

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
 held at the village hall on Monday 14th March 2022

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

County Cllr Susan Barker arriving and leaving during item 6

District Cllr Geof Driscoll and District Cllr Neil Reeve

1 resident leaving after agenda item 4

1. **APOLOGIES FOR ABSENCE**, none all present.
2. **PARISH COUNCIL VACANCY**, deferred to the next meeting.
3. **DECLARATION OF INTERESTS FOR THIS MEETING**

Cllr Mackley declared a personal interest in agenda item 12 and 13 as a member of the village hall committee and the organising committee for the Queen's Jubilee celebrations.

Cllr Jewell arrives

4. **PUBLIC FORUM**

A resident raised the lack of school transport to Rodings Primary and asked the parish council for their views on supporting a project to investigate providing school and community transport. Cllr Mackley noted that there was a weekly community bus service from the village to Bishops Stortford, however due to lack of support this was withdrawn. Cllrs commented that the issues with school transport have been raised on several occasions, however transport from the parish to Rodings Primary does not meet the eligibility in Essex County Council policy. They added they are fully supportive of a school bus service that would reduce the number of vehicles on local roads and ease congestion at the school. District Cllr Driscoll commented that Essex school transport policy is the bare minimum required under legislation and suggested County Cllr Susan Barker would be able to provide further information. District Cllr Reeve noted that the district does have a community bus service, Uttlesford Community Travel and they will be worth talking to as part of any project. The Clerk confirmed to the meeting that Parish Councils have powers to make grants for bus services. The meeting supported the resident researching possible solutions for further discussion.

5. The **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** 21 February were proposed by Cllr Barlow as a true and correct record, seconded by Cllr Hepburn with all in agreement, the minutes were signed by the Chairman.

6. **COUNTY AND DISTRICT CLLRS REPORT**

District Cllr Reeve updated the meeting on district council matters.

1. The Uttlesford Corporate Plan 2022-2026 was adopted by the Council on 22 February 2022. The Corporate Delivery Plan 2022/23 is now in place and sets out how the council will achieve the corporate plan in the coming year, it can be viewed at this link <https://www.uttlesford.gov.uk/article/6740/Corporate-Plan-delivery-plan-2022-2023>
2. Launch of 'Discover Uttlesford' marketing campaign. This comprises a bespoke website and a mobile app, launching later this month, alongside several marketing promotions, all designed to drive footfall back into Uttlesford town centres by showcasing independent shops, places to eat and drink, things to do and regional heritage.
3. Support for those from Ukraine who come to the UK will be a local authority responsibility, currently information on how authorities will be able to provide and fund support is sketchy, advice from central government is pending.

County Cllr Susan Barker arrives and updates the meeting on county council matters

Signed
 Cllr Ginny Barlow, Chair

1. Ride London cycle event on 29 May which will close the B184 and roads in Dunmow, it was noted the disruption this will cause to residents given the size of the event and all-day closure. Cllr Barker commented that there are various meetings planned to understand more about the impact and suggested crossing points will be put in place. Cllr Mackley added that experience of closing the B184 results in grid lock on the local, single-track roads, and asked whether this was a cash generator for Essex County Council with little thought for residents and businesses.
2. There is a Local Highways Panel (LHP) meeting on 28 March. Cllr Jewell raised byway 3 and the damage caused to the surface, in some places it is now very difficult for agricultural vehicles to access fields. Cllr Jewell asked if Essex could provide surfacing material to fill in the most serious holes. Cllr Barker asked for details of requirements to be forwarded and would raise with the panel. Cllr Barker suggested attending the LHP meeting to raise concerns directly.
3. The Clerk raised the lack of response or any information on when the Highway Rangers would be able to visit and complete the list of jobs submitted in September. The Clerk also noted the request from residents at the top of Cuckoo Lane where it becomes a byway, urgent assistance was required to repair potholes, Cllr Barker was thanked for her assistance.
4. A meeting is booked for parish councils with Essex Cabinet member for Highways, 7 April 5.30pm at Takeley and 13 April 5.30pm at Dunmow, Clerk to forward details to Cllr Barlow.

County Cllr Susan Barker leaves the meeting

7. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

Nothing to report that is not covered elsewhere.

8. PLANNING

8.1. Applications for decision

Application No	UTT/22/0632/HHF
Location	Woodlands, Bacon End Road
Development	Single storey and two storey rear extension

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

Application No	UTT/22/0643/OP
Location	Woodlands, Bacon End Road
Development	Outline application with all matters reserved except access and layout for 1 no. dwelling.

Cllr Donald proposed the parish council objects to this application on policy S7, development in the countryside which is not sustainable and does not enhance or maintain the vitality of rural communities, and policy GEN 1as the site does not promote sustainable transport options. The response to include reference to UTT/21/3299/FUL and UTT/21/3299/FUL both refused by officers for the same reasons as the parish council's objections to this site. This was seconded by Cllr Jewell with all in agreement.

Application No	UTT/22/0667/CLP
Location	Adams Huttes House, Bacon End Road
Development	Single storey rear extension

8.2. Decisions for information

Application No	UTT/22/0144/HHF
Location	Rivendell Bullocks Lane
Development	Proposed single storey rear and side extension.
Decision	Conditional approval

9. HIGHWAYS, FOOTPATHS, TREES, CRIME

- 9.1. The meeting accepted Cllr Mackley's report which included confirmation the works to relieve highway flooding at Church End seem to be working well, further work to clear ditches towards Bacon End are still to be completed.
- 9.2. Cllr Knight reported fallen trees on the bridleway near Marsh Farm and cricket ground have been cleared.

Signed
Cllr Ginny Barlow, Chair

9.3. The clerk confirmed correspondence had been received from the Uttlesford Ramblers Work Party who confirmed they have completed all the work agreed with Essex Highways in the Great Canfield Parish; installed 10 new waymark posts, refixed, or cleared so they could be seen, a further 6, cleared, so they could be walked 4 bridges, and cleared numerous areas of vegetation and fitted many new signage discs. Essex Highways have been asked to sort out the rerouting of the footpath at Hall Farm and the signage over the river in Bury Farm. The Clerk was asked to write and thank the Uttlesford Ramblers for their assistance.

10. ANNUAL REVIEW OF PARISH COUNCIL POLICY

10.1. Standing Orders, the Clerk confirmed the parish council follows the model standing orders issued by National Association of Local Councils (NALC). Given there have been no changes to these during the year there are no amendments to the existing standing orders.

10.2. Financial Regulations the Clerk confirmed the parish council follows the model financial regulations issued by NALC. Given there have been no changes to these during the year there are no amendments to the existing financial regulations.

10.3. Grant policy, Cllr Barlow proposed the parish council adopts the grant policy as circulated by the Clerk, this was seconded by Cllr Jewell with all in agreement. The grant policy will be added to the website.

10.4. Complaint's procedure relates to parish council's administration and procedure, Cllr Donald proposed the parish council adopts the complaints procedure as circulated by the Clerk, this was seconded by Cllr Jewell with all in agreement. The complaints procedure will be added to the website.

10.5. Other, the parish council has adopted the model Code of Conduct as issued by Uttlesford District Council for parish councils, there have been no amendments to this in the year. There have been no changes to privacy policy legislation and no changes are necessary.

11. GRASS CUTTING TENDER FOR 2022

There was a lengthy discussion on whether to cut the parish council verge along Green Street, last year this was left uncut. In conclusion Cllr Hepburn proposed that a tender is issued for a single cut of the verge in June, this was seconded by Cllr Donald with all in agreement.

12. QUEEN'S PLATINUM JUBILEE CELEBRATIONS

Cllr Mackley updated the meeting on plans.

Thursday 2nd June - Subsidised ticketed beacon party at the cricket club with band, hog roast, fireworks, and beacon lighting; band, hog roast booked, and fireworks purchased.

Sunday 5th June - Big Lunch, free event where villagers will be encouraged to picnic at the cricket ground, mingle and enjoy the entertainment. To include circus entertainment and other traditional village games.

Budget funding is currently confirmed as follows: Parish Council £1,000, District Councillors grant £200, application to District Council Jubilee Grant £700, there is an agreement with the Community Trust for funding, exact amount to be confirmed once final funding and costs are confirmed.

13. VILLAGE HALL REPORT

13.1. The meeting accepted the report from Cllr Mackley which had been circulated in advance and confirmed.

13.1.1. The Village Hall committee has agreed a no rent fee for a Ukraine Fund raiser event organised by the community for 20 March.

13.1.2. The parish council are required to complete a government survey re business rates, Clerk to complete.

13.1.3. Cllr Mackley proposed that the parish council looks to purchase a card reader to use at village hall events, this was seconded by Cllr Knight with all in agreement.

Signed
Cllr Ginny Barlow, Chair

- 13.2. Following the government removal of restrictions, there is no further Covid guidance from RCCE, Cllr Mackley proposed that Covid signage should be removed from the hall and return to a hiring agreement pre-Covid. This was seconded by Cllr Barlow with all in agreement.
- 13.3. Cllr Mackley proposed the following payments be verified for the month of February 2022; this was seconded by Cllr Jewell with all in agreement.

PAYMENT TO	METHOD	VALUE
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity	Direct Debit	£ 27.00
Allison Clark – Cleaning	Online	£ 41.49 & £ 56.65

13.4 The following were received in February 2022; Happy Circle 2 x £25, church £25

14. FINANCE

- 14.1 Cllr Jewell proposed the following cheques for approval, this was seconded by Cllr Hepburn with all in agreement. As this payment will be made online the chairman signed the payment schedule in accordance with electronic payment procedures.

PAYMENT TO	VALUE
Allison Ward – Parish Clerk salary February 2022	£ 186.46

- 14.2 Cllr Jewell and the Clerk are now able to process electronic payments, Cllr Hepburn, and Cllr Knight to complete process. Review of accounts carried forward to next meeting.

15. ITEMS FOR THE NEXT AGENDA – Nothing in addition

16. **DATE OF NEXT MEETING** is Monday 11th April 2022 at 8pm in the village hall.

TIME AND CLOSE OF MEETING 9.00pm