

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
 held at Great Canfield Village Hall on Thursday 11th May 2023

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

District Cllrs Geof Driscoll and Neil Reeve

1 resident

1. ELECTION OF CHAIRMAN

Cllr Donald proposed that Cllr Barlow be elected chair; this was accepted by Cllr Barlow before being seconded by Cllr Jewell, with all in agreement. The chair signed the Declaration of Acceptance of Office, and this will be held on file by the Clerk.

2. APPOINTMENT OF VICE-CHAIR

Cllr Donald proposed that Cllr Knight be elected vice chair; in his absence this was seconded by Cllr Mildwater, with all in agreement. Clerk to notify Cllr Knight.

3. APOLOGIES FOR ABSENCE received from Cllr Michael Knight (work commitments) and accepted by the meeting.

4. MEMBERS' ACCEPTANCE OF OFFICE AND REGISTRATION OF INTERESTS

Cllrs signed the declaration of acceptance of office, these were witnessed by the Clerk and will be held on file.

Members were reminded of the requirement to complete interests forms which must be returned within 28 days of 9th May to Uttlesford District Council for publishing on their website, these will also be available via a link on the Parish Council website. Members are legally required to return expense forms even if these are nil, by 2nd June.

5. DECLARATION OF INTERESTS FOR THIS MEETING

None

6. PUBLIC FORUM

It was noted the risk assessments for the coronation weekend were issued and approved very late by the parish council, a request was made that these are issued in good time for the village hall committee to consider. It was further suggested it would be helpful if a member of the parish council was on the hall committee.

In early 2020 the parish council was made aware that one of the ponds at the junction of Green Street and Canfield Road was overflowing in periods of heavy rain. It was agreed to extend the culvert pipe further into the pond as a solution, however this was not actioned. Furthermore, the ponds have in the past been maintained to reduce the vegetation and there is the view this is again necessary. Parish Council agreed to agenda for the next meeting.

7. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 11th April 2023 were proposed as a correct record by Cllr Barlow, seconded by Cllr Jewell with all in agreement. The chair signed the minutes.

8. COUNTY AND DISTRICT CLLRS REPORT

District Cllrs Geof Driscoll and Neil Reeve had provided a report on the activities of Uttlesford District Council in the past year at the Annual Village Meeting which preceded this meeting. Cllr Barlow congratulated the District Cllrs on their re-election to represent the ward on the District Council.

There was no report from County Cllr Susan Barker.

Signed
 Cllr Ginny Barlow, Chair

9. MEETING DATES 2023/24

Ordinary parish council meetings will continue to be held on the 2nd Monday of the month except for August 2023 when no meeting will be held. All meetings start at 8.00pm in the village hall.

10. CLLR TRAINING AND RESPONSIBILITIES

The clerk had circulated various emails advising of training for new and existing Cllrs being run either by Essex Association of Local Councils or Uttlesford. The Clerk confirmed budget is available for training, Cllrs to consider and notify the Clerk of any courses they wish to book.

Cllrs agreed to share responsibilities as follows,

Footpaths/Greens	Cllr Keir Donald
Planning	Cllr Ginny Barlow, Cllr Jenney Jewell
VDS and Local Plan	Cllr Ginny Barlow, Cllr Jenney Jewell
Tree Warden	Cllr Michael Knight
Crime Prevention	Cllr Richard Stratton
Highways & Road Safety	Cllr Harry Anderson
Waste/Minerals Local Plans	Cllr Michael Knight
Village Hall Committee	Cllr Ginny Barlow, Cllr Magnus Mildwater

11. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

The Projects and Funding Officer for Essex Bridleways (EB) contacted the parish council for information on the history of Byway 11 (Boxley Lane) which is in poor state due to its use by motorised vehicles in wet conditions. Information was exchanged which also included similar issues with Byway 3 (Oak Lane). In conclusion EB had a conversation with the head of Essex Public Rights of Way Officers Team who confirmed Byway 11 was on the maintenance list for 2024/25 and that it would be surveyed in the Autumn to put costings together. EB will keep in contact to monitor plans.

Progress on Easement project to be carried forward to the next meeting.

12. PLANNING

12.1. Applications for decision

Application	UTT/23/0861/HHF
Location	Keepers Barn, Bullocks Lane
Development	Proposed single storey side extension

Cllrs noted this was a reduction in size and scale of the extension when compared to a previously approved application. Cllr Barlow proposed no comment, this was seconded by Cllr Jewell with all in agreement.

12.2. Decisions for information only

Application	UTT/23/0448/HHF
Location	Erection of single storey rear extension and car port
Development	Lock Cottage, Bullocks Lane
Decision	Conditional Approval

Application	UTT/23/0572/CLE
Location	Land Between Runnels Hey and Silverthorn, Canfield Drive
Development	Use of land as garden
Decision	Refuse Certificate of Lawfulness

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

Signed
Cllr Ginny Barlow, Chair

12.3. The meeting noted the decision by the planning inspector to allow the appeal for two new dwellings on land adjacent to and opposite The Vale, Canfield Drive, references UTT/21/3299/FUL and UTT/21/3300/FUL. The inspector recognised development would contravene existing local policy, however when assessed against National Planning Framework concluded both developments ‘represent sustainable development, and the Framework advises that permission should be granted in accordance with the presumption in favour of sustainable development.’

12.4. BT OpenReach have requested permission to erect a pole and overhead cables on parish council land at Bullocks Lane to ‘improve the connectivity coverage in the local area’. Whilst the parish council is supportive of improved connectivity, Cllr Donald proposed that permission is not given to adding poles, however consideration will be given to placing any new cabling underground. This was seconded by Cllr Jewell with all in agreement. Clerk to respond.

13. APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

13.1. The meeting considered the internal controls, including payment authorisation, Cllr Barlow proposed that the existing controls were satisfactory to meet legal requirements, this was seconded by Cllr Donald with all in agreement. It was noted an update is necessary to the bank mandate following a change in Cllrs, Clerk to action.

13.2. Cllr Donald proposed approval of the annual governance statement (AGAR Section 1), this was seconded by Cllr Stratton with all in agreement.

13.3. Cllr Barlow proposed approval of the annual accounts (AGAR Section 2) as presented by the clerk, this was seconded by Cllr Jewell with all in agreement..

13.4. Cllr Barlow proposed Karen Weare (Clerk at Abbess Roding) be appointed as the internal auditor for 2022/23, this was seconded by Cllr Jewell with all in agreement.

14. PARISH COUNCIL INSURANCE

Cllr Barlow proposed the policy is renewed with the current insurers Zurich at a cost of £304.19 (same as the previous year), this was seconded by Cllr Donald with all in agreement. The Clerk was asked to forward the policy documents to Cllr Mildwater to assist with risk assessments for parish council led events.

15. HIGHWAYS, FOOTPATHS, TREES, CRIME

15.1. Footpaths, Byways, Bridleways and Greens

Cllr Jewell raised the issues with byway 3 which this month saw local landowners pull out three vehicles that became stuck when using the byway. The Clerk to write to Essex County Council Highways lead to highlight the issues.

15.2. Highways/Road Safety – Nothing to report.

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

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

16. KING CHARLES III CORONATION - PARISH EVENTS

16.1. The meeting noted confirmation of a grant of £900 from Uttlesford towards community events for the King’s coronation. The Clerk will present invoices to this value in order to claim.

16.2. The Clerk and Cllr Mildwater produced the risk assessments for the Friday evening supper and the Big Lunch following information supplied by the village hall committee outlining their plans. Both risk assessments were circulated to the parish council in advance of the events for approval, no concerns were raised, before being forwarded to the village hall committee.

16.3. Cllr Barlow asked that a vote of thanks be recorded in the minutes to the village hall committee who organised an excellent weekend of village celebrations to commemorate this national event. Cllrs commented that it was good to see so many new faces from across the village.

Signed
Cllr Ginny Barlow, Chair

17. VILLAGE HALL REPORT

17.1. There has been no meeting of the village hall committee other than to discuss the organisation of the coronation weekend. Two matters were raised and considered by the parish council.

17.1.1. Cllr Donald proposed approval of a quote of £518 to carry out works to replace the ladies toilet with a new close coupled toilet, this is subject to approval of Great Canfield Parochial Church Council. This was seconded by Cllr Stratton with all in agreement.

17.1.2. Cllr Mildwater confirmed his support to join and support the team planning the village firework event which normally begins in June, with a particular focus on the risk assessment and compliance with the latest HSE requirements, Clerk to forward details to event lead. Cllr Mildwater proposed that the parish council pay for any firework training or refresher course required for those involved in managing the display, this was seconded by Cllr Jewell with all in agreement.

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

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

17.3. Cllr Barlow proposed the following payments relating to the village hall are made, this was seconded by Cllr Jewell with all in agreement.

PAYMENT TO	VALUE
Alison Clarke – Cleaning 10 th and 24 th April	£ 60.00
Great Canfield PCC – Water April 2023 to March 2024	£ 84.56

17.4 The meeting noted the funds received in the period April 2023 from hall hire of £240.

18. FINANCE

18.1. Cllr Barlow had authorised by email the following payments relating to the coronation events between meetings due to payment deadlines.

PAYMENT TO	VALUE
Fish N Chick N Ltd – Coronation food for 5 May	£ 731.55
Mark Martin – Deposit for children’s entertainer for 7 May	£ 55.00
Communicorp – Coronation mugs for children inc VAT	£ 582.00
Communicorp – Coronation mugs to sell inc VAT	£ 867.60

18.2. Cllr Jewell proposed the following payment be authorised at this meeting; this was seconded by Cllr Barlow with all in agreement. The chair authorised the payment schedule for May 2023.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk April 2023	£ 202.41
Blue Bee (GB) Ltd – Coronation hire of marquee	£ 300.00

18.3. The meeting noted the receipt of the first precept instalment of £3,925.

19. **ITEMS TO NOTE FOR THE NEXT MEETING** – No specific items.

20. **DATE OF NEXT MEETING** – Monday 12th June at 8pm in the village hall.

TIME AND CLOSE OF MEETING 9.55pm

Signed
Cllr Ginny Barlow, Chair