

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL
 held in the Village Hall Monday 13th May 2019

Present: Cllrs, Ginny Barlow, Keir Donald, Chris Easter, Jenny Jewell, Robert Mackley (chair), Stuart Hepburn and the Clerk Allison Ward

District Cllr Neil Reeve

0 Members of the public

1. ELECTION OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN.

Cllr Donald proposed that Cllr Mackley be elected Chairman; this was accepted by Cllr Mackley before being seconded by Cllr Hepburn, with all in agreement. The Chairman signed the Declaration of Acceptance of Office as Chairman; this will be held on file by the Clerk

2. RESULT OF PARISH COUNCIL ELECTION

Six of the seven previous Parish Cllrs re-stood for election. Declan Tiernan did not re-stand due to work commitments, however Keir Donald stood as a 7th candidate. As there were only 7 candidates nominated for the 7 vacancies, all were elected in an uncontested election.

Cllrs present signed the Acceptance of Office form and these were witnessed by the Clerk and will be held on file. The clerk will arrange for Cllrs not present to sign.

Cllrs present completed the Register of Interest, the Clerk will forward to Uttlesford and arrange for Cllrs not present to complete.

Cllrs completed the Electoral Expense form, Clerk to forward to Uttlesford District Council.

3. APOLOGIES FOR ABSENCE were received from Cllr Michael Knight and accepted by the Parish Council.

4. PUBLIC FORUM – Nothing in addition to the points raised at the Annual Meeting. These included a request made by local residents on what the parish might do to promote environmentally sustainability in the parish. Local residents will arrange a meeting for the community to share ideas and the Parish Council will include on its next agenda.

5. DECLARATION OF INTERESTS FOR THIS MEETING – None.

6. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING 8th April 2019, were proposed by Cllr Easter as a true and correct record, this was seconded by Cllr Hepburn with all in agreement; the Chairman of the meeting signed the minutes.

7. ELECTION OF VICE CHAIRMAN

Cllr Easter proposed that Cllr Hepburn be elected Vice-Chairman; this was accepted by Cllr Hepburn before being seconded by Cllr Jewell, with all in agreement.

8. GREAT CANFIELD ANNUAL POLICY REVIEW

Cllrs considered the existing Parish Council policies which are available on the website and which were presented by the Clerk, with no amendments. Cllr Barlow proposed that the Parish Council confirms its existing policies; Parish Council Code of Conduct, Standing Orders, Financial Regulations, Data Privacy Policy and Freedom of Information, with no amendments. This was seconded by Cllr Mackley with all in agreement.

Signed
 Robert Mackley (Chairman Parish Council)

9. Approval of Annual Governance and Accountability Return (AGAR)

- 9.1. The meeting considered the current system of internal control, including cheque signing and monitoring of finances and was in agreement that these were satisfactory.
- 9.2. For 2018/19 the Clerk confirmed Great Canfield Parish Council meets the criteria to be an exempt authority for the purposes of audit. As a result, Cllr Barlow proposed that Great Canfield submits a return as an exempt authority without the need for a limited assurance audit, this was seconded by Cllr Jewell with all in agreement.
- 9.3. Cllr Easter proposed that the Parish Council approves the Annual Governance Statement (Section 1 AGAR) for the year 2018/19 as prepared by the Clerk. This was seconded by Cllr Hepburn with all in agreement.
- 9.4. Cllr Mackley proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2018/19 as prepared by the Clerk. This was seconded by Cllr Easter with all in agreement.
- 9.5. The Clerk presented the Fixed Asset Register, the only change in the year was the addition of litter pickers and hi-viz jackets; the value of current assets is £8,992. The Clerk presented the bank reconciliation which shows one outstanding item and a closing cash balance of £53,982 of which £8,116 is in general funds, £500 designated to the Gladman appeal, £200 designated for the purchase of a WW1 memorial clock and the balance £45,166 in the Easement fund.

10. DATES of MEETINGS FOR 2019/20

The Parish Council agreed to continue to meet on the second Monday of every month except August, at 8pm in the village hall. A decision will be made on the date of the April 2020 meeting nearer the time.

11. TO AGREE CLLRS RESPONSIBILITIES FOR 2019/20

The following responsibilities were agreed,

Footpaths/Greens/Byways	Chris Easter, Keir Donald
Planning	Ginny Barlow, Jenny Jewell
Tree Warden	Michael Knight
Crime Prevention	Robert Mackley supported by Neighbourhood Watch
Highways & Road Safety	Stuart Hepburn, Robert Mackley
Waste/Minerals Local Plans	Keir Donald, Michael Knight

12. PROGRESS UPDATE & CORRESPONDENCE TO NOTE

Information has been received re plans for the 75th anniversary of the end of WW2, events are planned from 8th May to 10th May 2020. The Parish Council noted the receipt of the information which has also been forwarded to the village hall committee.

13. PLANNING

13.1. Applications

Application No	UTT/19/0969/HHF
Development	Single Storey Rear Extension to Garage
Location	Pulleyns, Green Street

The Parish Council was of the view a listed buildings application should also apply to this application as the garage is within the curtilage of a grade 2 listed property, the Clerk was asked to verify with Uttlesford. The

Signed
Robert Mackley (Chairman Parish Council)

Parish Council has no objection to the development, providing a listed building application is submitted which will allow the Planning Officers to ensure any development was appropriate to the setting.

Post the publication of the agenda and prior to the meeting, Uttlesford sent notification of an outline application UTT/19/1067/OP, with all matters reserved except for access, for the erection of 4 no. dwelling houses on Land North of Lavenhams, Great Canfield Road. The Parish Council will consider this application at its June meeting, however due to timings Cllr Barlow proposed that this application is called in to the Planning Committee should the officers recommend for approval, due firstly to the cumulative impact of small site developments along this rural road and the secondly as the site is situated adjacent to a listed building and the historic setting of Hope End Green. This was seconded by Cllr Jewell with all in agreement.

13.2 Decision

Application No	UTT/18/3185/FUL
Development	Erection of 1 no. Dwelling and detached garage
Location	Land Between Runnels Hey and Silverthorn, Canfield Drive
Decision	Refused

Application No	UTT/19/0684/HHF
Development	Erection of first floor side extension
Location	The Old Post House Green Street
Decision	Conditional Approval

Application No	UTT/19/0634/PAP3
Development	Prior Notification of change of use of from storage or distribution building (Class B8) to 2 no. Dwelling houses
Location	The Apple Store, Bacon End Road
Decision	Application required

Application No	UTT/19/0635/CLP
Development	Detached outbuilding to house a swimming pool
Location	Poplicornes, Great Canfield Road
Decision	Conditional Approval

To note, there was an amendment to the application below to remove the element relating to the driveway, as such the approval is only for the removal of the canopy and replacement porch.

Application No	UTT/19/0585/HHF
Development	Removal of timber canopy over front door and erection of oak framed enclosed porch (approved under UTT/18/3469/LB).
Location	3 The Cottage, Church End
Decision	Conditional Approval

Application No	UTT/19/0306/HHF & UTT/19/0307/LB
Development	Construct one 3 storey extension to replace an existing extension and one single storey extension including repositioning of dormer window and insertion of 2 no. rooflights.
Location	Black Hall, Green Street
Decision	Conditional Approval.

Application No	UTT/19/0308/HHF & UTT/19/0309/LB
Development	Conversion of garage to form 1 bedroom annexe
Location	Black Hall, Green Street
Decision	Conditional Approval

Application No	UTT/19/0204/HHF
Development	Removal of existing first floor windows, entrance porches and front doors and erection of replacement windows, new oak frames entrance porch and front door.
Location	Oakwood Cottage, Bullocks Lane
Decision	Conditional Approval

14. GLADMAN APPEAL

Cllr Barlow, Cllr Jewell and the Clerk updated the meeting on progress and plans for the Gladman inquiry which is due to start on 21st May.

Cllr Barlow retrospectively proposed that the Parish Council approves the use of a landscape consultant, Simon Neesam to prepare a report which the Rule 6 party can use for its landscape evidence. There are insufficient funds for the landscape consultant to appear as a Rule 6 witness and landscape will be covered on behalf of the Rule 6 party by Cllr Ginny Barlow. This was seconded by Cllr Jewell, with all in agreement.

Cllr Barlow retrospectively proposed the signing of a letter previously presented by Takeley Parish Council indicating their intentions to the appeal, including being a 'donating party' only. Great Canfield Parish Council asked for some amendments to the letter, however these were not accepted and Takeley Parish Council require the letter to be signed as presented. After considerable discussion between the Clerks, Cllr Mackley, Cllr Barlow and Cllr Jewell, and in the best interests of the appeal process, Cllr Mackley and Cllr Barlow agreed to sign the letter on behalf of Great Canfield Parish Council prior to this meeting. This does not change the fact Takeley Parish Council is legally a Joint Rule 6 party with Great Canfield Parish Council. Cllr Mackley seconded this action, with all in agreement.

Cllr Mackley retrospectively proposed the signing of the Client Care letter by Cllr Mackley and Cllr Barlow with the barrister Matthew Dale-Harris which allows him to represent Great Canfield, one of the Rule 6 parties at the inquiry. This was seconded by Cllr Barlow with all in agreement. Takeley Parish Council as the second of the Joint Rule 6 parties is also required to sign the letter and discussions are ongoing.

The Clerk was asked to provide a list of all residents and local groups who were planning to make statements at the inquiry. The Parish Council agreed to encourage residents to attend the inquiry to show their support and messages will be sent via email and facebook.

15. REVIEW OF PARISH COUNCIL INSURANCE 2019/20

The Parish Councils current insurers are Zurich and they have provided a renewal quote of £319.85 which is exactly equal to the previous year. The Clerk is waiting for additional quotes for comparison prior to the renewal date of 1st June. Cllr Mackley proposed that insurance is taken out with whichever company is able to provide the lowest quote, this was seconded by Cllr Donald with all in agreement.

16. PARISH CLERK SALARY INCREASE

The Clerk is paid in accordance with the national pay scales for Parish Clerks. Agreement has been reached on new pay scales from 1 April 2019 increasing the hourly rate from £9.705 to £9.96. Cllr Hepburn proposed that the Parish Council approves the hourly rate increase, this was seconded by Cllr Easter with all in agreement.

17. REPRESENTATIVES REPORTS

17.1. Footpaths, Byways, Bridleways and Greens

17.1.1. Cllrs asked that the issue with the by way from Bullocks Lane be carried forward to next month.

17.1.2. Cllrs were concerned with vehicles parking on the triangle at the junction of Marsh Lane and Green Street, Clerk to investigate.

Signed
Robert Mackley (Chairman Parish Council)

17.2. Highways – Nothing to report

17.3. Crime Prevention/Neighbourhood Watch – Nothing to report.

17.4. Tree Warden – Nothing to report.

18. FINANCE

18.1. Cheques for approval

Cllr Hepburn proposed the following payments be authorised, this was seconded by Cllr Mackley with all in agreement.

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk April 2019	£198.52
Matthew Dale-Harris (Gladman Inquiry, barrister part 2 payment inc VAT)	£7,200.00

The following cheques were issued between meetings due to time constraints

<i>PAYMENT TO</i>	<i>VALUE</i>
Matthew Dale-Harris (Gladman Inquiry, barrister part 1 payment inc VAT)	£7,800.00
R Mackley (signs for by way)	£144.00

18.2 A payment of £12,000 has been received from Takeley Parish Council towards the Gladman appeal. This is made up of £10,000 from Takeley Parish Council, £1,500 from Takeley ward District Cllrs funds and £500 from Takeley Park Residents Association.

18.3 A payment of £150 has been received in settlement of the Easement re Champneys.

18.4 The first instalment of the 2019/20 precept of £3,750 has been received.

19. ITEMS FOR THE NEXT AGENDA – to include how the Parish Council could support the residents wishes from the Annual Meeting to promote environmental sustainability.

20. DATE OF NEXT MEETING Monday 10th June 2019 at Great Canfield Village Hall at 8pm.

TIME AND CLOSE OF MEETING 9.55pm