

GREAT CANFIELD PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL

held on Zoom (due to snow and poor weather conditions) on Monday 12th December 2022

Present: Cllrs Ginny Barlow (chair), Jenny Jewell, Michael Knight, Magnus Mildwater, Richard Stratton, and the Clerk Allison Ward

District Cllrs Geof Driscoll and Neil Reeve

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1. **APOLOGIES FOR ABSENCE** were received from Cllr Keir Donald (work commitments) and Cllr Stuart Hepburn (personal), apologies were accepted by the meeting.
2. **DECLARATION OF INTERESTS FOR THIS MEETING** – None
3. **PUBLIC FORUM** – No public
4. The approval of the **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** of 14th November 2022 will be carried forward to the January meeting when they can be signed by the chair.

5. COUNTY AND DISTRICT CLLRS REPORT

County Cllr Susan Barker sent apologies to the meeting.

District Cllr Reeve updated the meeting on two key points from the Uttlesford Full Council meeting held the previous week.

- i) A motion to freeze council tax was debated and a decision taken to hold a budget council tax workshop for all council members to ensure they clearly informed regarding proposals and options prior to decisions being made. District Cllr Driscoll noted the approach from Essex County Council where the deficit is being managed with a reduction in services including Highways where it is said there is only 50% of the required funding available to maintain the existing network.
- ii) The council will respond to the Cambridge Congestion Charge consultation requesting the Cambridge Biomedical Campus is excluded from any congestion charge in order to manage the potential financial impact and stress of the proposals on the many patients, carers, visitors and staff from Uttlesford for whom alternatives to car transport are not realistic

6. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

The church submitted an enquiry asking to place a nativity scene at Hellmans Cross on parish council land. Guidance was obtained from Essex Highways and forwarded to the church. The request was withdrawn due to the limited timescales and will be considered further in 2023.

The Pageantmaster has issued guidance re beacon lighting confirming national beacons will not be lit for the King's Coronation. The reason being the palace are conscious that the Coronation will take place less than a year after The Queen's Platinum Jubilee Beacons were lit, and are therefore anxious to ensure that the events planned for May 2023 have a markedly different look to those of June 2022.

Cllrs are invited to the Annual General Meeting of Uttlesford Citizens Advice, which will be held at 2 pm on Tuesday 13th December at The Old School Community Centre, Takeley.

Grants are available for constituted groups to organise winter warmer of food support to the most vulnerable. RideLondon is returning to Essex next May and grants are available from London Marathon Events which runs this event for groups looking to encourage participation in sport and other exercise. Contact the clerk for further details

The clerk has circulated various correspondence on the Uttlesford Design Code and opportunities for Cllrs and residents to take part, see this link <https://uttlesforddesigncode.co.uk/index.php>

Signed
Cllr Ginny Barlow, Chair

Essex Highways have notified a road closure at Bullocks Lane for 4 days from 13th December whilst Affinity Water carry out works. Following further correspondence Affinity Water have confirmed they will be operating a system to allow local residents access without having to drive over the village green.

7. PLANNING

7.1. Applications for decision

Application	UTT/22/3118/HHF
Location	The Gables, Church End
Development	Alterations to fenestration to the rear and right flank elevation

Cllr Barlow proposed no comment on this application, this was seconded by Cllr Knight with all in agreement.

Application	UTT/22/3145/HHF
Location	Elms Farm, Bacon End Road
Development	Proposed outdoor swimming pool and detached pool house with associated landscaping

Cllr Barlow proposed no comment on this application, this was seconded by Cllr Stratton with all in agreement.

Application	UTT/22/3174/HHF
Location	5 Nursery Grove, Hope End
Development	Proposed conversion of existing garage to form ancillary annexe accommodation and studio office, together with the erection of detached garage.

Cllr noted the easement that exists for the former nursery site, this limits development to 7 properties and associated outbuildings. Cllr Barlow proposed the parish council comments that the size and design of the annexe has the potential to be a separate two storey dwelling which would contravene policy S7. The parish council would prefer any annexe to be joined to the existing property, however if officers are mindful to approve the application the parish council asks that a condition is attached requiring the annexe to be linked to the host dwelling. This was seconded by Cllr Jewell with all in agreement.

Application	UTT/22/3226/HHF
Location	Sheldrakes, Green Street
Development	Installation of multi-fuel stove in open fireplace, twin wall insulated flue and raise chimney by three courses of red bricks with lime mortar and 900mm terracotta pot

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

7.2 Decisions for information only

Cllr Barlow declared a pecuniary interest in the following application as joint owner of the property. There was no discussion as the item was for information only.

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
Decision	Conditional Approval

8. HIGHWAYS, FOOTPATHS, TREES, CRIME

8.1. Footpaths, Byways, Bridleways and Greens – Nothing to report.

8.2. Highways/Road Safety

8.2.1. Essex County Council has announced it is withdrawing its funding for Highways Rangers across the county. In Uttlesford, this represents a withdrawal of their £65,000 contribution towards the funding of the service. CEO of Uttlesford is asking all Parish and Town Councils if they will consider making a voluntary contribution of £1 per

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voter (c£385 for Great Canfield) to keep the Highways Rangers service going. Cllr Barlow proposed Great Canfield Parish Council contributes to the fund, this was seconded by Cllr Stratton with all in agreement.

8.2.2. 20s plenty is a UK campaign designed to help reduce accidents and fatalities in pedestrian zones by promoting 20mph speed limits. District Cllr Reeve commented that the campaign is in part about increasing pressure on Essex County Council to consider introducing 20mph limits on roads in the county where there are high concentrations of people and vehicles. The meeting noted it is unlikely Great Canfield would meet any criteria for 20mph zones, however Cllrs were of the view raising awareness of speeding in rural communities is important. Cllr Stratton proposed the parish council writes to Essex County Council requesting 20mph speed limits on streets throughout the county where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit. This was seconded by Cllr Knight with all in agreement.

8.2.3. On behalf of a resident Cllr Knight raised the issue of local historic roads being renamed by Essex Highways. The clerk confirmed she had looked into this previously but had been unsuccessful in determining the relevant source, a further attempt will be made.

8.3. Crime Prevention/Neighbourhood Watch – Cllr Stratton noted recent crimes in the parish.

8.4. Tree Warden – Nothing to report.

9. VILLAGE HALL REPORT

9.1. To receive reports from the village hall committee

9.1.1. Cllrs noted the recent Karaoke event and wished to record its thanks to the village hall committee for another enjoyable event. The meeting noted the low attendance and supported the village hall committee proposal to cover the estimated financial loss of the event from village hall funds, estimated at c,£0.3k with final numbers still to be confirmed.

9.1.2. With reference to the November meeting item 12.1.1 Firework event, the meeting noted a revision to the net proceeds to £1,078, as one of the expected sponsorship monies was not received.

9.2. The village hall committee confirmed replacement of 42 wine glasses at a cost of £93.03 ex VAT. The value of the expenditure is within the limits allowed without parish council approval. Glasses are an inventory item on the lease and the village hall committee has arranged for the original glasses to be donated to Rodings Primary School.

9.3. Cllr Jewell proposed the following payments which were made between meetings due to time pressure or direct debits, be verified for the month of December 2022; this was seconded by Cllr Stratton with all in agreement.

PAYMENT TO	METHOD	VALUE
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity	Direct Debit	£ 213.76
Alison Clark – Cleaning November wk 3	Online	£ 30.00

The clerk confirmed receipt of The Energy Bill Relief Scheme, which is paid from 1 October 2022 to 31 March 2023, and noted the direct debit to Scottish Power for October and November 2022 had been incorrectly reported in the minutes as £190 when it should have been £213.76.

9.4 Cllr Jewell proposed the following village hall payment be authorised at this meeting, this was seconded by Cllr Barlow with all in agreement.

PAYMENT TO	VALUE
Robert Mackley – Wine glasses inc VAT (See 9.2)	£ 111.64

9.5 The meeting noted the funds received in the period November 2022 from hall hire of £265.

Signed
Cllr Ginny Barlow, Chair

10. FINANCE

10.1. Cllr Barlow proposed the following payments be authorised at this meeting; this was seconded by Cllr Jewell with all in agreement. The chair will authorise the payment schedule at the next meeting.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk November 2022	£ 185.08
Essex Association of Local Councils – Clerk’s village hall course inc VAT	£ 180.00
Great Canfield Parish Council Hall Account – PC meeting rental Oct to Dec 2022	£ 90.00

10.2. Cllr Barlow proposed an application is made to EALC under Clerk’s Bursary to recover 75% (£112.50) of the village hall course ex VAT attended by the Clerk. This was seconded by Cllr Stratton with all in agreement.

10.3. The clerk circulated the financial reports to end of November 2022, ahead of discussions at the January meeting on precept levels for 2023/24,

10.4. The clerk confirmed the changes to the bank mandate were now complete and authorised signatories are Cllr Hepburn, Cllr Jewell, Cllr Knight and the Clerk. The bank mandate requires two signatories to authorise, and the parish council follows a procedure for online payments which involve the clerk inputting payments as signatory 1.

10.5. Cllr Hepburn had expressed a wish not to be the signatory on the savings bank account due to his intention not to stand at the next parish council elections. Cllr Knight along with Cllr Jewell to be the authorised signatories, Clerk to progress.

11. ITEMS FOR THE NEXT AGENDA – Precept setting 2023/24.

12. DATE OF NEXT MEETING Monday 9th January 2023 at Great Canfield Village Hall at 8pm.

13. In accordance with Paragraph 3 of Schedule 12A of the Local Government Act 1972, Cllr Barlow proposed a motion to exclude the press and public from the meeting as the discussions relate to an individual that could be identified and may involve legal proceedings. This was seconded by Cllr Jewell with all in agreement.

The clerk had received a copy of the necessary easement from the land registry. Cllr Mildwater proposed this is forwarded to the resident with reference to the clause confirming vehicles must not be parked on parish council land including the access.

TIME AND CLOSE OF MEETING 9.15pm

Signed
Cllr Ginny Barlow, Chair