

**GREAT CANFIELD PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
 held at the village hall on Monday 13<sup>th</sup> September 2021

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

County Cllr Susan Barker (leaving after agenda item 5)

District Cllr Neil Reeve

0 residents

**1. APOLOGIES FOR ABSENCE** were received from Cllr Ginny Barlow due to personal commitments and from Cllr Michael Knight due to work commitments; the apologies were accepted by the meeting.

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

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

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

**4. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** 12 July 2021 and the extraordinary meeting of 23 August were proposed by Cllr Hepburn as a true and correct record, seconded by Cllr Easter with all in agreement, the minutes were signed by the Chairman.

**5. COUNTY AND DISTRICT CLLRS REPORT**

Apologies were received from District Cllr Geof Driscoll. District Cllr Reeve confirmed a new Chief Executive has been appointed to Uttlesford District Council and updated the meeting on the current process with the Local Plan which is considered later in this meeting.

County Cllr Barker reported that Essex Highways will introduce a new Vehicle Activated Sign scheme for parishes in the Autumn. Cllr Mackley asked for help to get the speed limits reduced at Bacon End and Cllr Barker confirmed it was on the Local Highways Panel list of works and is in validation. The clerk was asked to request an on-site visit via Cllr Barker, of the Highways Liaison Officer to discuss further.

Cllr Hepburn asked how many units are likely to be leased at the former Winfresh site and Cllr Reeve confirmed between 1 and 5 contractors with these companies sub-letting. Cllrs again raised concerns with increases in traffic using local lanes, Cllr Reeve re-confirmed the lease agreements will include a clause to state no left turn out of the site.

Cllr Mackley raised the poor state of parts of Green Street following resurfacing in 2020, when this was previously reported it was suggested Essex Highways would return and repair. The signage from these works remains and needs to be removed. Cllr Barker asked for information to be forwarded in order that the issues can be taken up with Essex Highways.

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

6.1. Following further correspondence County Cllr Susan Barker confirmed it was not possible to secure funding to resurface Fitzjohns Lane in 2021/22, however this will be put forward for the 2022/23 programme.

6.2. The Clerk is investigating a query from a resident on road names. Google and Apple maps appear to have assigned names to local roads which differ from those used locally and historically.

6.3. The external auditors have completed their review and there are no issues or matters arising. The notice advising the audit completion together with their report are on the village website in accordance with the legislative requirements.

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- 6.4. The Office for National Statistics is consulting on a document, ‘Census 2021 outputs: content design and release phase proposals’. The consultation is to obtain an updated view of detailed user needs for data and analysis from Census 2021. The consultation is open until 5 October and available online or from the clerk..
- 6.5. EALC are hosting a briefing with Essex Police to promote their Community Specials Constables scheme which allows Parish & Town Councils to secure more dedicated policing in their communities by helping to pay the duty allowance and mileage expenses of Special Constables who work within their community. Cllrs invited to attend.
- 6.6. Following the publication of the agenda 2 planning applications were received which expire before the next Parish Council meeting: 3 Church End and Beresfords. The Clerk was asked to request an extension for both applications until 12 October. Given the short timeframes for call-in and given the sensitivity of the site and previous refusal, Cllr Mackley proposed that the Parish Council calls in the application for 3 Church End if the officers recommend approval, this was seconded by Cllr Jewell with all in agreement.
- 6.7 Following recent planning concerns, the Clerk was asked to arrange a meeting with the District Cllrs.

## 7. PLANNING

### 7.1. Applications for decision

Application No	UTT/21/2691/HHF
Location	Hemmingford, Great Canfield Road
Development	Alterations including upper floor extension comprising roof and wall alterations together with associated operational development.

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

### 7.2. Decisions for information

The following decision was considered by the planning committee in early August following a deferral from their July meeting to allow a site visit. Cllr Jewell spoke on behalf of the Parish Council in objection to the application.

Application No	UTT/21/0507/FUL
Location	Site at Canfield Drive
Development	Replacement of existing 4 no. static homes with 4 no. detached houses with associated access and parking. Change of use of disused land to 1 traveller’s plot.
Decision	Conditional approval

Application No	UTT/21/2340/FUL
Location	Silverthorn, Canfield Drive
Development	Change of use of existing residential annex to create self-contained dwelling with associated boundary treatment, car parking and landscaping
Decision	Conditional approval

- 7.3. The appeal against Uttlesford’s refusal for 5 homes on land adjacent to Sandhurst, Hope End was dismissed by the planning inspector. The inspector concluded ‘the proposed development would be awkwardly out of kilter with the development pattern and character of the area’ and ‘would not be sustainably located in terms of reliance on the private car.
- 7.4. Further to the discussion at point 5, correspondence with Uttlesford confirmed there are currently no highway restrictions in place for vehicles leaving the Winfresh depot. The Parish Council is concerned with this situation which was not as stated in the Planning Committee meeting or in pre-exchanges and wrote to both County and District Cllrs with its view. District Cllr Driscoll is assisting the Parish Council in investigating a permanent Traffic Regulation Order preventing vehicles over 3.5 tonnes from turning right out of the site.

## 8. LOCAL PLAN

In late July Uttlesford published the 299 sites that had been submitted during the Call for Sites. Within the parish boundary there are three parcels of land put forward at Hope End, the largest is 23 hectares of land extending into the parish of

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Hatfield Broad Oak, and two smaller parcels for 6 and 8 dwellings. There is a further parcel of land at Bacon End proposing 12 dwellings. Details of all land put forward in the district is available to view on the Uttlesford website.

A short discussion took place with District Cllr Reeve outlining the process for considering the sites, Cllr Donald commented it is all about building sustainable sites and if that is followed the sites in Great Canfield should not pass validation. Cllr Mackley asked if sites that had previously been refused on appeal would be considered and it was suggested yes as far as planning arguments are concerned.

- 8.1 Correspondence from Dunmow Town Council had been circulated. The Parish Council shares the concerns of neighbouring parishes and supports the importance of avoiding coalescence, retaining character, and preserving important landscape feature. Cllr Mackley commented the Parish Council would continue to object to any sites that fail to meet these requirements, The Clerk was asked to thank Dunmow Town Council for sharing the information and to ask to be kept informed of any actions or correspondence.
- 8.2 The four parishes of Hatfield Heath, Hatfield Broad Oak, Great and Little Hallingbury have joined together to consider and respond to the potential sites put forward for 7,000 new homes across their parishes. At this stage the Parish Council agreed not to join this group, however the Clerk was asked to contact them as it is understood a meeting has taken place and ask for copies of the minutes of this and future meetings. Cllr Mackley will liaise with the group as necessary and as the plans progress, and report to the Parish Council.
- 8.3 In response to Uttlesford's request for Town and Parish Councils to consider if there are any sites either in those put forward or others which the Parish Council would support, Cllr Jewell proposed there are no sites supported in Great Canfield, this was seconded by Cllr Donald with all in agreement.

## 9. UTTLESFORD NATURE RECOVERY PROGRAMME

The meeting considered the new biodiversity mapping tool which seeks to identify local sites with important biodiversity or that have the potential to be havens for plants, animals, and insects. The Parish Council agreed to investigate the data necessary to record Oak Lane, Boxley Lane, Peckers ponds and the river Roding through Great Canfield, clerk to progress.

## 10. HIGHWAYS, FOOTPATHS, TREES, CRIME

- 10.1. A list of highway maintenance jobs; vegetation around signs, cleaning of signs and repainting the fingerpost at Hellmans Cross have been sent to the Uttlesford Highway Rangers. Confirmation of acceptance and a date for works is pending.
- 10.2. Essex Highway log reference 2738731 – a request to Essex Highways to remove the highway signage that has been left on Green Street following works in 2020.
- 10.3. Water has been pooling on the road from High Roding at the junction with the Lower Road. The Clerk contacted Affinity Water who visited the site and confirmed there were no leaks. They suggested the issue was lack of ditch maintenance where they have mostly collapsed and/or overgrown vegetation. Cllr Mackley dug grips to clear the water in the short term and the Parish Council will continue to monitor.
- 10.4. Ditch clearance at Church End to help reduce highway flooding is pending availability of local resource to assist, Cllr Mackley to chase.
- 10.5. The follow up letters on the byway issues is outstanding, Clerk to progress,  
*Cllr Hepburn declares an interest in the next item as chair of the cricket ground*
- 10.6. Tree adjacent to the cricket pitch requiring attention. c/fwd to next meeting

## 11. VILLAGE MAINTENANCE JOBS

- 11.1. The notice board at Hope End has collapsed, Cllr Mackley will liaise with Cllr Donald and Cllr Easter and collect the board for safe keeping and consider what solutions for re-instatement are necessary.

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11.2. The bench at Hellmans Cross has broken. Cllrs noted this is a millennium bench engraved with 2000, Cllr Mackley proposed that the bench is replaced, and a brass plaque added to recognise the original was a millennium bench. This was seconded by Cllr Easter with all in agreement, Clerk to arrange.

11.3. Cllr Mackley agreed to arrange to remove the ivy from the Peace Oak in order that the plaque remains visible and to reattach the notice sign for the Jubilee Oak.

11.4. The meeting agreed to hold an Autumn litter pick on the weekend of 30/31 October. This will take the same form as post Covid litter picks with areas pre-assigned. The Clerk was asked to purchase additional litter pickers.

## 12. VILLAGE HALL REPORT

12.1. Further to the discussions at the August meeting, the Parish Council agreed that there should be no limits on numbers using the hall other than maximum capacity and this should be left to the discretion of the hirers. Cllr Easter proposed approval of the final version of the village hall hire terms and conditions and risk assessment which reflects the latest guidance issued by Rural Community Council of Essex for village halls. This was seconded by Cllr Mackley with all in agreement.

12.2. To approve village hall payments for the month of July and August 2021 as set out below

<i><b>PAYMENT TO</b></i>	<i><b>METHOD</b></i>	<i><b>VALUE</b></i>
Great Canfield Parochial Church Council – Monthly Hall Rent July 2021	Direct Debit	£ 61.00
Great Canfield Parochial Church Council – Monthly Hall Rent August 2021	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity July 2021	Direct Debit	£ 68.32
Scottish Power – Monthly Electricity August 2021	Direct Debit	£ 68.32
Team2Clean – July 2021	Cheque	£ 72.00
Team2Clean – August 2021	Cheque	£ 72.00
Great Canfield PCC – Village Hall annual insurance	Cheque	£ 584.37
Rural Community Council of Essex – Village Hall membership (inc VAT)	Cheque	£ 72.00

12.3. The following hire receipts were received in July and August; July 2021; £150 Action for Family Support (May usage), August 2021; £250 Yoga (May-July 2021).

12.4. A successful post Covid village party took place at the hall on 13 August organised by the village hall committee with c.100 villagers attending. The event was designed to be non-profit making, however a surplus of £62.25 was made and will be added to village hall funds. Cllr Mackley asked that a vote of thanks be recorded to Cllr Chris Easter for the use of a marquee, and to all those who contributed to making the event a success.

12.5. The village hall committee will be organising the firework event which will follow the normal format. A risk assessment will be presented to the Parish Council for approval, Clerk to notify the insurance company and confirm any additional requirements.

## 13. FINANCE

Cllr Mackley proposed the following payments are made; this was seconded by Cllr Easter with all in agreement

<i><b>PAYMENT TO</b></i>	<i><b>VALUE</b></i>
Allison Ward – Parish Clerk salary July and August 2021	£ 368.42
PKF Littlejohn – External Audit	£ 240.00

14. **ITEMS FOR THE NEXT AGENDA** – Trees on Bullocks Lane

15. **DATE OF NEXT MEETING** is Monday 11<sup>th</sup> October 2021 at 8pm in the village hall.

**TIME AND CLOSE OF MEETING** 9.35pm

Signed  
Robert Mackley (Chairman Parish Council)