

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
 held at Great Canfield Village Hall on Monday 13th February 2023

Present: Cllrs Ginny Barlow (chair), Keir Donald (arriving after item 7.1), Jenny Jewell (arriving during item 5), Michael Knight, Richard Stratton and the Clerk Allison Ward

District Cllr Geof Driscoll and District Cllr Neil Reeve

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1. **APOLOGIES FOR ABSENCE** received from Cllr Stuart Hepburn and Cllr Magnus Mildwater (holiday), apologies were accepted by the meeting.
2. **DECLARATION OF INTERESTS FOR THIS MEETING** – None.
3. **PUBLIC FORUM** – No public.
4. The **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** of 8th January 2023 were proposed as a correct record by Cllr Barlow, seconded by Cllr Knight with all in agreement.

5. COUNTY AND DISTRICT CLLRS REPORT

County Cllr Susan Barker sent apologies to the meeting, and added the following report. ‘Essex County Council voted to increase Council Tax by 1.5% and Social Care precept by 2.0% so 3.5% overall. There will be more money for general highways repairs and £4m specifically for footway repairs. I am planning to spend some in Dunmow High Street which is used by many and where there are uneven slabs.’

District Cllr Geof Driscoll confirmed the district councillors will provide support to assist residents who require help to apply for voter photo ID, the village hall will be booked to accommodate.

Cllr Jenny Jewell arrives.

District Cllr Neil Reeve confirmed the district budget will be decided on 21st February, the proposal is for a 3% increase. The proposal allows for funds to go into a cost of living account which residents can apply for. The proposal also looks to increase the government hardship allowance fund. Residents can apply to both funds and determination is by need. Cllr Reeve confirmed the majority of applicants are likely to come via Foodbank referrals.

The meeting discussed the Wren Kitchens planning application for a logistics site on the south of the A120 which was refused by Uttlesford planning committee, it could go to appeal. The key argument put forward by Wren was the employment it would create, however when elected members probed this statement it was identified the majority of job increases were not local and would be in Yorkshire and elsewhere.

Cllr Reeve commented on Essex County Council decision to introduce a booking system in recycling centres. R4U has a campaign to challenge this which can be viewed via their website as they do not see there is a need for this at the Uttlesford centre. Cllrs were concerned that any restrictions at recycling centres could increase fly tipping particularly in rural areas. The Clerk to write to County Cllr Malcolm Buckley who is the Portfolio Holder for Waste Reduction and Recycling.

6. CLERK’S PROGRESS UPDATE and CORRESPONDENCE

- 6.1. The Rural Services Network (RSN) in partnership with the Citizens Advice Rural Issues Group has launched a Rural Cost of Living Household Survey. Independent research shows rural areas are suffering more acutely from the cost of living crisis compared to urban areas. To lend more weight to the argument for more funding for rural areas the RSN is asking rural residents to complete a Rural Cost of Living Household Survey. Please see this link to complete the survey, [Suffering from the rural cost of living? Make your thoughts known in household survey - Rural Services Network \(rsnonline.org.uk\)](https://www.rsnonline.org.uk). Survey closes on 31 March 2023.

Signed
 Cllr Ginny Barlow, Chair

6.2. Updates received on national plans for the King's Coronation plans have been circulated to the parish council and village hall committee.

7. PLANNING

7.1. Applications for decision

The following is an application for a Certificate of Lawfulness. This is a means of obtaining a decision from Uttlesford that a proposed use or works do not require planning permission.

Application	UTT/23/0081/CLP
Location	Wheat Cottage, Green Street
Development	Siting of an ancillary temporary structure

Cllr Jewell proposed a comment is submitted asking that if officers are mindful to issue a certificate, that consideration is given to a time limit for the retention of the mobile home on site. This was seconded by Cllr Knight with all in agreement.

Cllr Keir Donald arrives.

7.2. Decisions for information only

Application	UTT/23/0006/PAQ
Location	Hermits Barn, Cuckoo Lane
Development	Prior Notification of change of use of agricultural building to 1 no. dwelling
Decision	Withdrawn

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

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.
Decision	Conditional Approval

Application	UTT/22/3226/HHF & UTT/22/3227/LB
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.
Decision	Conditional Approval

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

8. EASEMENTS

8.1. Cllr Barlow proposed a fee reduction to £500 for an amendment to the easement widening the drive at Champneys, Green Street which was first approved by the parish council in July 2019. The easement has been drawn up and was signed by Cllr Barlow and Cllr Knight on behalf of the parish council on 6th February. The resident to make arrangements for the land registry title documents to be amended. This was seconded by Cllr Jewell with all in agreement.

8.2. The clerk obtained legal advice including outline costs from a local solicitor to verify the current easement status and to ensure all properties who required easements in place had them. The cost for a solicitor to do this work, and given

Signed
Cllr Ginny Barlow, Chair

the number of easements not in place would be in the region of £10k. Cllrs agreed this was excessive and not a way forward. As an alternative Cllr Barlow and the clerk will progress, this will include writing to effected residents with proposals as to how to legalise the current situation and avoid issues if residents are selling properties.

9. CODE OF CONDUCT UPDATE

The clerk circulated an updated Code of Conduct that had been adopted by Uttlesford as from 6 October 2022. The amended code is very similar to the previous one in its content but is much easier to read and provides clearer guidance on what would be deemed a breach. This amended code has also been adopted by Essex County Council.

Historically Great Canfield Parish Council along with most other Town and Parish Councils has adopted the same code as Uttlesford. Cllr Barlow proposed Great Canfield Parish Council adopts the Uttlesford amended code, this was seconded by Cllr Stratton with all in agreement.

10. HIGHWAYS, FOOTPATHS, TREES, CRIME

10.1. Footpaths, Byways, Bridleways and Greens – Cllrs noted the issues with the state of the village green at Bullocks Lane following Affinity Water repairs, Clerk to liaise for Affinity Water to make good the damage.

10.2. Highways/Road Safety – Nothing to report.

10.3. Crime Prevention/Neighbourhood Watch – The meeting noted the correspondence received re the Rural Crime Open Day, 10th March at Layer Marney Tower from 1pm to 3pm. Stalls and a chance to hear from operational police officers about the work they carry out in rural communities. This event is open to all.

10.4. Tree Warden – Nothing to report.

11. LITTER PICK

Cllr Knight to organise a village spring litter pick on Saturday 18th March. Residents will be asked to collect equipment from the village hall car park between 9am and 9.30am. Cllr Barlow will notify residents via Facebook; the Clerk will include in the village newsletter and via email distribution list.

12. VILLAGE HALL REPORT

12.1. Cllr Barlow and the Clerk met with representatives of the village hall committee (VHC) on 23rd January at which the following were agreed

- Amendments to the Terms of Reference to reflect current working arrangements, see item 12.2
- Acceptance of the need for risk assessments with the parish council providing additional input (Clerk to liaise with Cllr Mildwater) and the VHC appointing an event lead for each event. Parish Council will also provide a draft risk assessment for the hall in line with the Health and Safety checklist provided by HSE, for consideration by the VHC.
- VHC to follow financial regulations of the parish council which includes using registered address of parish council on invoices, obtaining additional quotes in accordance with spend limits and for the parish council to place orders.
- The VHC to appoint an individual to liaise with the parish council and meeting minutes to be forwarded to the parish council in accordance with the terms of reference.
- It was proposed (and agreed by the parish council) that items would not be hired out as this creates additional issues with insurance and VAT, however the parish council is not adverse to the VHC 'loaning' items to village groups or individuals on an ad hoc basis.

12.2. Cllr Jewell proposed the amended terms of reference which had been circulated in advance of the meeting be accepted, this was seconded by Cllr Stratton with all in agreement.

12.3. The meeting noted the payment of the two direct debits for hall rental and electricity; there were no other payments relating to the village hall between meetings.

<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	£ 213.76

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

<i>PAYMENT TO</i>	<i>VALUE</i>
Alison Clarke Cleaning –January wk 2 and February wk 1	£ 60.00
Jet Plumbing and Heating – plumbing repairs to toilets	£ 180.00

12.5 The meeting noted the funds received in the period January 2023 from hall hire of £75.

12.6 The meeting noted the coronation planning meeting which will be led by the VHC and is due to take place in mid-February. In addition, the meeting noted the grant available from Uttlesford District Council of £700 available to parishes to commemorate the weekend, plus the additional £200 for tree planting.

13. FINANCE

13.1. Cllr Barlow proposed the following payments be authorised at this meeting; this was seconded by Cllr Jewell with all in agreement. The chair authorised the payment schedule for February 2023.

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk January 2023	£ 206.91
Hundred Parishes Society – Annual Subscription	£ 10.00

13.2. Cllr Barlow proposed a change in decision to open a savings account with Unity Bank. The clerk to have online access and be the correspondent, Cllr Barlow and Cllr Jewell to be dual authorised signatories. This was seconded by Cllr Stratton with all in agreement. Clerk to progress.

13.3. Appointment of an internal auditor carried forward.

13.4. The meeting noted the receipt of the Clerk's bursary (£150) for attending the village hall course.

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

15. DATE OF NEXT MEETING Monday 13th March 2023 at Great Canfield Village Hall at 8pm.

TIME AND CLOSE OF MEETING 9.30pm

Signed
Cllr Ginny Barlow, Chair