

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
 held at the village hall on Monday 13th December 2021

Present: Cllrs Keir Donald, Stuart Hepburn, Robert Mackley, and the Clerk Allison Ward

County Cllr Susan Baker (from item 5 to item 6)

District Cllr Geof Driscoll and District Cllr Neil Reeve

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1. **APPOINTMENT OF CHAIRMAN** – During November Cllr Robert Mackley notified the Parish Council of his intention to step down as chair of Great Canfield Parish Council with immediate effect, Cllr Mackley will continue as a Parish Cllr.

Cllr Mackley proposed Cllr Donald is elected chairman for this meeting and that a decision on a chairman to serve until the annual meeting is delayed until the January parish council meeting when more Cllrs will be available to attend the meeting. This was seconded by Cllr Hepburn with full agreement.

2. **APOLOGIES FOR ABSENCE** were received from Cllr Ginny Barlow due to personal commitments, Cllr Jenny Jewell, and Cllr Michael Knight due to covid restrictions. These apologies were accepted by the meeting.

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

Cllr Mackley declared a personal interest in agenda item 12 as a member of the village hall committee.

4. **PUBLIC FORUM** – Nothing to report.

5. The **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** 8 November were proposed by Cllr Mackley as a true and correct record, seconded by Cllr Hepburn with all in agreement, the minutes were signed by the Chairman.

6. **COUNTY AND DISTRICT CLLRS REPORT**

Cllr Driscoll reported on district matters and confirmed the Local Plan team continue to review the call for sites and have started to come up with various planning options of where one or more settlements might go, and where larger and extensions might be an option. The overall timetable remains on target with the public consultation on the plan expected around March 2022.

Cllr Driscoll confirmed Cllr Petrina Lees has been appointed as Uttlesford District Councils new leader following the decision by Cllr John Lodge to step down ahead of his retirement at the next election in May 2023.

Cllr Donald asked how the governments covid plan B effects Uttlesford District Council employees. Cllr Driscoll responded by confirming most have not returned to the offices and the expectation is services will continue uninterrupted as they have been doing. Cllr Reeve added that the intention has always been not to impact services, the concerns with the planning department are not covid related, and this department is now undergoing a major review.

County Cllr Susan Barker arrives

Cllr Barker reminded Cllrs of the requirement to submit Local Highway Panel applications for 2022/23 budgets by 17th December. The Clerk confirmed the parish council's intention to submit applications for signage at the northern entrance to Bacon End (unsuitable for HGVs) and narrow road signage at both ends of Bacon End. In addition, and as discussed at a recent meeting in Great Canfield with the Uttlesford highway liaison officer, an application to reduce the speed limit through Bacon End will also be submitted.

Cllr Mackley asked for assistance in getting Highways to visit and assess the highway flooding at Bacon End which is the result of the verge and concrete sandbags eroding and water ending up running down the highway. Cllr Barker suggested a visit from Essex Highways could be arranged providing the landowner has ensured the ditches are clear. Cllr Mackley to provide further information to Cllr Barker.

Signed
Chairman

Cllr Barker leaves the meeting.

7. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

- 7.1. The Clerk received and exchanged correspondence with Hatfield Broad Oak parish council re the technical assessment for the Local Plan where the proposed site GC002RES, covers both Great Canfield and Hatfield Broad Oak parishes.
- 7.2. The church has confirmed they do not have a use for the Hope End parish council notice board. Cllrs agreed for the moment to leave the notice board in storage until such time as either of the remaining notice boards needs replacing.
- 7.3. The new CEO of Uttlesford District Council, Peter Holt has asked to meet with parish councils in clusters. The group for Great Canfield will include Little Canfield, Great Hallingbury, Little Hallingbury, Hatfield Heath, Fritch Green, Hatfield Broad Oak and Takeley. Parish Councils are asked to offer to host, to send two Cllrs and are asked to consider any agenda items. A date is pending.
- 7.4. On Remembrance Sunday and on behalf of the parish of Great Canfield, Cllr Mackley read the names and laid wreath at the High Easter war memorial as part of the act of remembrance for the Easters, Rodings and Great Canfield villages. The wreath was later transferred and placed at the Peace Oak, Hellmans Cross.
- 7.5. Notified road closures; Lower Road either side of the road leading to High Roding 11th January 2022 for 3 days whilst Openreach undertakes pole renewal.
- 7.6. Cadent who manage the network of gas pipes including through Great Canfield, have asked for confirmation of land ownership, this is an annual requirement of UK Health and Safety Regulations. The Clerk responded to confirm the parish council ownership of land where the gas pipe passes through Green Street.
- 7.7. Cllr Donald agreed to be the parish council liaison for Stansted Airport Watch. Clerk to forward details.

8. PLANNING

8.1. Applications for decision

Application No	UTT/21/3378/HHF
Location	7 Nursery Grove
Development	Proposed extension to existing garage and conversion of roof space to form home office.

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

Application No	UTT/21/3351/HHF
Location	Poplicornes Great Canfield Road
Development	Proposed demolition of 3 No. sheds and erection of replacement outbuilding and garden room.

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

Application No	UTT/21/3510/LB
Location	Bacon, Bacon End Road
Development	Removal of existing single glazed windows and replacement with double glazed windows

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

Application No	UTT/21/3375/FUL
Location	Beresford, Great Canfield Road
Development	Proposed erection of 1 no. dwelling and garage - amendments to previously approved scheme under UTT/21/2793/FUL

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

8.2. Decisions for information

Application No	UTT/21/2793/FUL
Location	Beresford, Great Canfield Road
Development	Proposed erection of 1 no. dwelling and garage - amendments to previously approved scheme under references UTT/20/1221/DFO and UTT/17/2431/OP
Decision	Conditional Approval

Application No	UTT/21/2802/FUL
Location	Griffin Farm, Green Street
Development	Proposed conversion of existing agricultural building to 1 no. single storey dwelling with a widened access to be shared with the farmhouse
Decision	Conditional Approval

Application No	UTT/21/3019/HHF
Location	Rodingbourne, Church End
Development	Rebuilding of the existing coach house, restoring it to its previous structural integrity
Decision	Conditional Approval

8.3. The parish council were made aware of planning application UTT/21/3272/OP in Little Canfield, a proposal for an additional ninety homes at land south of Stortford Road, with outfall of surface water into the River Roding. Cllrs were concerned that the additional outfall would increase the risk of surface water flooding at Church End. Due to the deadline, Cllrs agreed a response by email objecting to the application with a request Uttlesford reviews the applicants Flood Risk Assessment and if the application is progressed, provides confirmation that in its opinion there is no increased risk to residents of Great Canfield from this development. Cllr Donald retrospectively proposed that the response was supported as submitted, this was seconded by Cllr Hepburn with all in agreement.

9. PARISH COUNCIL VACANCY

On 9 November, Cllr Easter resigned as a member of Great Canfield Parish Council creating a casual vacancy. Cllr Donald proposed that a vote of thanks be recorded to Cllr Easter for his eight years of service to the parish council, this was unanimously agreed. His knowledge of the parish, its history, and its land will be greatly missed on the council.

A public notice advising of the vacancy and inviting residents to request an election was published with a closing date of 7 December, no request was received. The parish council is therefore permitted to exercise the power to co-opt a person on to the Council.

Cllrs agreed to advertise the vacancy with a closing date of 31 January which will allow any interested parties the opportunity to attend the January parish council meeting. Interested parties are invited to email the clerk for further details and to express an interest in the vacancy.

10. LOCAL HIGHWAY PANEL REQUESTS 2022/23

Further to the decision to submit applications at the November meeting, Cllrs considered whether there were any further requirements following concerns raised by residents at the lack of a Traffic Regulation Order preventing vehicles using the former Winfresh depot from exiting and entering via Bacon End.

Cllr Driscoll confirmed a TRO has not been applied for as Uttlesford are of the view access can be managed through monitoring vehicles via CCTV and signage. If this is not successful a TRO could be considered. In addition, there will be an email address available for residents to report any vehicles not abiding by the request not to enter or exit the site via Bacon End. Cllr Reeve added that the district is permitted six TROs per annum without charge and therefore careful consideration is given as to whether they are necessary or whether there are alternative options for controlling access. The Clerk was asked to respond to a resident who raised concerns via the Bacon End Whatsapp group.

11. HIGHWAYS, FOOTPATHS, TREES, CRIME

Cllrs discussed ditch clearance at Church End and were of the view the parish council should pay the contractor to complete this work. Ahead of the next parish council meeting, the Clerk was asked to write to Canfield Farms requesting a

Signed
Chairman

quote and timeframe for when works could be scheduled, for clearing the ditch from Church End (Canfield Sign) to Badgers first driveway.

12. VILLAGE HALL REPORT

- 12.1. Cllr Mackley confirmed an invoice for renewing the wifi contract at the village hall had been received, the cost was double the previous year. Cllr Mackley is in discussion with both the existing contractor and Gigaclear to determine the cheapest option. Cllrs agreed to support the lowest quote that could be achieved.
- 12.2. Cllrs noted the new requirements for the mandatory wearing of face coverings in village halls unless you are exempt, eating, drinking, or exercising. The Clerk is waiting for specific village hall guidance from the Rural Community Council of Essex (RCCE), once received this will be forwarded to the village hall committee who will consider any changes to the hire agreement. The parish council confirmed their support to follow RCCE guidance as has been done to date.
- 12.3. Due to the difficulty in finding suitable contractors to clean the village hall, the hall committee proposed the existing cleaners are retained at a cost of £15 hour, and that the hall continues to be cleaned on a bi-weekly basis. This decision is supported by the parish council.
- 12.4. To approve village hall payments for the month of November 2021 as set out below

<i>PAYMENT TO</i>	<i>METHOD</i>	<i>VALUE</i>
Great Canfield Parochial Church Council – Monthly Hall Rent November 2021	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity November 2021	Direct Debit	£ 68.32
Team2Clean – November 2021	Cheque	£ 90.00

- 12.5. The following were received in November 2021 – private hire £25. Firework grant £1,581.85, gate takings from firework event £968.

13. FINANCE

- 13.1. At the request of the village hall committee, Cllr Hepburn proposed a storage box for the litter picking equipment is purchased at a cost of £27, this was seconded by Cllr Mackley with all in agreement.
- 13.2. Cllr Donald proposed the following cheques for approval, this was seconded by Cllr Mackley with all in agreement.

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward – Parish Clerk salary November 2021	£ 214.36
Aldbury Farm Contracting – Ditch and hedge cutting inc VAT	£ 168.00

14. ITEMS FOR THE NEXT AGENDA

- 14.1. Precept setting for 2022/23
- 14.2. Everyone's Library 2022-2026 draft plan consultation, deadline for responses is 21 January.
- 14.3. Platinum Jubilee – the clerk was asked to contact the village hall committee to propose a joint committee to make plans for the event in 2022.

15. **DATE OF NEXT MEETING** is Monday 10th January 2022 at 8pm in the village hall.

TIME AND CLOSE OF MEETING 9.25pm