

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

Present: Cllrs Stuart Hepburn, Jenny Jewell, Michael Knight (chair), Richard Stratton and the Clerk Allison Ward

County Cllr Susan Barker (leaving after agenda item 6)

District Cllr Geof Driscoll

1 member of the public

1. APOLOGIES FOR ABSENCE received from Cllr Ginny Barlow (personal), Cllr Keir Donald (work commitments) and Cllr Magnus Mildwater (work commitments), apologies were accepted by the meeting.

2. DECLARATION OF INTERESTS FOR THIS MEETING

Cllr Knight declared a personal interest in agenda item 7.1 application UTT/23/0342/PAQ3 as he has a business relationship with the applicant.

3. PUBLIC FORUM – Nothing to report.

4. The **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** of 13th February 2023 were proposed as a correct record by Cllr Knight, seconded by Cllr Jewell with all in agreement.

5. COUNTY AND DISTRICT CLLRS REPORT

County Cllr Susan Barker confirmed plans are progressing for Ride London which will take place on local roads on 28 May, please see local flyers and race website for further information on restrictions and how to support those taking part.

There are changes to how the Local Highways Panel will work and the next scheduled meeting is delayed until April, the Great Canfield scheme to reduce speed limits to 30mph through the village is on the list for consideration. Cllr Barker confirmed Essex Highways have been allocated an extra £9m for repairs including potholes. Cllr Hepburn responded by suggesting monies need to be spent on non-priority roads rather than only on major routes and noted the poor state of the previous repair at Fitzjohns Lane, Cllr Hepburn to forward information to Cllr Barker.

Cllrs went on to raise frustrations with litter particularly around the airport where drivers wait to pick up, Cllr Barker confirmed this is an Uttlesford responsibility and suggested red lines, however Cllrs were not in support of any solution which pushed the problem elsewhere.

Cllr Jewell raised the problems with highway signage being left after repairs and not being removed, the meeting appreciated on some occasions this was utility companies, however, were of the view this was still an Essex Highways responsibility to ensure removal of signage is written into contracts and any failure to comply followed through.

District Cllr Neil Reeve sent apologies to the meeting.

District Cllr Geof Driscoll confirmed the Local Plan consultation has been pushed back to October, however additional staff to bring the team up to strength have now been recruited. A significant piece of work is a new transport survey which Essex County Council are producing which will need to work with the Uttlesford Local Plan.

District Cllr Geof Driscoll confirmed he will be providing support to assist residents who require help to apply for voter photo ID. This will take place in the village hall on Wednesday 5th April at 1pm

6. CLERK'S PROGRESS UPDATE and CORRESPONDENCE – Nothing to report.

County and District Cllr Susan Barker leaves the meeting.

Signed
 Cllr Ginny Barlow, Chair

7. PLANNING

7.1. Applications for decision

| | |
|-------------|---|
| Application | UTT/23/0473/FUL |
| Location | Erection of 1no. detached dwelling and garage |
| Development | Land north of Honeysuckle, Canfield Drive |

Cllr Jewell proposed the parish council objects to this application which would see development in the countryside and urbanisation of a site contrary to policy S7. In addition, it would see the loss of a traveller pitch identified by Uttlesford as a need in the current Gypsy Traveller Land Supply assessment. This was seconded by Cllr Knight with all in agreement.

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|-------------|---|
| Application | UTT/23/0448/HHF |
| Location | Erection of single storey rear extension and car port |
| Development | Lock Cottage, Bullocks Lane |

Cllr Jewell proposed the parish council objects to this application on policy GEN2 as the proposals would further compound the already overbearing impact on neighbouring properties and result in overdevelopment of the site. This was seconded by Cllr Hepburn with all in agreement. The parish council notes work on the site has commenced and this appears not to be as per the application, the Clerk was asked to notify Uttlesford separately of these works.

| | |
|-------------|--|
| Application | UTT/23/0342/PAQ3 |
| Location | Prior Notification of change of use of agricultural building to 1 no. dwelling |
| Development | Hermits Barn, Cuckoos Lane |

Cllr Jewell proposed the parish council comments asking Uttlesford to verify the agricultural holding that this application site relates to, this was seconded by Cllr Hepburn, with 3 in agreement and 1 abstain.

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|-------------|--|
| Application | UTT/23/0572/CLE |
| Location | Land Between Runnels Hey and Silverthorn, Canfield Drive |
| Development | Use of land as garden |

Cllr Jewell proposed the parish council comments that this site is isolated and no longer linked to a dwelling and that the site includes part of the ancient woodland Runnels Hey' This was seconded by Cllr Knight with all in agreement.

7.2. Decisions for information only - None

8. EASEMENTS UPDATE ON PROGRESS

Work is ongoing to progress easements for properties not listed on the parish council land registry documents, no further decisions at this stage.

9. ANNUAL REVIEW OF PARISH COUNCIL POLICY

9.1. Standing Orders – National Association of Local Councils (NALC) has updated Standing Order 18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit and to reflect current procurement threshold figures for local authorities. As Great Canfield Parish Council follows the NALC model orders Cllr Hepburn proposed the standing orders are amended to reflect this update, this was seconded by Cllr Knight with all in agreement.

9.2. Financial Regulations – No change to NALC model orders.

9.3. Grant Policy – The parish council confirmed the existing policy remains unchanged,

9.4. Complaints Procedure – The parish council confirmed the existing policy remains unchanged.

9.5. Other – The parish council confirmed the existing privacy policy remains unchanged..

Signed
Cllr Ginny Barlow, Chair

10. HIGHWAYS, FOOTPATHS, TREES, CRIME

10.1. Footpaths, Byways, Bridleways and Greens – Nothing to report.

10.2. Highways/Road Safety – Cllr Hepburn raised the poor state of the passing places along the Lower Road and proposed the parish council obtains road plainings to improve the surface, this was seconded by Cllr Knight with all in agreement. Cllr Knight to progress.

10.3. Crime Prevention/Neighbourhood Watch – The meeting noted the recent incidents in the parish.

10.4. Tree Warden – Following a message from a resident forwarded by District Cllr Geof Driscoll, Cllr Knight spoke to the landowner about trees on Canfield Road that are in need of attention, the landowner has agreed to carry out works. Cllr Knight to update resident.

11. VILLAGE HALL REPORT

11.1. A report on the outline plan for the village coronation celebrations was received by the parish council and the events planned for Friday 5th May and Sunday 7th May were fully supported by the meeting. The meeting agreed the budget proposed of £1,000 excluding the purchase of the village sign. Cllr Mildwater and the Clerk to prepare risk assessments for consideration.

The meeting discussed at length the proposal from the village hall committee to purchase 300 mugs at a cost of c.£5 each, with c.50 being given free to children under 16 and the remaining 250 sold to residents. In conclusion the meeting supported the c.50 free mugs for children, however did not support the proposal to buy the additional 250 to sell to residents, as Cllrs did not feel confident that 250 could be sold. Clerk to update the village hall committee.

11.2. Cllr Jewell proposed the parish council applies to Uttlesford for a £700 grant to support the community coronation events, this was seconded by Cllr Hepburn with all in agreement. The shortfall estimated at £300 will be covered by the parish council.

11.3. The meeting noted the electricity direct debit from 1 March reduces to £199.02, and noted the receipt of £150 grant this being the government Alternative Fuel Payment.

11.4. 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 |

11.5. Cllr Jewell proposed the following payment 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 14 th , 28 th February and 13 th March | £ 90.00 |

11.6 The meeting noted the funds received in the period February 2023 from hall hire of £180.

12. FINANCE

12.1. Cllr Hepburn 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 March 2023.

| <i>PAYMENT TO</i> | <i>VALUE</i> |
|--|---------------------|
| Allison Ward - Parish Clerk February 2023 | £ 202.41 |
| Stansted Airport Watch – Annual Subscription | £ 50.00 |

12.2. The application to open a Unity Bank savings accounts has been submitted, Cllrs verification checks are pending.

Signed
Cllr Ginny Barlow, Chair

12.3.Appointment of an internal auditor carried forward.

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

14. DATE OF NEXT MEETING Tuesday 11th April at Great Canfield Village Hall at 8pm.

TIME AND CLOSE OF MEETING 9.35pm