

**GREAT CANFIELD PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
 held via Zoom on Monday 14<sup>th</sup> December 2020

Present: Cllrs, Ginny Barlow, Kier Donald, Stuart Hepburn, Jenny Jewell, Michael Knight, Robert Mackley (chair) and the Clerk Allison Ward

County Cllr Susan Barker (leaving during item 5)

District Cllr Geof Driscoll and District Cllr Neil Reeve

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1. APOLOGIES FOR ABSENCE – Cllr Chris Easter sent apologies to the meeting due to personal commitments.

2. DECLARATION OF INTERESTS FOR THIS MEETING

Cllr Mackley declared a personal interest in agenda item 7.1 Griffin Farm application as a tenant at the Griffin Farm site, and a personal interest in agenda item 10 as a member of the village hall committee.

3. PUBLIC FORUM - None

4. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING 9<sup>th</sup> November 2020 were proposed by Cllr Mackley as a true and correct record, this was seconded by Cllr Donald with all in agreement – as this was a virtual meeting the minutes will be signed by the chairman at a later date.

*Cllr Knight joins the meeting*

5. COUNTY AND DISTRICT CLLRS REPORT

County Cllr Susan Barker began a discussion on local flooding issues and commented that 90% of highway flooding issues were landowner responsibilities and not Highways and it was important to keep ditches clear. The meeting agreed it would appreciate the support of Essex Highways in writing to landowners for assistance, the Clerk will prepare a report to forward to Cllr Barker. Cllr Knight commented on an approach he received from the Environment Agency to create a balancing pond/reservoir on farmland to help manage the flow of water from the River Roding, however as the Environment Agency were not willing to provide any compensation for loss of good arable land, the request is not viable.

*County Cllr Susan Barker leaves the meeting.*

District Cllr Neil Reeve and Geof Driscoll verbally updated the meeting on Uttlesford matters.

- a. Covid19: Access to the various grants available from the Government can be found through the Uttlesford website, (links provided on the Great Canfield village website), including applications for the ‘Business Adaptation Grant’. Please continue to follow ‘the rules’. Despite the extra service costs and loss of some income, the District’s budget is still balanced as new investments deliver returns aimed at covering essential services.
- b. The Council has purchased the Banana Ripening site at Little Canfield with a view to using this primarily as a combined waste depot (to replace the current sites in Dunmow and Saffron Walden). A planning application is expected, Cllr Mackley stressed the importance of conditions to stop HGVs accessing the site through the villages, a Traffic Restriction Order (TRO) will be investigated.
- c. Economic Development Recovery Plan: Approved by Council last week (8 Dec 2020). Particularly driven by the consequences of the Covid19 pandemic, but also linked to ‘Environmental and Ecological Emergency’ and Local Plan employment consequences. The aim is to provide help to businesses and residents, and to encourage future inward investment. £1 million has been allocated to this over the coming three years.
- d. A small example, of the above, is the recently launched ‘Click-it Local – Uttlesford’. This provides an online shopping site, where local businesses can sell their products, and residents throughout the district can purchase from multiple businesses in Saffron Walden, Dunmow, Stansted Mountfitchet and the rest of the district. Please support your local businesses and use this new service.
- e. Local Plan: Community engagement sessions continue.
- f. Uttlesford will raise the issue of byways at the next Local Highways Panel. Cllr Jewell explained some of the issues and the Clerk was asked to forward information and images to Cllr Driscoll.

Signed  
 Robert Mackley (Chairman Parish Council)

## 6. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

- 6.1. Gigaclear confirmed they do not offer any financial compensation to Parish Councils for laying fibre cabling under land that is not domestic properties. In response to item 6.2 of the November 2020 meeting, Cllr Mackley and Cllr Hepburn signed the agreement to allow cabling to be laid under Green Street and Bullocks Lane.
- 6.2. A successful litter pick took place in November and the Parish Council is grateful to those residents who helped and to those who offered help and were unable to be accommodated. The great support meant all roads were covered.
- 6.3. The Clerk responded to requests from Uttlesford for information on existing community services as part of the Local Plan process. Please see the Uttlesford website for the latest information on the Local Plan process and how to take part, <https://www.uttlesford.gov.uk/Consultation-and-the-Community-Stakeholder-Forum>
- 6.4. Information on Census 2021 which is due to take place on Sunday 21st March 2021 has been circulated to the Parish Council and posted on the website. All will be encouraged to complete the census online; support for residents and alternative forms will be available. More information will be shared as it is received.
- 6.5. The Safer Essex Roads Partnership (SERP) has launched Vision Zero with an ambition to have zero road deaths and serious injuries on roads in the Essex by 2040. Highways England have funded a project to promote the Driving for Better Business brand, details of that scheme can be found at <https://www.drivingforbetterbusiness.com/#>. This is a free offer to work with businesses and organisations across the county, offering support in terms of policy review, strategic delivery and communication with staff.

## 7. PLANNING

### 7.1. Applications for decision

Application No	UTT/20/3078/HHF
Location	Mayrose House, Canfield Drive
Development	Relocation of existing cart lodge

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

Cllr Knight declared a disclosable pecuniary interest in the next application for Griffin Farm as a business partner to the applicant and did not take part in the discussion.

The following application is for an agricultural building and is not open to general comment. The Clerk had received a query from a resident on the purpose of the agricultural building. In response the applicant had forwarded additional information to Uttlesford confirming the building was required for the agricultural storage of grain and fertilisers for Canfield Farming. It was noted that if the building was used for a different purpose it would require a change of use planning application.

Application No	UTT/20/2992/AG
Location	Griffin Farm, Green Street
Development	Agricultural storage building

The following application is notice under Electricity Act 1989 - Overhead Lines (Exemption) (England and Wales) Regulations 2009 and not open to general comment. It is the relocation of a pole by 6m to allow an existing pole to be removed from a residential garden.

Application No	UTT/20/3111/OHL
Location	Bullocks Lane
Development	Notice under Electricity Act 1989 - Overhead Lines (Exemption) (England and Wales) Regulations 2009 - to install a new 10m intermediate electricity pole

### 7.2 Decisions for information

Application No	UTT/20/2334/HHF
Location	Mayrose House, Canfield Drive
Development	Relocation of existing cart lodge. Associated landscaping and creation of 2m high brick wall with 3.6m wide gate
Decision	Refused

Signed  
Robert Mackley (Chairman Parish Council)

Application No UTT/20/2478/HHF  
 Location Oakwood Cottage, Bullocks Lane  
 Development Two storey and single storey rear extension  
 Decision Conditional Approval

Application No UTT/20/2563/CLE  
 Location Hartwood Bungalow, Green Street  
 Development Certificate of Lawfulness for the continued use of the bungalow and garden  
 Decision Approved

- 7.3 On 18 November Uttlesford Planning Committee unanimously refused UTT/19/2149/OP, an outline application for 5 homes on land adjacent to Sandhurst, Canfield Road. The Parish Council made a statement in objection at the meeting which was read on their behalf by District Cllr Geof Driscoll.
- 7.4 Planning appeal APP/C1570/W/20/3257122 against Uttlesford's refusal for 80 homes on land north of Canfield Drive, the Parish Council, other local groups and residents submitted additional information to the planning inspector. The Parish Council continues to prepare for the inquiry which is scheduled for 3 February.
- 7.5 Cllr Jewell has registered to speak on behalf of Great Canfield Parish Council at the planning inquiry against Uttlesford's decision to refuse the application to increase passenger numbers at Stansted Airport. This inquiry is due to start on 12 January, dates for public speaking have not yet been confirmed. Residents can keep up to date on the inquiry via the dedicated website, <https://programmeofficers.co.uk/ssairport/>
- 7.6 Uttlesford is consulting on a 'community involvement protocol'. In addition to producing planning policies to guide future development in the District, Uttlesford is keen to ensure that Town and Parish Councils have genuine opportunities to get involved in shaping any proposals for significant development in their communities, (these include proposals to develop an unallocated greenfield site for houses). The Parish Council agreed not to comment.

## 8. FLOODING AND DITCHES

A lengthy discussion took place on the various locations in the parish where there is significant highway flooding after heavy rainfall, the potential causes and what action might alleviate the problems. It was noted that some areas in the parish have always flooded and so any efforts will not necessarily eradicate problems but can go some way to improving the situation which it is recognised has got worse in recent years. Both Cllr Mackley and Cllr Donald had prepared reports on local issues which were shared with the meeting. Key areas identified where works would be beneficial include,

- a) Stream that runs through Bacon End, worst section is south of Foxleys where the vegetation is overgrown, ditches silted up and manmade concrete banks have broken down from years of flooding.
- b) Bacon End, old apple store, drains are blocked, and the ditches and ponds need re-digging.
- c) Lower Road, the ditches on both sides need to be cleared of vegetation and spoil from badger sets, and the verges rebuilt especially the Bury farm side.
- d) Flooding on Lower Road at Church End. The River Roding divides into two brooks within the meadows/flood plain of Bury Farm joining together again via various streams, pipes and ditches beyond Church End. The streams and pipes would benefit from clearing to help ease the situation. In addition, the adjacent ditches in front of the garages are blocked with vegetation and need clearing.
- e) Flooding on highway from Bacon End to B184 caused by blocked drain, plus additional ditch clearance would help.
- f) Green Street, grips need digging to take water off the highway.

Cllrs noted the importance of landowners keeping their ditches clear. The Parish Council also ask that landowners of domestic properties do not fill in ponds and ditches which are often important parts of the historic surface water drainage.

The Clerk was asked to prepare a summary report and to request assistance from County Cllr Barker in approaching landowners. The Clerk was also asked to write to Kemi Badenoch MP re the proposals from the environment agency to create a balancing pond/reservoir, reference item 5 and to ask whether a scheme similar to wayleave agreements for electricity exists to compensate landowners.

## 9. HIGHWAYS, FOOTPATHS, TREES, CRIME

9.1 There were no additional Cllrs reports to note.

9.2 Despite signage vehicles continue to ignore the warnings, use the byways, become stuck and rely on the goodwill of landowners for assistance. In addition, the use of motorised vehicles for recreational purposes on the byways severely ruts the surface making them impassable to those walking and on horseback which in turn leads to people using the field edges to

Signed  
 Robert Mackley (Chairman Parish Council)

access and damaging crops. The Clerk has once again written to MP, County and District Cllrs for help and advice. County Cllr Barker confirmed that unfortunately winter closures (a solution favoured by the Parish Council) have been challenged and Essex County Council has had to remove a number of these. Cllr Barker suggested there is either a need for a change in legislation to enable these or a methodology to downgrade a byway to a bridleway, or downgrade to a restricted byway. District Cllr Driscoll confirmed he would raise these issues at the next Local Highways Panel meeting.

9.3 The Clerk has reported the hole in front of the old Apple Store, Bacon End (ref 2692410).

9.4 The Clerk wrote to County Cllr Barker following the unannounced closure of Green Street in mid-November who confirmed this was for emergency BT works and it was not possible to issue advance warning. Cllr Mackley forwarded evidence to confirm the road remained closed when there were no works which is frustrating to residents.

## 10. VILLAGE HALL REPORT

10.1 In accordance with current restrictions the village hall is only being let weekly to a local support group. The hall continues to be cleaned bi-weekly whilst this group is meeting.

10.2 Cllr Mackley proposed that the contract with Fibrewifi to provide a wifi service to the village hall is renewed on 01.12.20 at a cost of £19/mth including VAT. This was seconded by Cllr Jewell with all in agreement. The Clerk had authorised the online contract with Fibrewifi and this was approved by the Parish Council.

Cllr Mackley went on to propose that the Parish Council applies to Canfield Community Trust for a grant of £190 to cover the net cost of providing this service, this was seconded by Cllr Hepburn with all in agreement.

10.3 Village hall payments for the month of December 2020 as set out below were proposed by Cllr Mackley and seconded by Cllr Hepburn with all in agreement.

<b>PAYMENT TO</b>	<b>METHOD</b>	<b>VALUE</b>
Great Canfield Parochial Church Council – Monthly Hall Rent (November)	Direct Debit	£ 61.00
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Fibre wifi – Annual cost of wifi inc VAT	Cheque	£ 228.00

10.4 There were no village hall receipts for the month of November 2020.

## 11. FINANCE

11.1 The following cheques were issued between meetings to avoid delays to payments. They are in accordance with the Parish Council budget. Cllr Hepburn proposed that these payments are retrospectively approved, this was seconded by Cllr Barlow with all in agreement.

<b>PAYMENT TO</b>	<b>VALUE</b>
PKF Littlejohn – External Audit fee inc VAT	£ 240.00
Aldburies Farm Contracting – Grounds Maintenance inc VAT	£ 480.00

11.2 Cllr Hepburn proposed that the following cheques are approved for payment this was seconded by Cllr Knight with all in agreement.

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward – Parish Clerk salary November 2020	£ 181.96
Rural Community Council of Essex – Annual Membership inc vat	£ 52.80

11.2 PKF Littlejohn who carried out the external audit for 2019/20 has sent notice of completion, there are no issues to note. The final report and notice have been posted on the website.

12. ITEMS FOR THE NEXT AGENDA – Budget 2021/22 and precept.

13. DATE OF NEXT MEETING is Monday 11<sup>th</sup> January at 8pm, the meeting will be held on Zoom.

TIME AND CLOSE OF MEETING 9.30pm

Signed  
Robert Mackley (Chairman Parish Council)