

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
 held at the village hall on Monday 13th June 2022

Present: Cllrs Ginny Barlow (chair), Keir Donald, Jenny Jewell (arriving during item 7.1), Michael Knight (arriving at agenda item 6), Richard Stratton, and the Clerk Allison Ward

2 residents leaving after agenda item 7.1.

1. **APOLOGIES FOR ABSENCE** were received from Cllr Stuart Hepburn (holiday) and Cllr Magnus Mildwater (work commitments), the apologies were accepted by the meeting.
2. **DECLARATION OF INTERESTS FOR THIS MEETING** – None
3. **PUBLIC FORUM** – Nothing to report.
4. The **MINUTES OF THE ANNUAL PARISH COUNCIL MEETING** 9 May were proposed by Cllr Barlow as a true and correct record, seconded by Cllr Donald with all in agreement, the minutes were signed by the Chair.
5. **COUNTY AND DISTRICT CLLRS REPORT**

County Cllr Susan Barker send apologies to the meeting. No reports were available from either County or District Cllrs.

Cllr Michael Knight arrives

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

Uttlesford district wide parking review, parish councils were asked to submit any local issues relating to both on and off-street parking in the parish by 12 June. After consultation via email the Clerk submitted concerns with parking at junction of Church End and Green Street which creates a highway safety issue for others.

Essex County Council and others are hosting a webinar on the 16 June at 4pm called 'Helping parishes and community groups take climate emergency action on energy and housing'.

On 28 June the first results from Census 2021 will be published and will include five datasets containing population and household estimates for England and Wales, at local authority level.

CEO of Uttlesford is hosting Town and Parish Council forums, the event for the Dunmow district will be on Tuesday 5 July at 7pm, a maximum of two representatives from each parish invited to attend. These meetings discuss common issues between the parishes and district and aim to improve working relationships.

Essex County Council has notified a road closure either side of Canfield Road leading to High Roding (Water Hall to Badgers) from 1 – 3 August whilst BT Openreach carry out works.

7. **PLANNING**

7.1. Applications for decision

Application	UTT/22/1285/HHF
Location	6 Ashfields Farm, Cuckoo Lane
Development	Single storey rear extension and part conversion of existing garage

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

Cllr Jenny Jewell arrives

Application	UTT/22/1291/HHF
Location	4 Nursery Grove
Development	Proposed garden office 4 Nursery Grove

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

Signed
 Cllr Ginny Barlow, Chair

Application UTT/22/1386/HHF
 Location Oakwood Cottage, Bullocks Lane
 Development Proposed two Storey and Single Storey Rear Extension

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

Application UTT/22/1402/HHF
 Location Wheat Cottage, Green Street
 Development Erection of detached residential annexe

Cllr Barlow opened this item to general debate to allow the residents to take part, there were no objections.

Residents outlined the family reasons for requiring the annexe at Wheat Cottage and the proposal. Cllrs responded sympathetically to the situation, however responded with explaining their consistent position of opposing an annexe which is not joined to a property given the potential over time to develop these further and to separate from the host dwelling.

Cllr Barlow closed the public participation before the council agreed the actions,

Cllr Donald proposed the parish council objects to this application due to the overdevelopment of the site and development in open countryside (policy S7). Furthermore, the parish council is concerned with the visual prominence of the proposed annexe given its close proximity to the highway and the potential for separation of the dwelling in the future. The parish council would prefer to see an annexe attached to the main dwelling. This was seconded by Cllr Knight, with all in agreement.

2 residents leave

7.2 Decisions for information - None

7.3 The meeting considered correspondence from Takeley parish council on a public inquiry due to start on 21 June following Uttlesford's decision to refuse planning for 188 homes on land at Warmish Hall. Cllrs noted the request for adjoining parish councils to speak particularly on the CPZ, however it was felt the site is too far from Great Canfield and their comments would be weak in relation to the main arguments. In terms of financial support, the meeting concluded as a small parish council it is necessary to be targeted about where financial support is given. Cllrs are aware there are potential developments in Takeley and Hatfield Broad Oak that will have a far greater impact on Great Canfield and therefore on this occasion agreed not to give financial support. The Clerk was asked to respond.

7.4 To note appeal reference APP/C1570/D/21/3287160 against Uttlesford's decision to refuse planning at 3 The Cottage, Church End, Proposed new vehicular access for disabled use. As this is a householder appeal no further comments can be submitted, the meeting agreed not to withdraw its objection to the application.

7.5 Planning for updating the Village Design Statement. – Whilst this cannot be fully updated until the new Local Plan is in place, it was agreed that the Clerk would issue an invite to residents asking for volunteers to come forward who would be interested in reviewing the current document and begin the process of updating the content which would make the process quicker once the Local Plan was agreed.

8. HIGHWAYS, FOOTPATHS, TREES, CRIME

8.1. Footpaths, Byways, Bridleways and Greens

Cllr Donald reported on the excellent work the landowner has done to clear the footpath from Bury Farm to Bacon End. A tree has fallen and is partially obstructing the footpath between the church and the bridge over The Roding, Cllr Donald confirmed he has contacted the landowner and the obstruction will be cleared next week.

Cllr Jewell met with the PRoW officer to discuss the surfacing issues at byway 3, Oak Lane. The proposal from Essex Highways is to put planings on the surface to detract 4x4's and motorcycles from using as it removes the 'fun' element, making the byway safe for other users. The proposal will go to the Local Highways Panel later this month for funding approval. Cllr Jewell has since spoken to various users who confirm it will not reduce the use by motorised vehicles and encourage and put the path on the map as it is a key part of a loop. The meeting agreed that planings were not a suitable surface for field edges in open countryside and supported Cllr Jewell in suggesting the solution was to repair parts of the byway that are in a poor state, and not surface the entire byway. Cllr Jewell will progress with Essex Highways.

Signed
 Cllr Ginny Barlow, Chair

8.2. Highways/Road Safety

Cllrs suggested potholes at Bacon End, Church End and Peckers for County Cllr Barkers annual pothole repair fund, Clerk to source information and report.

Despite several requests there is no update on when the jobs submitted to the Highway Rangers in September 2021 will be completed.

Cllr Donald proposed that the parish council does not take part in the Essex Highways winter salt partnership scheme 2022/23 as there are no footpaths or public areas to clear in the event of bad weather. This was seconded by Cllr Knight with all in agreement.

8.3. Crime Prevention/Neighbourhood Watch

Cllr Stratton reported that Sergeant Ben Felton is one of two new Sergeants running the Rural Engagement Team (RET) at Essex Police HQ. Cllr Stratton went on to update the meeting on recent local break-ins of outbuildings and the need to be vigilant.

8.4. Tree Warden – nothing to report.

9. QUEEN'S PLATINUM JUBILEE CELEBRATIONS

9.1. Cllr Barlow asked that a vote of thanks be recorded in the minutes to the Village Hall Committee who organised the village jubilee events. The beacon lighting party on 2nd June and the Big Lunch on 5th June were both a great success and very well supported, both events had an amazing community spirit.

9.2. With most expenses received, the Clerk presented a schedule of receipts and payments which suggested a surplus of c.£400-£500 from the Jubilee events. These exclude any profits made from the bar which are retained by the cricket club and monies from the PIMs and ice cream which were for the Lych Gate repairs. The final receipts and payments managed by the parish council will be presented and approved at a future parish council meeting and recorded in the minutes.

Assuming there are no objections from the village hall committee, Cllr Barlow proposed that the surplus is forwarded to the Parochial Church Council towards the Lych Gate repairs. The clerk will finalise costs with the village hall committee and make arrangements to transfer the surplus.

10. VILLAGE HALL REPORT

10.1. The Clerk had circulated the terms of reference for the village hall committee, and it was agreed a meeting is required with the chair to confirm responsibilities and requirements, Clerk to arrange. Cllr Jewell will book the electrical inspection as this has still not be arranged by the village hall committee and Cllrs felt it essential they step in and manage given this is a requirement in the lease.

10.2. The village hall committee have confirmed they are meeting later this month to reconvene as a hall community and to consider 'ordinary business'.

The Clerk confirmed the current electricity contract with Scottish Power is due to end on 30 June. Quotes have been obtained from Scottish Power and EON. Cllr Knight proposed, Cllr Barlow seconded with all in agreement, that the contract is renewed for one year only. The Clerk was instructed to speak to Scottish Power to see if they would match the EON prices, if this was not possible and given the marginal differences, the Clerk was instructed to renew with Scottish Power.

The current monthly direct debit with Scottish Power will increase from £27 to £119 per month from 1 June.

10.3. Cllr Jewell proposed the following payments be verified for the month of June 2022; this was seconded by Cllr Barlow with all in agreement.

PAYMENT TO	METHOD	VALUE
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity	Direct Debit	£ 119.00
Alison Clark – Cleaning 17 May plus expenses (paid prior to this meeting)	Online	£ 32.43
Alison Clark – Cleaning 7 June	Online	£ 30.00

Signed
Cllr Ginny Barlow, Chair

10.4 Village hall hire payments received in May 2022 totalled £25.00.

11. FINANCE

11.1. Cllr Barlow proposed the following payments be retrospectively approved; these were made between parish council meetings due to time deadlines. This was seconded by Cllr Jewell with all in agreement.

<i>PAYMENT TO</i>	<i>VALUE</i>
Crown Tree and Garden Care – Tree on parish council land at Hellmans Cross	£ 200.00
Robert Mackley – Jubilee Bunting	£ 312.00
Luxury Toilet Hire UK Ltd – Jubilee event (inc VAT)	£ 240.00
Zurich Insurance – Parish council annual insurance	£ 304.91

11.2 The following payments were proposed by Cllr Barlow and seconded by Cllr Donald with all in agreement.

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk May 2022	£ 185.08
Aldburys Farm Contracting – Verge Cutting Green Street (inc VAT)	£ 120.00
Information Commissioners Office – Data Protection annual fee *	£ 40.00
Great Canfield Parish Council – internal transfer for hall hire	£ 90.00
Victoria Beddall – Jubilee table flowers	£ 70.00

* This annual payment will be set up as a direct debit.

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

13. **DATE OF NEXT MEETING** is Monday 11th July May 2022 at 8pm in the village hall.

TIME AND CLOSE OF MEETING 9.30pm

Signed
Cllr Ginny Barlow, Chair