

**GREAT CANFIELD PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
 held at Great Canfield Village Hall on Tuesday 11<sup>th</sup> April 2023

Present: Cllrs Ginny Barlow (chair), Keir Donald, Stuart Hepburn, Michael Knight, Richard Stratton and the Clerk Allison Ward

District Cllr Neil Reeve

1 member of the public

**1. APOLOGIES FOR ABSENCE** received from Cllr Jenny Jewell (personal) and Cllr Magnus Mildwater (holiday), apologies were accepted by the meeting.

**2. DECLARATION OF INTERESTS FOR THIS MEETING**

Cllr Knight declared a pecuniary disclosable interest in agenda item 7.1 application UTT/23/0785/AG as the applicant.

**3. PUBLIC FORUM** – Nothing to report.

**4. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** of 13<sup>th</sup> March 2023 were proposed as a correct record by Cllr Knight, seconded by Cllr Stratton with all in agreement.

**5. COUNTY AND DISTRICT CLLRS REPORT**

County Cllr Susan Barker and District Cllr Geof Driscoll sent apologies to the meeting due to other meeting commitments. District Cllr Neil Reeve confirmed there was nothing to report as the district moves towards the May elections.

**6. CLERK’S PROGRESS UPDATE and CORRESPONDENCE**

Information received to support parish and district council elections has been circulated to Cllrs and residents, and the website updated as requested by Uttlesford. The Clerk noted correspondence had been received confirming Great Canfield will be an uncontested election there being seven nominations and therefore no vacancies.

The Local Government Boundary Commission are consulting on changes to Essex County Council wards. Currently Great Canfield is part of the Dunmow ward. The consultation is open until 5<sup>th</sup> June, and this will be added to the May meeting for consideration.

Uttlesford notified Town/Parish Councils of the withdrawal of local highway panel funding to Essex County Council (ECC) following a breach in contract by ECC. The correspondence was circulated to the parish council.

Information on Men’s Shed projects was circulated, the meeting noted the close proximity of a project at Little Canfield.

A village litter pick took place on Saturday 18<sup>th</sup> March supported by residents, the parish council records its thanks to all those who helped on the day and those who regularly pick up rubbish from parish verges and footpaths.

**7. PLANNING**

7.1. Applications for decision

The following application is a prior notification for an agricultural building which requires Uttlesford to determine whether this is within permitted development. Cllrs did not wish to add any information.

Application	UTT/23/0785/AG
Location	Hall Farm, Church End
Development	Proposed agricultural building

Signed  
 Cllr Ginny Barlow, Chair

## 7.2. Decisions for information only

Application	UTT/23/0342/PAQ3
Location	Prior Notification of change of use of agricultural building to 1 no. dwelling
Development	Hermits Barn, Cuckoos Lane
Decision	Not permitted, application required

## 8. GOVERNMENT CONSULTATION ON NIGHT-TIME NOISE ABATEMENT (STANSTED AIRPORT)

On 27<sup>th</sup> March the government launched a 6-week consultation seeking views and evidence on what a night-time noise abatement objective should be for the noise-designated airports (Heathrow, Gatwick and Stansted) from October 2025. The Clerk has asked for guidance on the technical elements of the response from Stansted Airport Watch. Any response will be considered by Cllrs electronically as the deadline is before the next meeting.

## 9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS (AGAR)

9.1. The Clerk presented the draft accounts for 2022/23 which confirm a surplus for the year of £2.2k. Cllrs considered the existing reserves policy, after which Cllr Donald proposed the sum of £7,472 be moved from general reserves to the easement reserve which is a fund for projects that benefit the community and to fund professional fees to protect the rural nature of Great Canfield from development, this was seconded by Cllr Hepburn. After which Cllr Hepburn proposed the accounts as presented by accepted, this was seconded by Cllr Knight with all in agreement.

9.2. Parish Council to consider internal controls to ensure it is meeting its legal requirements – carried forward to May meeting.

9.3. Cllr Barlow proposed Great Canfield Parish Council exempts itself from a limited assurance audit as it meets all the criteria for claiming exemption as set out in section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This was seconded by Cllr Knight, with all in agreement.

9.4. To approve the AGAR Annual Governance statement as presented, subject to internal audit – carried forward to May meeting.

9.5. To approve the AGAR Annual accounts as presented, subject to internal audit – carried forward to May meeting.

9.6. The Clerk presented the fixed asset register, assets added this year are the platinum jubilee plaque for the village sign (£149) and the gazebo purchased for the village hall (£621). All historically purchased litter pickers and hi-viz jackets were removed from the asset register, those that remain in parish council possession were purchased after the decision to only record assets above £100. Cllr Hepburn proposed the asset register with total assets of £11,428 be approved, this was seconded by Cllr Knight with all in approval. Cllr Hepburn went on to propose the bank reconciliation for the year to March 23 with a cash balance of £75,134 and no reconciling items be accepted, this was seconded by Cllr Knight with all in agreement.

9.7. To appoint an internal auditor – carried forward to May meeting.

## 10. EASEMENTS UPDATE ON PROGRESS

10.1. The clerk received correspondence from a resident in Bullocks Lane who wishes to carry out maintenance on the current driveway across the village green, Cllr Donald proposed the parish council agrees to the works requested and emphasizes that this must be 'like for like' maintenance, this was seconded by Cllr Barlow with all in agreement. In addition, the Clerk cannot locate an easement recorded on the parish council title deeds for this property, the resident has provided evidence from their title deeds granting access in 1995 which is before the land was registered, the meeting agreed the Clerk could request plans from Land Registry to progress.

10.2. In agreement with the resident, Cllr Donald proposed an easement for Chestnut Villas, Green Street be progressed in accordance with the standard template used for the common land on Green Street. This was seconded by Cllr Barlow with all in agreement, Clerk to progress.

## 11. HIGHWAYS, FOOTPATHS, TREES, CRIME

### 11.1. Footpaths, Byways, Bridleways and Greens

11.1.1. Cllr Donald reported on discussions with the PRoW officer from Essex Highways regarding the route of footpath 17 at Church End and its historic routes. Conversations are ongoing with local landowners, in the meantime footpath 17 remains accessible.

11.1.2. The parish council is aware of cars being parked on the village green at Hope End, the clerk will liaise with Cllr Jewell and notify residents that parking is not permitted on the green.

### 11.2. Highways/Road Safety

11.2.1. Cllr Hepburn raised the poor state of the highway at Fitzjohns Lane which has been eroded, Clerk to progress with Essex Highways.

11.2.2. A lengthy discussion took place on airport parking with recent examples of parking encroaching south of the B1256 at Hope End which is leading to frustration amongst residents. Getting action from the local police is hopeless unless vehicles are parked dangerously on the highway, no action will be taken if vehicles are on private land. District Cllr Reeve contributed to the discussion and noted that Stansted airport parking is the second most expensive in the world after Dubai, he went on to add conversations are taking places with Stansted Airport to see if there are solutions that would protect local residents from this frustration. The discussion concluded with no further actions at this stage and no solutions.

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

11.4. Tree Warden – Cllr Knight, nothing to report.

## 12. VILLAGE HALL REPORT

12.1. The clerk had received and circulated to the parish council the minutes from the village hall committee meetings held in February and March 2023.

The meeting received confirmation of the arrangements for the village event on the evening of Friday 5<sup>th</sup> May to celebrate the coronation. This event is self-funding with tickets being sold which will cover the costs of the evening, any surplus will be added to village hall funds.

Detailed plans for the ‘coronation street party’ on Sunday 7<sup>th</sup> May are still to be finalised, however the parish council reconfirmed its commitment to fund the activities within the agreed budget.

The clerk and Cllr Mildwater will prepare risk assessments once all details are confirmed and liaise with the event leads before circulating to the parish council via email for approval.

The meeting considered and supported an alternative proposal from the village hall committee to purchase coronation mugs for sale to residents (see March minutes item 11.1). This proposal requires residents to pre-order mugs which will be sold at cost price inclusive of VAT. Mailings have gone out via Facebook and email asking residents, the clerk will liaise with the village hall committee to place the required order which will be in addition to an estimated number of mugs to be distributed free to children under 16 in the parish.

12.2. The meeting noted the payment of the two direct debits for hall rental and electricity.

<b>PAYMENT TO</b>	<b>METHOD</b>	<b>VALUE</b>
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity	Direct Debit	£ 199.02

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

Signed  
Cllr Ginny Barlow, Chair

<i><b>PAYMENT TO</b></i>	<i><b>VALUE</b></i>
Alison Clarke – Cleaning 28 <sup>th</sup> March	£ 30.00
Andrew Clack – Canvas pictures for village hall	£ 84.35
Rural Community Council of Essex – Village hall annual subscription	£ 72.00

12.4 The meeting noted the funds received in the period March 2023 from hall hire of £30.

**13. FINANCE**

13.1.Cllr Hepburn proposed the following payments be authorised at this meeting; this was seconded by Cllr Barlow with all in agreement. The chair authorised the payment schedule for April 2023.

<i><b>PAYMENT TO</b></i>	<i><b>VALUE</b></i>
Allison Ward - Parish Clerk March 2023	£ 215.91
Essex Association of Local Councils – Annual Subscription	£ 162.88

13.2.Clerk is chasing the application to open a Unity Bank savings account.

**14. ITEMS FOR THE NEXT AGENDA** – The May parish council meeting will be the Annual Parish Council meeting and will follow the Annual Village meeting.

**15. DATE OF NEXT MEETING** – Due to the bank holidays and parish council election which require a meeting to be called within 14 days of Cllrs taking office on 9<sup>th</sup> May, it was agreed the next meeting will be Thursday 11<sup>th</sup> May at Great Canfield Village Hall at 8pm.

**TIME AND CLOSE OF MEETING** 9.25pm

Signed  
Cllr Ginny Barlow, Chair