

**GREAT CANFIELD PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
 held at the cricket ground on Monday 14<sup>th</sup> June 2021

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

District Cllr Neil Reeve

3 residents (2 leaving after agenda item 8)

Cllr Mackley began by welcoming Cllrs and residents to this first face-to-face meeting since March 2020, as current Covid restrictions continue this meeting was held outside at the village cricket ground.

**1. APOLOGIES FOR ABSENCE**

Cllr Michael Knight sent apologies to the meeting due to work commitments, these were accepted by the Parish Council.

**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 ANNUAL PARISH COUNCIL MEETING 5 May 2021** were proposed by Cllr Mackley as a true and correct record, this was seconded by Cllr Easter with all in agreement, the minutes were signed by the Chairman along with the minutes from previous meetings held via Zoom.

**5. COUNTY AND DISTRICT CLLRS REPORT**

County Cllr Susan Barker and District Cllr Geof Driscoll sent apologies to the meeting.

District Cllr Reeve provided a short statement and began by confirming Covid still requires residents to take care with rising numbers across the country including in Uttlesford, assistance grants are still available for individuals and businesses, please see Uttlesford website for further details. There is a reasonable chance that Uttlesford will appeal the planning inspector's decision to allow MAGs to increase passenger numbers, a final decision is pending. Cllr Reeve reminded the meeting there is small grant fund for District Cllrs to use on local initiatives in their wards and applications are welcome from Great Canfield groups. Cllr Reeve concluded by asking the Parish Council if there is anything they would like the District Cllrs to do for the Parish Council.

Cllr Mackley responded and asked that the District Cllrs monitor the planning application for the old Banana depot at Little Canfield particularly in terms of the conditions for vehicles using the site to ensure they do not use the local lanes. Cllr Reeve confirmed although the application has been withdrawn due to Essex Highways objections, these will be addressed, and the application re-submitted shortly. It was noted part of the site will be tenanted although this formal process has not yet started, and no tenancies confirmed. Cllr Reeve concluded that the intention is to insure at a minimum that existing conditions continue to apply.

Cllr Barlow asked for continuing support in opposing unsustainable development sites in the parish and for support for the Local Plan requests submitted by the Parish Council. Cllr Reeve was asked when weight would be given to the new Local Plan, and it was suggested not until the formal consultation has started and there is emerging policy.

Cllr Mackley raised the issue of holiday lets which are being rented out long term, and the issue raised previously whereby occupants are not paying Council Tax when their status is no different to persons in a rented property. Cllr Reeve noted the comments and suggested this is an enforcement issue, changes are underway to bolster the Uttlesford enforcement team.

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

6.1. Confirmation has been received that the address of the 5 new homes on land south of Canfield Park Cottage will be 1-5 Hart Lea, Canfield Road

Signed  
 Robert Mackley (Chairman Parish Council)

- 6.2. Essex County Council has written to the Parish Council for assistance on locating the landowner for the land around the properties Hartwood Bungalow, 1 and 2 Hartwood Cottages, to allow fibre broadband to be installed. Cllrs provided the Clerk with information to contact the landowner.
- 6.3. Various correspondence circulated to the Parish Council on Landsecs plans for 1,200 new homes on land to the east of Highwood Quarry, Little Easton. An application is now 'live' on the Uttlesford website and open to comment.
- 6.4. County Cllr Barker has confirmed the Parish Councils requests to the Local Highways Panel (speed limit reduction and weight restrictions signs at Bacon End) have been received, the next quarterly meeting of the panel is delayed until July.

## 7. PLANNING

### 7.1. Applications for decision

Application No	UTT/21/1595/FUL
Location	(Adjacent to) Canfield Nursery, Bullocks Lane
Development	Erection of 2 no. detached four-bedroom dwellings and associated detached garages

The Clerk was asked to contact the landowner to request they correct the boundary lines on the application, these are incorrectly drawn as they include land in the ownership of the Parish Council. In addition, as owners of the access the Parish Council must be formally notified of the application by the applicant, and this has not happened. There is also a discrepancy as the application description is for 4 bedrooms whilst the supporting plans are for 3-bedroom properties.

Cllrs discussed the history of the site which has been used as a paddock for the last +35 years and where all previous applications have been refused including two on appeal, the most recent being in 2012. In the appeal decision notice the inspector commented that building on this site would significantly erode the open nature of the hamlet and its countryside setting.

Cllr Barlow proposed that the Parish Council objects to the application due to its conflict with the following policies.

- S7 – development in open countryside with no justification of need and on an unsustainable site where residents would be totally reliant on cars to access all services.
- ENV3 – potential loss of important open land which contributes to the rural character of the hamlet.
- GEN2 – the two properties are identical and of a design which is not characteristic of the hamlet.
- H4 – backland development which does not meet the criteria.

This was seconded by Cllr Jewell with all in agreement.

Application No	UTT/21/1527/HHF
Location	Keepers Barn, Bullocks Lane
Development	Erection of two storey extension

Cllr Mackley opens this item to the public for comment and discussion with Cllrs. The meeting was concerned that this newly built property which had been tightly managed to ensure its impact on neighbouring properties and its setting in the rural hamlet were appropriate, is now being proposed for a sizeable development which will have a significant overbearing and overlooking impact.

After closing the debate to the public Cllr Mackley proposed the Parish Council objects to the application due to its conflict with the following policies.

- GEN2 – The proposal would by its scale and mass create a dominant building in what is a backland development.
- H8 - The proposal introduces large glass windows on the north side which will directly overlook the rear of the adjoining properties resulting in a significant loss of privacy.
- H4 – Backland Development, the site does not have road frontage, however as it was the replacement of an existing barn without any increase to the footprint or scale it was not opposed by the Parish Council, this would not have been the case had the original application included this proposed extension.

This was seconded by Cllr Jewell with all in agreement.

Application No	UTT/21/1769/FUL & UTT/21/1770/LB
Location	Peckers Farm, Green Street
Development	Proposed conversion of buildings into 4 no. dwellings including extension, alterations and associated operational development and landscaping works.

CLRs discussed the historic value and importance of these buildings in the parish. Cllr Easter proposed that the Parish Council supports the application on the understanding the development is completed sensitively and ensures the long-term preservation of the buildings. The Parish Council would ask that if officers are mindful to approve the application that a condition is included removing any permitted development rights in order to protect the historic nature of the buildings and their setting. This was seconded by Cllr Donald with all in agreement.

## 7.2. Decisions

Application No	UTT/21/1277/LB
Location	2 The Cottage, Church End
Development	Retention of replacement kitchen stable door at the rear of the property
Decision	Approved

Application No	UTT/21/0947/HHF & UTT/21/0948/LB
Location	Pulleyns, Green Street
Development	Erection of a single storey rear extension
Decision	Conditional Approval

Application No	UTT/21/1011/HHF
Location	Silverthorn, Canfield Drive
Development	First floor extension to detached annexe
Decision	Refused

The following application was approved by majority at the Uttlesford planning committee on 9 June, this item was carried forward from their May meeting due to the volume of applications to consider.

Application No	UTT/20/2601/HHF & UTT/20/2559/LB
Location	Haydens End, Green Street
Development	Creation of storage barn for equestrian equipment and horse driving carriages - horse box storage
Decision	Conditional Approval

7.3. The appeal (reference 3267763) against Uttlesford decision to refuse permission for 5 homes on land adjacent to Sandhurst, Canfield Road has begun. The Clerk was asked to submit an additional response re-iterating the Parish Councils objection and providing additional evidence to support this objection as outlined in recent appeal decisions, deadline is 9 July.

7.4. The Parish Council notes the planning inspector's decision to allow the appeal for MAGs to increase passenger numbers at Stansted Airport to 43m.

## 8. VILLAGE DESIGN STATEMENT (VDS) – UPDATE

The current document was approved by Uttlesford in 2010 and is a material consideration in planning applications. The Parish Council recognises the document requires updating and whilst it was hoped to do this once the Local Plan was approved this is now unlikely to be before 2023.

Rural Community Council of Essex has confirmed the process which given the time lapse will require community engagement and re-consultation. Cllr Barlow agreed to take the lead and will determine a plan which will outline the areas of the existing VDS that will require change, consider the changes in legislation since the original VDS, and determine how to progress with the community engagement. This will be brought back to a meeting of the Parish Council in the Autumn to consider further..

2 residents leave

Signed  
Robert Mackley (Chairman Parish Council)

## 9. HIGHWAYS, FOOTPATHS, TREES, CRIME

- 9.1. Pressure and correspondence continue between the Parish Council, residents, and County Cllr Barker on the inappropriate use by some of byways in the parish. A resident had forwarded a letter outlining their recent experiences which had been circulated to Cllrs. The Clerk was asked to write again to Kemi Badenoch who had responded previously suggesting the Parish Council gets back in touch if the County and District are unable to assist. The Parish Council is of the view a change in legislation is required to make it possible to change the status of a byway in situations where there are specific issues with inappropriate use. The Clerk was also asked to chase Cllr Barker for a progress update on getting the byways removed from Sat Navs. District Cllr Reeve commented that there is an emerging idea to look at turning byways into cycle routes which could change their status.
- 9.2. The Clerk had circulated historic correspondence re the ancient lane at Hartwood as part of the ‘lost footpaths work’. – due to time pressures, it was agreed to carry forward this item to the next meeting.
- 9.3. Cllr Mackley confirmed progress had been made on plans to clear ditches to help alleviate surface water flooding along the road from Church End towards Badgers and the landowner had given their consent to the works. Cllr Donald and Cllr Mackley are progressing.

## 10. COMMUNITY GOVERNANCE REVIEW OF PARISHES

Uttlesford District Council is undertaking a Community Governance Review from 1 June to end July 2021. This provides an opportunity to review and make changes to governance arrangements at parish level. Cllr Jewell proposed no changes to the boundaries or to Parish Council arrangements for Great Canfield, this was seconded by Cllr Mackley with all in agreement.

## 11. VILLAGE HISTORY ARCHIVE

A resident contacted the Parish Council with historic copies of Canfield newsletters from the 1970s onwards. This prompted an exchange of messages with some residents on the possibility of an electronic archive. Parish Council to consider if this something they could assist and encourage – due to time pressures it was agreed to carry forward this item to the next meeting.

## 12. VILLAGE HALL REPORT

- 12.1. The lockdown changes on 17 May have seen a small increase in hall usage with Yoga and the Toddler Group returning. The support group finished meeting in the hall at the end of May as they have now been able to return to their more central venue in Dunmow.
- 12.2. Cllr Easter proposed that the Parish Council supports the Village Hall Committee decision not to charge hall rent to the Toddler Group, this was seconded by Cllr Jewell with all in agreement.
- 12.3. Minutes of the village hall committee meeting held in March 2021 have been circulated to the Parish Council.
- 12.4. Cllr Mackley proposed that the following village hall payments for June 2021 were acceptable, this was seconded by Cllr Barlow with all in agreement.

<i><b>PAYMENT TO</b></i>	<i><b>METHOD</b></i>	<i><b>VALUE</b></i>
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity	Direct Debit	£ 68.32
Team2Clean – April 21 (£36) and May 21 (£72)	Cheque	£ 108.00

- 12.5 Receipts for May 2021 were £150 support group and £200 for the election in early May. To note the Parish Council applied for but was unsuccessful in its application for a Covid restart grant.

## 13. FINANCE

- 13.1. Cllr Hepburn proposed that following receipt of a request from Great Canfield Parochial Church Council the Parish Council provides a grant of £100 to the village newsletter fund, this was seconded by Cllr Barlow with all in agreement.

Signed  
Robert Mackley (Chairman Parish Council)

13.2. Cllr Hepburn proposed that the Parish Council does not renew its membership to Uttlesford Association of Local Councils for this year as no use or engagement has taken place with this organisation, this was seconded by Cllr Mackley with all in agreement.

13.3. Cllr Mackley proposed that following receipt and review by email of the three quotes for the annual insurance, the Parish Council retrospectively approves the renewal with Parish Protect (Business Services at CAS Ltd) at a cost of £223.67 including assets insured up to £20k, this being the lower of the three quotes, this was seconded by Cllr Donald with all in agreement.

13.4. Cllr Mackley proposed that the following payments are approved in addition to items 13.1 and 13.3; this was seconded by Cllr Jewell with all in agreement.

<b><i>PAYMENT TO</i></b>	<b><i>VALUE</i></b>
Allison Ward – Parish Clerk salary May 2021	£ 193.23
Information Commissioners Office – Data protection renewal annual fee	£ 40.00

13.5. The Clerk confirmed receipt of the VAT claim from 2020/21 of £358.82.

13.6. The internal auditor had completed the review of the accounts and the report had been circulated to Cllrs for consideration. The meeting noted the comments on ownership of the assets in the village hall which are not part of the inventory and lease agreement, Cllr Mackley confirmed the Community Trust intends to discuss this with the Parochial Church Council. Cllr Donald proposed the report is accepted and no further actions are required, this was seconded by Cllr Easter with all in agreement. Cllr Mackley asked that a vote of thanks be recorded in the minutes to Simon Mainwaring for completing the audit.

**14. ITEMS FOR THE NEXT AGENDA** – c/fwd items from this meeting.

**15. DATE OF NEXT MEETING** is Monday 12<sup>th</sup> July 2021 at 8pm. Given Covid restrictions remain in place until at least 19<sup>th</sup> July, this meeting will take place on the cricket pitch.

**TIME AND CLOSE OF MEETING** 9.50pm

Signed  
Robert Mackley (Chairman Parish Council)