments be made; this was seconded by Cllr Donald with all in agreement. The Chair signed the payment schedule for July 2023.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk June 2023	£ 202.41
Uttlesford District Council – Uncontested election	£ 52.47
Rural Community Council of Essex – annual subscription	£ 52.80
Sign of the Times – Coronation village sign inc VAT	£ 414.60
Gt Canfield PC Hall Acct – Hire January to June 2023 (inter account transfer only)	£ 180.00

12.3. Unity Bank savings account, no progress further copies of paperwork are required and verification of individuals.

12.4. A grant of £900 was received during June from Uttlesford District Council for the coronation events.

13. **ITEMS FOR THE NEXT AGENDA** – Nothing in addition.

14. **DATE OF NEXT MEETING** – Monday 11th September at 8pm in Great Canfield Village Hall.

TIME AND CLOSE OF MEETING 9.30pm

15. In accordance with Schedule 12A of the Local Government Act 1972, Cllr Barlow proposed a motion that the press and public be excluded from the meeting for the reason that the information received and to be discussed relates to the business affairs of an individual.

The clerk was asked to respond to a letter received by the parish council confirming its position is to consider amendments to existing asements once planning permission is in place.

TIME AND CLOSE OF MEETING 9.45pm

Signed
Cllr Ginny Barlow, Chair

APPENDIX

GREAT CANFIELD PARISH COUNCIL PROJECTS APPROVED AND FOR CONSIDERATION 2023/24

APPROVED BY PARISH COUNCIL & PENDING COMPLETION

Project Title	Summary	Responsibility	Estimated Cost
Easements	To determine which easements are currently in place where access to residents properties is across parish council owned land, part of Green Street and Bullocks Lane. Where easements do not currently exist work with residents to ensure these are in place and consistent in format.	Clerk & Cllr Barlow	Tbc
Plaque for village sign	To provide a coronation memorial plaque for the village sign	Clerk	£400
Ponds at junction of Green Street and Canfield Road	Drainage works to reduce highway flooding.	Cllr Donald & Cllr Stratton	Tbc
	Conservation works to reduce reeds maintain biodiversity	Clerk	Tbc
Additional village defibrillator	To purchase a second defibrillator to place on the village hall. <i>Permission sought from Parochial Church Council June 2023, decision pending</i>	Clerk	£1,500
Solar panels on village hall	To carry out a feasibility study on placing solar panels on the village hall. <i>Permission sought from Parochial Church Council June 2023, decision pending. The parish council would lead on this project at no cost to the church.</i>	Clerk	Tbc
Village Design Statement	To be updated once policies in the Local Plan are known.	Cllr Barlow	Tbc

SUGGESTED AND PENDING PARISH COUNCIL CONSIDERATION

Project Title	Summary	Responsibility	Estimated Cost
Bulb planting	Parish wide	Tbc	Tbc

Signed
Cllr Ginny Barlow, Chair