

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

Present: Cllrs Keir Donald (chair), Stuart Hepburn, Jenny Jewell, Magnus Mildwater, Richard Stratton, and the Clerk Allison Ward

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1. APOLOGIES FOR ABSENCE were received from Cllr Ginny Barlow and Cllr Michael Knight, their apologies were accepted by the meeting. In the absence of the chair and vice-chair, Cllr Hepburn proposed that Cllr Donald be appointed chair for this meeting, this was seconded by Cllr Stratton with all in agreement.

2. DECLARATION OF INTERESTS FOR THIS MEETING – None

3. QUEEN ELIZABETH II

The parish council meeting scheduled for 12th September did not take place, this was in accordance with the protocol for local authorities during national mourning.

The parish council joins with the nation in expressing its sadness at the death of Her Majesty Queen Elizabeth II on September 8th, 2022, and offering condolences to the Royal Family. The parish council records its thanks to St Mary's church for opening the church to allow residents to join together following the announcement on 8th September.

A book of condolence for the parish was opened in Great Canfield church and remained in place until the day after the state funeral, it will be placed in the parish council archives which are held at the Essex Records Office.

The Peace Oak at Hellmans Cross provided the location for the reading of Proclamation for the King by Cllr Donald and the national moment of reflection on the eve of the Queen's state funeral which was led by Cllr Barlow.

4. PUBLIC FORUM – No public

5. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 11th July 2022 were proposed by Cllr Stratton as a true and correct record, seconded by Cllr Donald with all in agreement, the minutes were signed by the Chair.

Cllr Jenny Jewell arrives

6. COUNTY AND DISTRICT CLLRS REPORT

County Cllr Susan Barker, District Cllr Geof Driscoll and District Cllr Neil Reeve, all sent apologies to the meeting due to a requirement to attend a district meeting.

District Cllr Reeve had asked that the meeting notes the extension to the DigiGo bus service which now includes parts of Great Canfield, see Clerk's report item 7. Cllr Stratton noted that conversations are ongoing with DigiGo to see if there is a solution that would allow the transport to be used by children attending Rodings Primary School.

7. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

From 22nd September DigiGo has widened its service and now includes parts of Great Canfield; Bacon End, Church End and, from Church End to Ashfields. The service also now joins up the two trial areas allowing users to go as far as Braintree and extends into Great Dunmow. Residents can use the service providing they are picked up and dropped off within the boundary of the service. As a reminder DigiGo is a fully electric shared public transport service which offers on-demand or pre-bookable. There is no fixed route or timetable. DigiGo is booked through the TravelEssex journey planning app. Further details from the Clerk.

During the summer various correspondence on delays to the Local Plan have been circulated to Cllrs. In the latest correspondence Uttlesford confirmed further delays to the Regulation 18 Local Plan consultation which was due to begin in the Autumn. Uttlesford will issue a new timetable later this year.

Signed
 Cllr Ginny Barlow, Chair

The clerk circulated information on the renewal of external auditors. All parish councils are required to appoint external auditors and currently Great Canfield opt-into the central procurement process. This must be renewed every 5 years, The clerk suggested this should continue as the rules around appointing an external auditor outside of the central procurement is complex.

Uttlesford is consulting on the budget for 2023/24 until 31st October. Details can be found on the Uttlesford website including an online form for responses, or you can email views to consultation@uttlesford.gov.uk

Town and Parish Councils have been notified that Uttlesford has made a self-referral for possible breaches of the Home Standard, to the Regulator of Social Housing. This relates to the ongoing and unresolved concerns that the high standards of inspection (and where necessary, remedial works) on two key health and safety indicators (out of six – namely electrical checks and around asbestos management) cannot properly be demonstrated.

8. PLANNING

8.1. Applications for decision

Application	UTT/22/2595/HHF & UTT/22/2596/LB
Location	Bacons, Bacon End
Development	To demolish a lean-to structure which adjoins the western elevation of an outbuilding and to erect a replacement extension as a home-working office space

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

The deadline for responding to the following application has expired, however it remains undetermined at the point of issuing the agenda.

Application	UTT/22/2175/FUL
Location	Beresford, Canfield Drive
Development	Proposed erection of 1no. dwelling and garage - amendments to garage of previously approved scheme under UTT/21/3375/FUL

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

8.2 Decisions for information only

Application	UTT/22/2219/HHF & UTT/22/2220/LB
Location	Pulleyns, Green Street
Development	Single storey side extension
Decision	Conditional Approval

Application	UTT/22/1827/FUL
Location	Willow Lodge, Canfield Drive
Development	Erection of 1 no. detached dwelling to replace static home (alternative scheme to that approved under planning permission UTT/21/0507/FUL and non-material amendment application UTT/21/3793/NMA in order to add a detached garage)
Decision	Conditional Approval

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.
Decision	Conditional Approval

Application No	UTT/22/0643/OP
Location	Woodlands, Bacon End Road
Development	Outline application with all matters reserved except access and layout for 1 no. dwelling
Decision	Refused

- 8.3 Notification has been received of two planning appeals against Uttlesford's decision to refuse two new homes to be built adjacent to and opposite The Vale, Canfield Drive, UTT/21/3299/FUL and UTT/21/3300/FUL. Both appeals are written representation with a deadline of 8 November for additional comments. Cllr Jewell proposed the parish council comments to confirm that whilst the parish council made no comment on the original application, it supports Uttlesford's reasons for refusal and adds that the only amenities are in the adjoining parishes and require residents to walk along an unlit, narrow highway with no footpaths. Local knowledge confirms residents are totally reliant on cars to access facilities. This was seconded by Cllr Donald with all in agreement.
- 8.4 The meeting noted the Essex Minerals Local Plan 'Call for Sites' to reflect the revised end date of the Plan until 2040. This is open until 9th November for interested parties to submit any sites.
- 8.5 Uttlesford district-wide design code – Uttlesford responded to the parish council confirming they are currently unsure how this work fits with the existing Village Design Statements, (VDS). They went on to say at this point the 'new design code should not contradict or undermine anything contained in the VDSs.' he parish council will consider once further information is confirmed.

9. HIGHWAYS, FOOTPATHS, TREES, CRIME

9.1. Footpaths, Byways, Bridleways and Greens

9.1.1. Cllr Donald asked that thanks be recorded to the landowner for clearing the tree across the footpath between the church kissing gate and bridge over the river Roding.

9.1.2. The footbridge across the river Roding at the junction of PRoW footpath 17, 21 and 22 is damaged and slats missing. The meeting considered this is the responsibility of Essex Highways and the clerk was asked to report (reference number for log is 2803914).

9.2. Highways/Road Safety - Uttlesford Highway Rangers have carried out the works requested from 2019, including the repair and repainting of the finger post at Hellmans Cross.

9.3. Crime Prevention/Neighbourhood Watch – 'Policing our Parishes' which was scheduled for 15 September did not take place due to the national mourning period. Clerk to chase to rearrange.

9.4. Tree Warden – Cllr Donald agreed to clear the ivy from the Peace Oak ahead of remembrance Sunday.

10. PLAQUE FOR VILLAGE SIGN

The meeting considered a platinum jubilee sign to be added to the main village sign, the proposed sign is a standard format and includes the platinum logo in purple on a black background. The cost is £149 + VAT and includes carriage. Cllr Donald proposed the sign be purchased this was seconded by Cllr Jewell with all in agreement. Once ordered, Clerk to arrange the transfer of the surplus from the village Jubilee funds of £513.21 to the church for the Lych Gate repairs.

11. AUTUMN LITTER PICK

A provisional date was set for 12/13 November and is subject to confirmation with Cllr Knight. (To note this date has been postponed).

12. VILLAGE HALL REPORT

12.1. Cllr Donald proposed the parish council supports the village hall committee proposal to increase hire rates for the hall in the light of increasing energy prices; morning/afternoon previously £25 per session to increase to £35, evening sessions previously £30 to increase to £35 with no late-night charge. Regular hirers will be charged at £30 per session. This was seconded by Cllr Mildwater with all in agreement.

Signed
Cllr Ginny Barlow, Chair

12.2. The following reports from the hall committee were noted.

12.2.1. The parish council arranged for the 5-year electrical inspection to be completed and this was satisfactory, a certificate to confirm has been issued.

12.2.2. Oktoberfeast was held on 1 October and a summary of the proceeds of £1,225 circulated to the meeting. The proceeds will be added to the general hall fund account.

12.2.3. The meeting approved the village fireworks event on 5 November, a full risk assessment is pending and will be circulated to Cllrs for approval via email.

12.3. Cllr Jewell proposed the following payments which were made between meetings due to time pressures, be verified for the months of July to September 2022; this was seconded by Cllr Stratton with all in agreement.

PAYMENT TO	METHOD	VALUE
Great Canfield Parochial Church Council – Monthly Hall Rent (3 mths)	Direct Debit	£ 183.00
Scottish Power – Monthly Electricity (3 mths)	Direct Debit	£ 570.00
Alison Clark – Cleaning (July, August, September 2022) paid prior to this meeting	Online	£ 156.87
Essex Electrical Maintenance Ltd – 5-year electrical inspection paid prior to meeting	Online	£ 264.00
Anglia Fire Protection – Annual fire extinguisher check paid prior to meeting	Online	£ 93.60
Great Canfield Parochial Church Council – Annual hall insurance paid prior to meeting	Online	£ 620.60

12.4 The meeting noted the funds received in the period July to September 2022 from hall hire.

Received in July, £50 private hire.

Received in August, £150 yoga.

Received in September £30 private hire, £250 summer dance school.

In addition, £30.47 was received via Sumup (electronic payments for tickets net of charges) for Oktoberfest.

13. FINANCE

13.1. Internal Audit Report

The 2021/22 report from the internal auditor had been circulated to the parish council. The key points to note,

- Electronic payments: a copy of the bank mandate was requested to confirm signatories. Outstanding is the action to remove previous Cllrs, this is currently stalled and requires Cllr Hepburn to verify his signature with the bank, Clerk to assist.
- Savings: The substantial funds to be invested in an interest-bearing account, see item 13.2
- Asset Register: No longer displays Cllrs responsibilities. The Clerk confirmed this had been removed and the Clerk will monitor assets requesting input from the Cllrs if required. Cllr Donald proposed this as an appropriate way forward, this was seconded by Cllr Mildwater with all in agreement. The meeting noted the comment from the auditor re assets below £100 and will monitor the impact on the overall value of the asset register.
- VAT: The clerk will ensure VAT is reclaimed on hall electricity.

Simon Mainwaring has audited the parish council accounts for 15 years and has confirmed he is stepping down from the role. Cllr Donald asked that a vote of thanks for his commitment and service to the parish council be recorded in the minutes, this was seconded by Cllr Jewell with all in agreement.

13.2. With reference to 13.1(b), Cllrs agreed to try again to open a Cambridge Building Society parish councils savings account with the minimum value of £1,000. Once opened the balance of funds could then be transferred. Cllr Hepburn to assist the Clerk.

13.3. Cllr Jewell proposed that Great Canfield does not renew its membership (£10.annum) to Uttlesford Association of Local Councils as at this stage there are no services provided that support Great Canfield.

13.4. Cllr Hepburn proposed a grant of £100 is paid to Essex and Herts air ambulance in recognition of the facility they provide for Great Canfield residents, this was seconded by Cllr Mildwater with all in agreement.,

Signed
Cllr Ginny Barlow, Chair

13.5. The clerk confirmed the receipt of the 2nd precept instalment, £3,840.

13.6. Cllr Donald proposed the following payment, this was seconded by Cllr Jewell with all in agreement. The chairman of the meeting signed the payment schedule.

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk July-September 2022	£ 546.24
Allison Ward – Book of Condolence	£ 20.82

14. ITEMS FOR THE NEXT AGENDA – Nothing in addition

15. DATE OF NEXT MEETING Monday 14th November 2022 at Great Canfield Village Hall at 8pm.

In accordance with Paragraph 3 of Schedule 12A of the Local Government Act 1972, Cllr Donald proposed a motion to exclude the press and public from the meeting in order to consider future proceedings following a breach in easement. This was seconded by Cllr Jewell with all in agreement.

TIME AND CLOSE OF MEETING 9.15pm

Signed
Cllr Ginny Barlow, Chair