

**GREAT CANFIELD PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
 held at Great Canfield Village Hall on Monday 12<sup>th</sup> February 2024

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

District Cllr Geof Driscoll

3 residents (one arriving after item 4. Two leaving after item 12 brought forward)

**1. APOLOGIES FOR ABSENCE** – All in attendance.

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

Cllr Donald declared a pecuniary interest in agenda item 7.1, application Rodingbourne as joint owner of the property.

**3. PUBLIC FORUM**

The meeting note a newly validated planning application UTT/24/0340/OP, ‘outline application with all matters reserved except for access for the erection of 6 no. dwelling houses’ on land west of Great Canfield Road. The chair confirmed this application is not on the agenda and the parish council response will be considered at the March meeting. Residents raised their concerns with this development and the impact on the hamlet and surrounding countryside.

**4. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** of 8<sup>th</sup> January 2024 were proposed as a correct record by Cllr Barlow, seconded by Cllr Knight with all in agreement.

*1 resident arrives*

**5. COUNTY AND DISTRICT CLLRS REPORT**

County Cllr Susan Barker sent apologies to the meeting, District Cllr Neil Reeve also sent apologies to the meeting together with a written report which was shared with the council. District Cllr Geof Driscoll reported to the meeting.

1. Crumps Farm - there has been partial fencing put up along the Flitch way and Western corner. A formal request has been put in by Uttlesford for a routine multi-agency meeting (quarterly thereafter) to ensure actions are coordinated and take place.
2. Lighting at Uttlesford Depot – An action plan is being put in place to reduce the light pollution for local residents.
3. Bins – Sincere apologies for the situation. Uttlesford has got its temporary licence back and the normal schedule will now resume. In the short term there will be extra vehicles to help clear the backlog. Mid-term the budget provides for additional vehicles and teams as soon as they can be procured. The investigation and review process is starting this week. Cllrs reported the area from Deal Tree Farm through Green Street to Hatfield Broad Oak had not been cleared, the Clerk will collate information and forward to Uttlesford.
4. Budget – This will be presented to full Council this month. Bottom line, compared with other Local Authorities, Uttlesford are in a much better position, largely as a result of the investment programme. They can present a balance budget and the required services.

Cllr Barlow asked how the bin issues would be financed. District Cllr Driscoll confirmed this would come from reserves. Cllr Barlow shared residents’ comments, firstly there were thanks to the regular bin collection teams, however concerns that the system was allowed to break down, and how do Uttlesford ensure there is not another system process that will fail in a similar way? Cllr Anderson noted the frustrations with contacting Uttlesford for general refuse issues particularly along Cuckoo Lane which requires the small access vehicle to attend.

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

A request had been received from Cosuenda in the Cariñena wine region of northern Spain, asking if the parish would consider a twinning programme. Cllrs were flattered to be asked, however given they are a very small parish with no schools and limited public spaces, they were of the view they would not be able to meet the expectations required.

Signed  
 Cllr Ginny Barlow, Chair

The clerk confirmed that the deadline for submitting comments on planning application UTT/24/0340/OP is 11<sup>th</sup> March, However, should the parish council wish to call in the application the deadline for doing so is 4<sup>th</sup> March. Cllr Jewell proposed the application is called to planning committee should officers recommend for approval due to

1. Creeping and inappropriate urbanisation of a rural hamlet and loss of open countryside.
2. Piece meal planning applications by the same applicant on adjacent sites.
3. Overdevelopment of Hope End hamlet, with 28 properties approved in the last 10 years.
4. Lack of need for more large executive homes given Uttlesford has a five-year housing supply

This was seconded by Cllr Barlow with all in agreement.

*Cllr Barlow proposes to bring forward agenda item 12, there were no objections.*

## 12. VILLAGE ROAD NAMES

*The item was opened to the public to contribute to the background.*

A resident had raised concerns that Essex County Council and sat nav companies are using new names for local roads and by doing so losing the parish history. The three specific issues being Fitzjohns Lane which is named on mapping systems as Cricket Lane, Lower Road, which is named as Water Lane, Marsh Lane named as Marsh Farm Lane. Cllrs agreed with residents that preserving historic names was important and this should be addressed.

*The item was closed to the public.*

The Clerk confirmed she had previously written to Essex County Council for assistance on how naming worked, however received no response. Following this recent correspondence a second request has been submitted via County Cllr Barker. The Clerk noted the suggestion from the resident that Uttlesford may be able to assist given they are responsible for street naming, the Clerk will forward details and request information on the process followed for new naming. Cllr Donald agreed to liaise with the resident to see what actions could be taken and to take responsibility for resolving this issue.

*2 residents leave the meeting*

## 7. PLANNING

### 7.1. Applications for decision

Application No	UTT/24/0063/OP
Location	Land North Of 7 Ashfields Farm Cuckoo Lane
Development	Outline application with all matters reserved except access for the erection of 1 no. dwelling and associated work

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

Application No	UTT/24/0173/HHF
Location	Rodingbourne, Church End
Development	Construction of a timber cart-lodge garage

Cllr Donald asked to summarise this application. There is pressure on parking at Church End, the aim of this development is to create room for Rodingbourne to park vehicles around the back of the property. It cannot be seen from Church End or by the neighbours and will therefore not have an impact on the surroundings.

*Cllr Donald leaves the meeting*

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

*Cllr Donald returns to the meeting*

## 7.2. Decisions for information only

Application No	UTT/23/2942/FUL
Location	Land North Of Honeysuckle, Canfield Drive
Development	Proposed erection of 1 no. dwelling and garage following approval of UTT/23/0473/FUL
Decision	Conditional approval

7.3. Update on Crumps Farm illegal dumping of waste, the analysis of local water samples is pending. Cllrs noted the comments made under item 5, Cllr Donald confirmed he is willing to go along to any meetings as a representative of the parish council, this was supported by the meeting, and in addition it was suggested a local resident with extensive knowledge of the industry may also be available to assist.

7.4. Action remains pending on the outcome of District Cllr Reeve's investigation into the issues with lighting at the Uttlesford depot in Little Canfield. The meeting agreed to reconsider any impact once changes are made.

## 8. ESSEX MINERALS LOCAL PLAN REVIEW

Essex is consulting on the local minerals plan 2025 to 2040. This includes the two sites at Little Bullocks Farm, Hope End which have previously been included in the plan, however as yet not brought forward for development. The documents can be viewed at this link, <https://www.essex.gov.uk/replacement-essex-minerals-local-plan-review-2025-2040> Cllr Andreson and Cllr Barlow attended the pre-meeting and had forwarded notes to Cllrs. It was agreed the Clerk would bring a proposed response to the March meeting, similar to the responses historically made in relation to these sites and noting the enforcement issues on the neighbouring Crumps Farm site, The deadline for responding is 19<sup>th</sup> March.

## 9. PARISH COUNCIL PROJECTS

9.1. Ponds Green Street/Canfield Road – Cllr Stratton had obtained advice from FWAG (Farming & Wildlife Advisory Group) on maintenance which confirmed they would not be able to take on the project partly due to the potential run-off from the road causing pollution issues, and the fact they would not be able to mitigate the risk of nutrient run-off from adjacent agricultural land into the ponds. They did confirm the ponds would benefit from some restoration work and provided some suggestions including that the timing of the works should be September to December. Cllr Stratton proposed that a tender is put together based on the information received by FWAG splitting the works required over 2 years, this was seconded by Cllr Jewell. The Clerk to prepare a draft tender for consideration.

9.2. The Clerk is awaiting confirmation from Essex County Council on whether parish councils can employ jetting vehicles to clear highway gullies and any liabilities that need to be considered.

9.3. Ditches at Bacon End – Works agreed and pending before 31<sup>st</sup> March.

## 10. HIGHWAYS, FOOTPATHS, TREES, CRIME

10.1. Footpaths, Byways, Bridleways and Greens – Clerk and Cllr Jewell reviewed footpath 5 at its junction with byway 3, the path is impassable in wet conditions due to lack of ditch clearance and inadequate pipe to move water. Cllr Knight agreed to meet with Cllr Jewell to discuss further and before any action is asked of Essex County Council.

10.2. Highways/Road Safety – Cllr Anderson confirmed that there are 14 properties across a 350m distance at Bacon End which is within the criteria of Essex Highways to reduce speed limits. The meeting agreed to submit another request to the Local Highways Panel with this supporting information, Clerk to arrange.

### 10.3. Crime Prevention/Neighbourhood Watch

10.3.1. The clerk has reported the fly tipping in the field entrance on Green Street, although this has not been removed. This led to a discussion on the state of litter on the M11/A120 particularly around the construction site. The Clerk was asked to write to Sisk the contractor requesting action is taken to keep the site clear of litter.

10.4. Tree Warden – Nothing to report.

## 11. SPRING LITTER PICK

It was agreed to hold a spring litter pick on Saturday 23<sup>rd</sup> March. Cllr Knight will be based at the village hall between 9am and 9.30am to provide equipment. Cllr Barlow to put on Facebook.

## 12. VILLAGE ROAD NAMES – Brought forward in the meeting

## 13. VILLAGE HALL REPORT

13.1. Village hall committee general update – The notes from the meeting on 7<sup>th</sup> February were circulated to Cllrs, this included confirmation of new responsibilities of committee members.

13.2. Following correspondence post the January parish council meeting, Cllr Barlow proposed the decision not to purchase portable storage heaters in the village hall is reversed and two are purchased at a cost of £149.98 inc VAT, this was seconded by Cllr Knight with all in agreement.

13.3. Clerk and Cllr Mildwater met to draft a general risk assessment for the village hall. Immediate actions were forwarded to the village hall committee and included ensuring the emergency exit via the store cupboard is accessible and clearing the leaves piling in the car park. In addition the clerk will purchase a first aid kit to replace the existing which is out of date. The clerk will prepare a full risk assessment for the parish council to consider at a future meeting.

13.4. To receive an update on village hall energy contracts – Carry forward to next meeting.

13.5. The meeting confirmed the following direct debit payments made between meetings.

<i><b>PAYMENT TO</b></i>	<i><b>METHOD</b></i>	<i><b>VALUE</b></i>
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Electricity	Direct Debit	£ 439.69

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

<i><b>PAYMENT TO</b></i>	<i><b>VALUE</b></i>
Alison Clark – Hall Cleaning January and wk 1 February 2024	£ 90.00
Cuisine Royale – Hall Heaters inc VAT	£ 149.98

13.7 The meeting noted the receipts of £105 from hall hire in January 2024.

## 14. FINANCE

14.1. Cllr Barlow proposed the following payments, this was seconded by Cllr Knight with all in agreement.

<i><b>PAYMENT TO</b></i>	<i><b>VALUE</b></i>
Allison Ward - Parish Clerk January 2024	£ 219.74
Fasthosts – Website Domain Name renewal for 2 years inc VAT	£ 28.78

14.2. During the month and to generate immediate interest on the account balance, the clerk opened a Barclays savings account (interest rate 1.5%). The clerk processed a request to transfer £65k across to savings. Cllr Barlow proposed this action is supported; this was seconded by Cllr Stratton with all in agreement.

14.3. No further progress with Unity Bank on a savings account.

## 15. ITEMS FOR THE NEXT AGENDA – Essex Minerals Plan Consultation and review of financial and management controls.

## 16. DATE OF NEXT MEETING – Monday 11<sup>th</sup> March 2024 at 8pm in Great Canfield Village Hall.

**TIME AND CLOSE OF MEETING 9.45pm**

Signed  
Cllr Ginny Barlow, Chair