

**GREAT CANFIELD PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
 held in the Church Hall Monday 14<sup>th</sup> October 2013

Present: Cllr Jon Sams (Chairman)  
 Cllrs Ginny Barlow, Keir Donald, Chris Easter, Henry Green, Catriona Kellerman, Robert Mackley and the Clerk Allison Ward

District Cllr Jackie Cheetham (8.00pm to 8.25pm)

0 Members of the Public

1. APOLOGIES FOR ABSENCE - None

2. DECLARATIONS OF INTERESTS FOR THIS MEETING

Cllrs Mackley and Sams declared a non pecuniary interest in agenda item 10 as trustees of Great Canfield Community Trust.

3. PUBLIC FORUM

Clerk to respond to Takeley Parish Councils request for information and support regarding their concerns with Uttlesford Planning Department procedures and to confirm any action they have taken. Cllr Barlow advised the meeting of Hope End Conservation Committees intentions to write with similar experiences and frustrations; if possible they would prefer to act with other Parish Councils as a collective body. Clerk to update Cllr Barlow.

4. MINUTES OF THE PARISH COUNCIL MEETING 9<sup>th</sup> September 2013 were approved and signed by Cllr Sams as a true record.

5. DISTRICT AND COUNTY COUNCILLORS REPORT

Cllr Cheetham commented that the decision on the Bullocks Lane travellers site application is still pending with the Planning Inspectorate, a decision is expected in early November. Cllr Mackley asked for clarity on the different Planning Inspectorate processes between this application and the similar traveller site application for Canfield Drive. The current application is being dealt with as written representations whereas the previous application was an examination in public.

Cllr Cheetham confirmed the Government is insisting Uttlesford takes an additional 2,680 new homes beyond that already identified; discussions are on-going to identify potential land sites. Highways submitted a report for the draft Local Development Plan. These updates will be incorporated in an updated draft Local Plan which is expected to be issued for consultation in early November.

An Airport meeting took place between Uttlesford District Council and Sir Howard Davis where Uttlesford put forward their view for a single runway. The suggestions from survey reports are an additional runway will be required in the South East but as yet there is no confirmation on where this will be.

Cllr Cheetham commented that funds are available from the New Homes Bonus. Cllr Mackley suggested the village newsletter as a possible recipient, Clerk to contact relevant parties.

Signed  
 Robert Mackley (Vice Chairman Parish Council)

Cllr Green led a discussion on financial contributions required by developers or individuals wanting to build properties, (see Uttlesford District Council Local Plan – Developer Contributions Guidance Document issued June 2013). The view put forward was that it seems unfair that whether you build 1 unit or 4 units you are required to make a contribution of 20% of the land value, which is then used to assist affordable housing elsewhere. Cllr Cheetham responded there has to be a formula and with a lack of affordable housing for the younger generation and in excess of 1,600 people across the District looking for affordable housing we need contributions from developers to help provide this. The planning application process requires this financial commitment, but the decision on whether to allow the development is based on the principles of planning. Cllr Sams commented on the inconsistent approach to application for private traveller sites where this principle does not appear to apply.

Cllr Cheetham commented on the Planning Parish Forum and asked for views on how this could be improved. The Parish Council agreed the current forum is too generic and support the view that meeting in small ‘clusters’ of Parish Councils rather than one large forum would be more appropriate and allow questions and concerns specific to areas to be discussed. Clerk to respond to Head of Planning.

## 6. PROGRESS UPDATE – *Clerk*

6.1. Cllrs agreed the final proof for the Peace Oak sign, Clerk to confirm with Forefront Signs. It was suggested an event should be organised to coincide with Remembrance Sunday when the plaque could be ‘unveiled’. Clerk to confirm installation date with Forefront Signs and speak to Rev Dub Gannon to see if he is able to lead this event. Other actions, Cllr Sams to arrange a wreath, Cllr Green to arrange a flag, Cllr Easter to paint on protective layer.

Cllr Easter to check the stays on the Jubilee Oak. Clerk to obtain quotes for a guard to go round the Jubilee Oak and contact Cllr Cheetham for possible grant sources.

6.2. A meeting has been arranged with The Conservation Volunteers (TCV) to visit the ponds along Green Street and advice on what maintenance work is required. Cllr Sams and resident to attend.

6.3. Cllr Donald had spoken to the residents at the Old Post Office and the posts on Parish Council land have been removed, Clerk to write thanking the residents for their maintenance of this area and their co-operation in resolving this issue.

## 7. CORRESPONDENCE TO NOTE

Clerk to respond to ‘100 Parishes’ group asking that they complete a draft introductory page for Great Canfield Parish to include on their website. Clerk to provide the VDS information to assist.

## 8. VILLAGE FIREWORK EVENT

The Parish Council are the ‘organisers’ of this event, Clerk to forward latest insurance requirements to Cllr Mackley and a draft fireworks risk assessment to Cllr Barlow who will produce a risk assessment for this event.

Cllr Mackley reported on the publicity to date, confirmed a contribution of £200 from Ashfields and confirmed all arrangements are in place. Cllr Easter to forward invoice for Fireworks to Clerk for payment by the Parish Council.

Signed  
Robert Mackley (Vice Chairman Parish Council)

## 9. POLE FOR BEACON

Cllr Easter confirmed the pole for the beacon has been received and work to put it in place will be carried out after the fireworks event.

## 10. UPDATE FROM GREAT CANFIELD COMMUNITY TRUST

Cllr Sams reported that the documents are with the Diocese for signature. Cllr Mackley confirmed that the Canfield Community committee set up for fundraising would be outside of the Parish Council, although it is possible the organisation of some events would be a joint function.

## 11. REPRESENTATIVES REPORTS:-

### 11.1. Footpaths, Byways, Bridleways and Greens

11.1.1. Clerk chasing for an update on footpath 20, reported at the July meeting

11.1.2. It was proposed by Cllr Mackley, seconded by Cllr Sams with all in agreement that the Parish Council submits a request to the Highways Panel for funding to improve Oak Lane where the surface is in poor condition. Clerk to action.

### 11.2. Highways/Road Safety

11.2.1. Clerk to chase Highway Rangers for works requested in May and October 2013.

11.2.2. The stretch of road from Black Barn to and beyond Hellmans previously had cuts in the verges to take water from the road into the ditches, this used to be carried out as part of the verge cutting contract. Clerk to contact Cllr Barker for advice on whether this work is still carried and if so when it was last done along Green Street.

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

11.4. Tree Warden – Nothing to report.

## 12. PLANNING (10 mins)

### 12.1. Application/Decisions

#### APPLICATIONS

APPL No.	UTT/13/2661/HHF
DEVELOPMENT	Erection of single and two storey extensions
LOCATION	Beresfield, Canfield Road

Cllr Donald proposed, Cllr Easter seconded with all in favour that the Parish Council submits a comment only this application stating it excludes any plans for replacement garaging, Clerk to submit.

Signed  
Robert Mackley (Vice Chairman Parish Council)

APPL No. UTT/13/2725/HHF  
 DEVELOPMENT Two storey side extension and first floor rear dormer extension  
 LOCATION Weardale, Bullocks Lane

Cllr Donald proposed, Cllr Sams seconded with all in favour that the Parish Council objects to this application for the following reasons, Clerk to submit.

1. The plan will affect the look of Bullocks Lane. Weardale at the moment looks very much in proportion with its neighbour Teesdale. There are some differences, mainly Teesdale has 3 individual dormer windows in its roof and an integral garage, but overall the two houses look pleasing to the eye from the road. The double storey side extension will be out of kilter and Bullocks lane will get more of a feel of Canfield road, with all of its different styles of houses.
2. The eaves height of the building changes with the double side extension being far taller than the main house.
3. The windows at the back will mean that Hyden Lodge will now be overlooked.

### DECISIONS

APPL No. UTT/13/1708/HHF & UTT/13/1709/LB  
 LOCATION Haydens End, Green Street  
 DEVELOPMENT Dormer extension, removal of patio doors and replacing with window.  
 DECISION Conditional Approval

APPL No. UTT/13/2201/AG & UTT/13/2206/AG  
 LOCATION Great Canfield Park, Great Canfield Road  
 DEVELOPMENT Proposed hay barn store  
 DECISION Refusal

12.2. Crumps Farm planning application ref ESS/46/13/UTT, “continuation of temporary windrow composting of green waste and waste wood including the importation and blending of soils and sands without compliance with Condition 2 (time limit) of planning permission ESS/47/11/UTT to allow operation until 31 March 2015.” Cllr Green proposed no response; this was supported by the Parish Council.

12.3. Clerk has received notification that an allegation for breach of planning control, ‘hairdressing salon running from private residential property Bees Bees Hair Salon, had been investigated and a decision made to close the file as no breach has been evidenced.

### 13. FINANCE – *Clerk*

The Clerk is paid in accordance with National Association of Local Councils spinal column point 17. There has been agreement for a 1% increase with effect from April 2013 increasing the hourly rate from £8.747 to £8.835 per hour. Cllr Green proposed, Cllr Sams seconded with all in favour that this increase is accepted.

Signed  
 Robert Mackley (Vice Chairman Parish Council)

## 13.1. Cheques for Approval

<i><b>PAYMENT TO</b></i>	<i><b>VALUE</b></i>
Allison Ward - Parish Clerk September 2013	£172.26
Great Canfield PCC (Hall Hire July and Sept 2013)	£54.00
Aldburys Farm Contracting (Grounds Maintenance)	£576.00
Foxley Joinery (Beacon Pole)	£288.00

13.2. The Annual Accounts for 2012/13 have been returned by the External Auditors, there are no issues or comments. They are available for public inspection.

The Clerk reported the state of the noticeboard at Bacon End, Clerk to contact contractor for a quote to repair.

13.3. The quarterly accounts for April to September 2013 were presented by the Clerk and accepted by the Parish Council.

The Bank Reconciliation showing a cash book balance of £9,926.99 including the Community Activities Account was presented by the Clerk, signed by Cllr Sams and accepted by the Parish Council

The second installment of the precept has been received.

## 14. ITEMS FOR THE NEXT AGENDA

14.1. Budget 2014/15

14.2. Cllr Mackley asked about the Jubilee photos and report that were due to go into a book to be produced by Uttlesford District Council, Clerk to chase.

15. DATE OF NEXT MEETING Monday 11<sup>th</sup> November 2013 at 8pm.

16. TIME AND CLOSE OF MEETING 9.40pm

**Allison Ward**

**Parish Clerk 01245 231798**

Signed

Robert Mackley (Vice Chairman Parish Council)