

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
 held via Zoom on Monday 11th May 2020

Present: Cllrs, Ginny Barlow, Kier Donald, Chris Easter, Stuart Hepburn, Jenny Jewell, Michael Knight. Robert Mackley (chair) and the Clerk Allison Ward

District Cllr Geof Driscoll
 District Cllr Neil Reeve
 County Cllr Susan Barker (leaving after item 5)

3 residents (2 residents leaving during the meeting)

Cllr Mackley opened the meeting and welcomed Cllrs and residents to the first virtual meeting held using the Zoom platform and in accordance with the 'Regulations' following the Coronavirus Act 2020

1. APOLOGIES FOR ABSENCE – None all present.
2. DECLARATION OF INTERESTS FOR THIS MEETING – Cllr Knight declared a pecuniary interest in agenda item 8.1.3 Great Canfield Hall as a co-owner of the farming business.
3. PUBLIC FORUM

A resident spoke in support of a letter sent in advance of the meeting which had been circulated to Cllrs, asking the Parish Council to consider writing to Essex County Council (ECC) in support of the Essex Forest Initiative. This is a project launched in October 2019 by ECC which has a target of planting 375,000 trees across the county in the next 5 years. ECC aim to plant trees on their own land and to encourage other local authorities, community groups and private landowners to do the same. Residents are of the view this is in line with the '10 Green Parishes' initiative and are aware of parcels of land at Hope End owned by ECC which may be suitable. The residents went on to request that the Parish Council considers writing to ECC to ask about plans for tree planting on the land owned by them in the parish. In addition, it was suggested the Parish Council could consider planting on land it owned, including the south side of Green Street. The Parish Council responded in item 11.1.

4. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING 9th March 2020 were proposed by Cllr Mackley as a true and correct record, this was seconded by Cllr Easter with all in agreement – as this was a virtual meeting the minutes will be signed by the Chairman at a later date.
5. COUNTY AND DISTRICT CLLRS REPORT

District Cllr Neil Reeve addressed the meeting and confirmed there were currently three main issues for the District.

- a. Covid 19 response – Council officers are busy keeping key services running and the Uttlesford website is regularly updated with information to assist residents and businesses. To date £18m of funding has been distributed to local businesses.
- b. Local Plan – This has been officially withdrawn following the Council meeting at the end of April and the process will now start again. At this stage there is nothing ruled in and nothing rule out and the management of how this will be completed is now being worked through. One of the key principles is there will be a high level of public participation and as much community input as possible. The number of new homes will be higher than previously planned and in the region of 14,000 to 19,000. Cllr Reeve added he is aware this Parish Council was previously comfortable with the Plan as Great Canfield was a type B, 'excluded village' in terms of proposed large-scale development.
- c. Planning Committee – Like all Uttlesford meetings these are now being held via Zoom and to manage the agenda there will be two meetings per month with less items to consider at each meeting, public participation is welcome at all meetings as previously.

District Cllr Driscoll added that the withdrawal of the Local Plan was a cross party vote and the majority of public letters received were in support of the action taken.

County Cllr Susan Barker also opened her update by commenting on the Local Plan withdrawal and noted that the target of 18,000 new homes is on average a 50% increase for every parish on the current number of homes in the district. Finding sites for this number of houses is a huge challenge which the district has been battling with for the last 20 years. Cllr Barker confirmed recycling centres would be opening shortly, following by car parks, shops and libraries all operating with social distance guidelines. County Council office-based staff are largely working from home and this is expected to continue indefinitely and in the long term how we work may be very different. Cllr Barker reminded the meeting of the business grants available, there was some discussion about the status of the village hall and its ability to claim the grant; Clerk and Cllr Barker will liaise. The cricket

Signed
 Robert Mackley (Chairman Parish Council)

club confirmed it had received a grant. The meeting asked Cllr Barker for her support with the proposal to plant trees on land owned in Great Canfield by ECC and this commitment was given.

County Cllr Susan Barker left the meeting

The Chairman proposed that agenda item 11.1 was brought forward, there were no objections.

- 11.1 The Chairman confirmed the parish had a map of the land owned by ECC which it had obtained some years ago when looking at a community orchard at Hope End; the Clerk shared the map on screen. Cllr Mackley proposed that the Parish Council supports the residents request and writes to ECC asking for an update on their plans re planting on land owned by the County in Great Canfield and offering the parishes support with any project and an invitation on site to discuss this further, this was seconded by Cllr Donald with all in agreement; Clerk to contact ECC and copy in County Cllr Barker.

6. PROGRESS UPDATE & CORRESPONDENCE TO NOTE

Following the item in the GC Newsletter re a suggestion of the Parish Council planting trees along the village green at Bullocks Lane responses have been received from residents against the suggestion. The reasons including difficulty in maintaining the green and loss of light. Any further discussion will be held over until it is possible for the Parish Council to meet in person to discuss.

The Clerk responded to a Freedom of Information Request in relation to the correspondence and discussions which led to the Parish Council decision not to object to application UTT/19/2670/DFO.

The spring litter pick scheduled for end of March could not take place, thank you to all those who have been picking up litter as they 'exercise'.

The Clerk forwarded information on the Business Support Grant. If you are a local business with a Business Rate invoice from Uttlesford, even if you pay zero due to small business or rural reliefs, you could still be eligible for the grant. Information on Uttlesford District Council website.

Following the ongoing discussions on the state of byways in the parish, the planned meeting with GRASS (Green Lane Association) to discuss options for improving and managing the surface is on hold until 'normal' meetings can restart.

Crumps Farm planning query from December 2019 minutes reference 7.5, ECC Minerals and Waste forwarded a response on the five activities that form phase 1 of the development.

7. ANNUAL MEETING

The 2020 Regulations which support the Coronavirus Act 2020 allow for the Annual Village Meeting and the Annual Parish Council meeting not to be held and Cllr Mackley proposed that neither is held in Great Canfield for 2020, this was seconded by Cllr Barlow with all in agreement. As a result, Cllr Mackley will remain as Chairman, Cllr Hepburn as vice-chairman and Cllrs will continue with their existing responsibilities.

8. PLANNING

8.1 Applications

8.1.1 Land South of Canfield Park Cottage

This application was received during the period when it was not possible to hold a Parish Council meeting, having first been considered by the Parish Council in November 2019. At that point the Parish objected to the urban style design and asked that the application be called to Planning Committee for decision should the officers recommend approval. In late March amended plans were issued for consultation and the Parish Council considered these remotely including comments forwarded to the Parish Council by residents. In conclusion they were of the view the amendments to the design and layout were an improvement on the previous plans. This minute formally records the decision submitted to Uttlesford.

Cllr Barlow proposed that the Parish Council withdraw its original objection and submits comments only on the amended plans, this was seconded by Cllr Mackley. Cllrs voted via email, there were four in favour with three no responses.

Cllr Barlow went on to propose that the previous request from the Parish Council to call this application into Planning Committee is withdrawn as the original reasons for objection are no longer valid, this was seconded by Cllr Mackley. Cllrs voted via email, there were four in favour with three no responses.

Signed
Robert Mackley (Chairman Parish Council)

Further to the Parish Council submitting its response, correspondence was received from a resident expressing disappointment with the Parish Councils decision and requesting information on the Parish Councils decision making process, the Clerk responded.

8.1.2 Applications for decision

Application No	UTT/20/0994/HHF
Location	Badgers, Bacon End
Development	Addition of a rectangular roof lantern to the lead flat roof and alteration to external door fenestration.

Cllr Mackley proposed that the Parish Council has no comment on this application, this was seconded by Cllr Barlow with all in agreement.

Cllr Easter and Cllr Knight declared a non-pecuniary interest in the following applications as they have both carried out framing work for the applicant.

Application No	UTT/20/0704/FUL
Location	Lake View Farm,
Development	Erection of 1 no. agriculturally tied dwelling

The Parish Council notes a previous application for retention of the mobile home on this site has been refused. The documentation submitted with the application supports the agricultural tie and Cllrs were of the view this affords some protection to the site; it was also noted the scale of the property is in keeping with a farm cottage. In conclusion Cllr Mackley proposed that the Parish Council makes no comment on this application, this was seconded by Cllr Barlow with all in agreement.

8.1.3 – Decisions for information only

Application No	UTT/18/3538/OP
Location	Land north of Canfield Drive
Development	Outline application for up to 80 no. dwellings with all matters reserved except access.
Decision	Refused

Application No	UTT/20/0293/LB
Location	Champneys, Green Street
Development	Dry Ice blasting to exposed timber frame members internally to four rooms and a hall/stairs
Decision	Conditional approval

Application No	UTT/19/3180/CLLB
Location	Woolmers Deal Tree Farm Green Street
Development	Replacement 6 no. windows. Replacement soffits and fascias around rear extension. Re-fit of en-suite bathroom. Re-fit of main bathroom
Decision	Refused

Application No	UTT/20/0856/AG
Location	Great Canfield Hall, Church End
Development	Erection of agricultural barn
Decision	Approved, permitted development

8.1.4 The Parish Council notes its disappointment with the decision by the Planning Inspector to allow the appeal and grant planning permission for the demolition of the existing garage to Mayrose House, Canfield Drive, construction of driveway and erection of two dwellings.

8.1.5 At an Extraordinary Meeting on 30th April Uttlesford approved a proposal to withdraw the Local Plan following the Planning Inspectors comments that it was not sound and to start again to produce a new Local Plan for the District; the process is estimated to take 3 years. For further comments see item 5.

9. ACCOUNTS FOR YEAR ENDING 2019/20

Legislation under The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 has removed the requirement for a common period for the exercise of public rights and extended the deadline by which the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published, from 30 September 2020 to 30 November 2020.

- 9.1. The clerk presented the 2019/20 accounts which are included in the agenda, they confirm a closing cash balance at March 2020 of £48,707; there were no questions on the 2019/20 figures.

Cllrs confirmed the fixed asset register with assets totalling £9,018, this includes the addition of the clock in the village hall and the removal of some litter picking equipment.

As payments by the Parish Council have exceeded £25k in this financial year, the Parish Council cannot exempt itself from a limited assurance audit in 2019/20. The relevant AGAR will be forwarded to the internal auditor for review and brought back to a future Parish Council meeting for approval, the deadline for submitting documents to the external auditor has been extended to 30 August.

- 9.2. Cllr Donald proposed that the period for the exercise of public rights is 15th June to 24th July, this was seconded by Cllr Knight with all in agreement. These are the dates during which members of the public are able to inspect the accounts and raise any questions, the notice will be available on the website.
- 9.3. The Clerk asked the Parish Council to approve an item of expenditure that had not been included on the schedule of payments in the May 2019 minutes. Cllr Mackley proposed that fence posts for erecting the signs on byway 3 advising motorists not to follow satnavs at a cost of £31.58 be approved, this was seconded by Cllr Knight with all in agreement. The Clerk also advised that there had been a duplicate claim for the website domain name in both February and March 2020, this is adjusted for in the Clerks expenses for May 2020.

10. PARISH COUNCIL INSURANCE 2020/21

The Clerk presented two comparable quotes for the annual insurance. Cllr Mackley proposed that the Parish Council insures with Parish Protect (brokers for Royal Sun Alliance) at a cost of £207.20 (existing insurers quote £321.76) and that the assets insured are for a total value of £10k. This was seconded by Cllr Jewell with all in agreement.

11. HIGHWAYS, FOOTPATHS, TREES, CRIME

11.1. Carried forward on agenda.

11.2. District Cllr Driscoll confirmed that Highways had restarted although were experiencing supply issues with tarmac! Clerk to chase up plans for resurfacing Green Street.

12. FINANCE

12.1. Cllr Hepburn proposed the following payments be authorised; this was seconded by Cllr Knight with all in agreement.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk March and April 2020 and adj referenced in item 9.3	£ 321.23
Essex Association of Local Councils – Annual subscription	£ 148.28
Business Services at CAS Ltd – Insurance	£ 235.20

12.2 The first payment of the parish precept for 2020/21 of £3,750 has been received and the 2019/20 VAT claim submitted.

12.3 Cllr Mackley proposed that the Parish Council sets up electronic banking for the Parish Council, this was seconded by Cllr Easter with all in agreement, Clerk to progress.

13. ITEMS FOR THE NEXT AGENDA – Repainting the village sign.

14. DATE OF NEXT MEETING is Monday 8th June at 8pm, the meeting will be held via Zoom.

TIME AND CLOSE OF MEETING 9.00pm

Signed
Robert Mackley (Chairman Parish Council)