

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
 held at Great Canfield Village Hall on Monday 12th June 2023

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

County Cllr Susan Barker (leaving during agenda item 5)

District Cllrs Geof Driscoll and Neil Reeve (arriving during agenda item 5)

0 members of the public

1. **APOLOGIES FOR ABSENCE** received from Cllrs Ginny Barlow (personal), Jenny Jewell (holiday) and Cllr Michael Knight (work commitment), apologies were accepted by the meeting.

In the absence of the chair and vice chair, Cllr Stratton proposed Cllr Donald as the chair for this meeting, this was seconded by Cllr Anderson with all in agreement.

2. **DECLARATION OF INTERESTS FOR THIS MEETING** - None.

3. **PUBLIC FORUM** - No public present.

4. The **MINUTES OF THE ANNUAL PARISH COUNCIL MEETING** of 11th May 2023 were proposed as a correct record by Cllr Stratton, seconded by Cllr Donald with all in agreement.

5. **COUNTY AND DISTRICT CLLRS REPORT**

County Cllr Susan Barker confirmed the Essex County Council (ECC) community initiative fund is open to applications as well as the Cllrs grant fund. Cllr Barker requested any potholes be notified for nomination to the annual Cllrs allocation, Cllr Anderson agreed to supply information direct to Cllr Barker.

The Clerk had received confirmation two schemes submitted to the Local Highway Panel had been archived and had requested information to understand why. Reduction in speed limits at Bacon End is archived as the stretch failed to achieve the required 11 or more properties across a minimum 350m, Cllr Anderson agreed to check. The scheme to reinstate the ditches and sandbags along Bacon End is confirmed by Essex Highways as the responsibility of the adjacent landowner, Clerk to speak to relevant parties.

District Cllr Neil Reeve arrives

Cllr Baker notified the meeting she had put forward a motion (as yet not known if accepted) requesting ECC works with sat nav companies to remove byways from their routing systems.

District Cllr Neil Reeve confirmed work on the Local Plan had resumed, regulation 18 (public consultation on preferred sites) is due to be published on 27th October. Cllr Reeve also confirmed the availability of district grants, details are on the Uttlesford website and local organisations are encouraged to consider applying.

County Cllr Susan Barker leaves the meeting

Cllr Reeve confirmed the issue of funding the Uttlesford Local Highways Panel (LHP) between ECC and Uttlesford is resulting in the right to vote on projects being taken away. Cllr Reeve went on to confirm the likelihood that Uttlesford LHP will disappear, with local schemes absorbed within ECC to manage and prioritise.

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

- 6.1. Clerk responded to the annual request from Cadent to confirm ownership of the land along Green Street where the gas pipeline crosses.

Signed
 Cllr Ginny Barlow, Chair

- 6.2. Stansted Airport Watch, members update circulated to Cllrs including details of Annual Meeting on 14th June at 8pm at Priors Green Community Hall, Little Canfield.
- 6.3. Essex Highways have notified of a road closure at Bacon End Road, due to commence on 19th June 2023 for 5 days. The closure is required for the safety of the public and workforce while Affinity Water undertakes mains.

7. PLANNING

- 7.1. Applications for decision - None
- 7.2. Decisions for information only

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

8. EASEMENTS UPDATE ON PROGRESS - No progress to report.

9. CORONATION WEEKEND

- 9.1. Cllr Mildwater proposed the purchase of a 400mm plaque in blue and gold as supplied by 'Signs of the Times Ltd', to be installed on the village sign. The Parish Council recorded its thanks to the resident for clearing the area around the village sign of vegetation.
- 9.2. The clerk provided the latest schedule of receipts and payments for the village coronation celebrations. After allowing for the purchase of the plaque in item 9.1, the weekend resulted in a net cost of £1,717, this will be covered by the Uttlesford coronation grant £900, and a grant from the parish council £817. This excludes the proceeds from the Friday night event of £1,001 which is allocated to village hall funds.
- 9.3. Approximately 15 coronation mugs remain unallocated, the parish council supported the coronation committee proposal to give these to members of the Happy Circle, clerk to confirm to committee.

10. PARISH COUNCIL PROJECTS

- 10.1. Cllr Stratton and Cllr Donald to review works necessary to the ponds at the junction of Green Street and Canfield Road. Works identified previously to ensure the drainage into the ponds is working effectively, remain outstanding. The Clerk to contact TCV conservation volunteers for advice on general pond maintenance.
- 10.2. Cllr Mildwater proposed the parish council purchases (and commits to ongoing maintenance) an additional village defibrillator to be placed on the external wall of the village hall, this was seconded by Cllr Donald with all in agreement. The Clerk was asked to contact the church to request permission before progressing.
- 10.3. Cllrs considered other potential projects
- 10.3.1. Bulb planting around the village, no action agreed at this stage further discussion required.,
- 10.3.2. Solar panels for the church hall. The Clerk was asked to contact the church to ask if they would be willing for the parish council to carry out a feasibility study and outline cost.

11. HIGHWAYS, FOOTPATHS, TREES, CRIME

- 11.1. Footpaths, Byways, Bridleways and Greens

The council noted parking on village triangles which is damaging the grass, Clerk to progress.

- 11.2. Highways/Road Safety

11.2.1. Cllr Donald proposed that the parish council does not take part in the Winter Salt Scheme 2023/24 as without footpaths there are very few locations where salt can be provided in accordance with the guidance. This was seconded by Cllr Anderson with all in agreement.

11.2.2. Uttlesford Local Highways Panel pending applications were considered under item 5.

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

11.4. Tree Warden - Clerk to chase Cllr Knight re a tree of concern along Canfield Road which was reported by a resident.

12. VILLAGE HALL REPORT

12.1. The clerk had circulated to the parish council the minutes from the village hall committee meeting held in May 2023.

12.2. Cllr Mildwater and the Clerk produced the risk assessment for the village hall committees quiz night to be held on Friday 23rd June, this had been circulated in advance to the parish council. Cllr Mildwater proposed the risk assessment be accepted; this was seconded by Cllr Stratton with all in agreement. The Clerk was asked to forward it to the village hall committee who are responsible for ensuring it is complied with.

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

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

12.4. Cllr Donald proposed the following payments relating to the village hall be made, this was seconded by Cllr Stratton with all in agreement.

<i>PAYMENT TO</i>	<i>VALUE</i>
Alison Clarke Cleaning 9 th May, 23 rd May and 6 th June	£ 90.00

12.5 The meeting noted the funds received in the period May 2023 from hall hire of £250 for the district elections.

13. FINANCE

13.1. The Clerk reported the completion of the internal audit for the year 2022/23. There were no matters of concern raised other than the requirement to consider opening a savings account.

13.2. Cllr Stratton proposed the following payments be made; this was seconded by Cllr Donald with all in agreement. The Chair signed the payment schedule for June 2023.

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk May 2023	£ 202.41
Information Commissioners Office – Annual subscription	£ 40.00
Colchester Brewery – Coronation Event	£ 228.00
Cuisine Royal – Coronation Event	£ 180.88
Karen Weare – Internal Audit	£ 75.00

13.3. Unity Bank savings account, no progress.

13.4. An easement payment of £150 was received in May 2023, other receipts related to the coronation event.

14. **ITEMS FOR THE NEXT AGENDA** – Nothing in addition.

15. **DATE OF NEXT MEETING** – Monday 10th July at 8pm in Great Canfield Village Hall.

TIME AND CLOSE OF MEETING 9.30pm

Signed
Cllr Ginny Barlow, Chair