

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
 held via Zoom on Monday 12th October 2020

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

District Cllr Geof Driscoll and District Cllr Neil Reeve

County Cllr Susan Barker (item 5 only)

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1. APOLOGIES FOR ABSENCE were received from Cllr Chris Easter due to personal commitments.
2. DECLARATION OF INTERESTS FOR THIS MEETING –Cllr Mackley declared a non-pecuniary interest in agenda item 9 as a trustee of Canfield Community Trust and a member of the village hall committee.
3. PUBLIC FORUM - None
4. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING 14th September 2020 were proposed by Cllr Mackley as a true and correct record, this was seconded by Cllr Jewell with all in agreement – as this was a virtual meeting the minutes will be signed by the chairman at a later date.

County Cllr Susan Barker joins the meeting

5. COUNTY AND DISTRICT CLLRS REPORT

- 5.1. District Cllr Driscoll and District Cllr Reeve updated the meeting on Uttlesford matters.
 - 5.1.1. Covid, we are seeing a steady increase in cases, a reminder to all to follow the rules. Uttlesford continues to operate business as usual with meetings online.
 - 5.1.2. Manchester Airport Group appeal against Uttlesford’s decision to refuse planning permission for the increase in passenger numbers is due to begin in January 2021, there are ongoing discussion on whether the start date should be deferred due to the current Covid situation.
 - 5.1.3. Local Plan is now underway and the engagement with the local community will be done in a series of themed topics. The targeted number of houses given by the government has gone up to 1,200 per annum from 700.
 - 5.1.4. Uttlesford is working on a response to the Governments Planning for the Future consultation, this will be circulated to Parish Councils for information.
 - 5.1.5. The government paper on the proposed reorganisation of local government into unitary councils is on hold.
 - 5.1.6. Uttlesford is pushing ahead with its investment portfolio to generate income that will cover the shortfalls in central funding.
 - 5.1.7. The meeting was reminded that both Cllrs have grant funds of £2k available to support local groups and initiatives.

Cllr Keir Donald joins the meeting

- 5.2 County Cllr Susan Barker updated the meeting on Essex County Council matters.
 - 5.2.1 With reference to the government proposals in ‘Planning for the Future’, Cllr Barker suggested the Parish Council may wish to write asking if the proposals were to go ahead that Great Canfield is allocated as a ‘protected area’.
 - 5.2.2 Cllr Barker confirmed with reference to the District Cllrs report item 5.1.5 that this is only progressing where plans are well advanced and at this stage this does not include Essex.
 - 5.2.3 The meeting was reminded that work has started to resurface the High Street through Dunmow and is scheduled to last for 4 weeks. The meeting also noted the long diversions necessary and the impact this is likely to have on local roads through the parish.
 - 5.2.4 Cllr Mackley reminded the meeting that once the works in Green Street are complete, the Parish Council would like to meet with Cllr Barker to share their experiences, the Parish Council would prefer this is done locally rather than through Highways surgery.

Signed
 Robert Mackley (Chairman Parish Council)

Cllr Michael Knight joins the meeting and County Cllr Susan Barker leaves the meeting.

6. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

The government is consulting on management of pavement parking with the deadline for response 22 November, with no pavements in Great Canfield this is for information only.

Clerk has written to Affinity Water following a number of burst pipes between Bacon End and the B184 to understand if there are plans to renew this section of the water main, a response is pending.

Green Street is scheduled to be closed for 5 days from 19 October; Essex Highways confirm 'The closure is required for the safety of the public and workforce while Essex County Council undertakes Ironwork following 2020/21 Micro Surfacing Programme (Gripfibre).

Cllr Donald and Cllr Knight agreed to re-look at how to remove the village sign for painting. The meeting was reminded a grant is available to cover the cost of this work.

7. PLANNING

7.1. Applications for decision

The Parish Council as a statutory consultee on the majority of applications, has a responsibility to consider any applications from a local perspective. Uttlesford District Council are the decision-making authority on all applications.

Application No	UTT/20/2334/HHF
Location	Mayrose House, Canfield Drive
Development	Relocation of existing cart lodge. Associated landscaping and creation of 2m high brick wall with 3.6m wide gate

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

Application No	UTT/20/2478/HHF
Location	Oakwood Cottage, Bullocks Lane
Development	Two storey and single storey rear extension

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

The following application is a certificate of lawful development for a listed building, it is not open to general comment.

Application No	UTT/20/2435/CLLB
Location	2 The Cottage, Church End
Development	Replacement of stable door

7.2. Decisions for information

Application No	UTT/20/1976/HHF & UTT/20/1977/LB
Location	Pulleyns, Green Street
Development	Single storey rear and side extension
Decision	Withdrawn

Application No	UTT/20/1884/HHF & UTT/20/1905/LB
Location	the Byre Fanns Farm
Development	Erection of single storey extension
Decision	Refused

Application No	UTT/20/1847/HHF
Location	4 Nursery Grove
Development	Detached double garage
Decision	Approved.

8. HIGHWAYS, FOOTPATHS, TREES, CRIME – Nothing to report

9. VILLAGE HALL LEASE

During September Cllr Mackley and the Clerk met with the trustees of Canfield Community Trust to discuss the change in the village hall lessee from Canfield Community Trust to Great Canfield Parish Council with effect from 1 November. Notes from that meeting were circulated to the Parish Council.

The Parish Council considered a number of requirements and made the following decisions.

9.1 Cllr Jewell proposed that Great Canfield Parish Council enters into a 7-year lease beginning 1 November 2020 between Chelmsford Diocese Board of Finance (custodian trustee) and Great Canfield Parochial Church Council (management trustee). The lease covers the village hall, associated land, furniture and equipment, it excludes the external shed which remains the property of the Community Trust. The rental is fixed at £732 for each of the seven years. This was seconded by Cllr Knight with all in agreement. Once the final copy of the lease is received it will be signed by Cllr Mackley and Cllr Hepburn on behalf of the Parish Council and witnessed by the Clerk in accordance with the Parish Council financial regulations.

9.2 The Parish Council considered the draft terms of reference for the village hall advisory committee. Cllrs re-iterated their intentions to leave the day to day running of the village hall to the committee as has happened over the last 14 years. Cllr Barlow proposed the terms of reference were accepted as drafted; this was seconded by Cllr Donald with all in agreement. The Clerk was asked to forward to the chair of the village hall committee.

9.3 Cllr Donald proposed that the Parish Council sets up a new bank account to manage the village hall receipts and payments. This was seconded by Cllr Mackley with all in agreement.

9.4 Cllr Jewell proposed that the Parish Council applies to Canfield Community Trust for a grant to cover the rent for a seven-year period, £8,784. This was seconded by Cllr Barlow with all in agreement.

9.5 Cllr Jewell proposed that the Parish Council applies to Canfield Community Trust for a grant of £200 to cover the estimated loss on the running costs for the period 1 November 2020 to 31 March 2021, necessary whilst the limitations of the Covid restrictions remain in place.

9.6 Cllr Knight proposed that the Parish Council sets up a standing order to pay Great Canfield Parochial Church Council monthly and in accordance with the lease. This was seconded by Cllr Jewell with all in agreement.

9.7 Cllr Jewell proposed that from 1 November, the Parish Council appoints the existing cleaning contractors for the village hall on the existing terms, this was seconded by Cllr Knight with all in agreement.

9.8 Cllr Knight proposed that from 1 November, The Parish Council continues with the existing electricity provider, Scottish Power and sets up a monthly direct debit to cover this cost. This was seconded by Cllr Donald with all in agreement.

9.9 The Clerk confirmed a conversation with Parish Protect the existing Parish Council insurance provider had confirmed the existing Parish Council policy is sufficient to cover the requirements of the lease. Buildings and contents cover are provided by Great Canfield Parochial Church Council and cross charged to the Parish Council as set out in the lease.

Cllr Mackley added that this was an important step in the plan which began 14 years ago to support the use of the village hall as a community asset and to secure its future, he confirmed he is delighted the Parish Council is now in a position to continue that security. Cllr Mackley thanked the Community Trust and village hall committee for all their efforts in getting us to this stage, the hall is in excellent condition, is well funded and the committee has and will continue, to provide excellent social opportunities for the community to come together.

10. GOVERNMENT CONSULTATION ON WHITE PAPER – PLANNING FOR THE FUTURE

Cllrs had the opportunity to review the documents issued by the government. The meeting was of the view it was more appropriate for the District Council to respond, however if there were any specific points raised in the Uttlesford response where local support would be welcome, the Parish Council would consider submitting a 'supportive' response.

Signed
Robert Mackley (Chairman Parish Council)

Cllr Barlow proposed that in response to the suggestion raised by County Cllr Susan Barker in item 5.2.1, the Parish Council writes to Cllr Barker with a request that Great Canfield be considered as a protected area should the proposals be approved. This was seconded by Cllr Donald with all in agreement.

11. UTTLESFORD HIGHWAYS PANEL

Schemes funded by the Uttlesford Highways Panel are open for new applications for the year 2020/21. The meeting considered and agreed to support the following applications

- a. 'SLOW' in the road at the junction with Green Street and Cuckoos Lane.
- b. Replacement of the sandbags which are part of the ditch management at Bacon End.

District Cllr Driscoll commented on the importance of supplying photographs with the applications and ensuring if problems were reported these should have solutions submitted with them.

12. FLOODING AND DITCHES

Item carried forward to next meeting.

Cllr Barlow leaves the meeting

13. LITTER PICK

The Clerk had submitted a draft risk assessment for the litter pick on 7/8 November which included a proposal that people confirmed in advance if they were available so that areas could be allocated, and equipment given out at intervals to ensure Covid compliance. The date of 7/8 November was confirmed. The Clerk was asked to order more rubbish bags and to notify Uttlesford of the collection point for waste.

14. FINANCE

- 14.1 Cllr Jewell proposed the following payments be authorised; this was seconded by Cllr Mackley with all in agreement.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk salary September 2020	£ 177.46
Hundred Parishes Society – Annual subscription	£ 10.00

- 14.2 The second half of the precept, £3,750 was received from Uttlesford in mid-September.

- 14.3 The Clerk presented the accounts for the period April to September 2020 including an updated estimate for 2020/21. The closing cash position as at September 2020 was £57,107.

15. ITEMS FOR THE NEXT AGENDA – None to add

16. DATE OF NEXT MEETING is Monday 9th November at 8pm, the meeting will be held on Zoom.

TIME AND CLOSE OF MEETING 9.15pm