

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
 held via Zoom on Monday 14th September 2020

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

District Cllr Geof Driscoll

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1. APOLOGIES FOR ABSENCE were received from Cllr Michael Knight due to work commitments.
2. DECLARATION OF INTERESTS FOR THIS MEETING – In relation to agenda item 11, Cllr Robert Mackley declared a non-pecuniary interest as a trustee of Canfield Community Trust and a member of the village hall committee. Cllr Chris Easter declared a non-pecuniary interest as a member of the village hall committee.
3. PUBLIC FORUM - None
4. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING 13th July 2020 were proposed by Cllr Mackley as a true and correct record, this was seconded by Cllr Barlow with all in agreement -- as this was a virtual meeting the minutes will be signed by the chairman at a later date.
5. COUNTY AND DISTRICT CLLRS REPORT

District Cllr Reeve sent apologies to the meeting due to commitments to attend other Parish Council meetings. District Cllr Driscoll reported to the meeting.

1. Progress continues on setting up the process for the new Local Plan, however the current Government white paper consultation on planning reform could have an impact on how this progresses in the longer term.
2. Uttlesford District Councillors have £2k to provide grants in their wards to support projects, activities and events which will directly benefit the community within their ward, expressions of interest to be sent direct to Cllr Driscoll or Cllr Reeve.
3. The government white paper on local government reform is due to be published in the Autumn, this will be the first major reform since the Local Government Act 1972. It is likely this will propose 'two-tier' County Council areas which would remove the level of District Councils and introduce 2 to 4 unitary councils in Essex.

Cllr Mackley commented on the appeal for the proposed waste site at Little Canfield where Uttlesford had been joint parties on the application, Cllr Driscoll confirmed the appeal was being promoted by the landowner and not Uttlesford who are simply a customer of the proposed facility, Uttlesford would be defending the appeal based on the reasons for refusal. Cllr Mackley went on to ask why there appear to be long delays in decisions on planning applications, Great Canfield have two that have been outstanding for c.1 year, Cllr Driscoll confirmed the planning department were working hard however resourcing has been an ongoing issue for some time. It is hoped the planned recruitment of officers to fill vacancies will improve the situation. In addition, the Planning Committee has been meeting twice a month to help clear the backlog.

County Cllr Barker sent apologies to the meeting due to commitments to attend other Parish Council meetings and supplied a written report.

1. Highway repairs and resurfacing will continue into the Autumn and include the resurfacing of Dunmow High Street. It is likely this will cause some disruption with delays and diversions necessary.
2. Applications for repairs under the 'member-led' pothole repair initiative whereby County Cllrs can put forward their priority repairs had been submitted to Essex Highways; there were none in Great Canfield.
3. Cllr Barker also reported on the anticipated government white paper on local government reform.
4. Cllr Barker confirmed a small amount of funding is available from the County Cllrs grant fund, any local projects are asked to liaise directly with Cllr Barker.

6. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

Essex County Council has responded to the request for tree planting on land it owns at Hope End and has confirmed the land is not available as it is currently being farmed. The Parish Council is carrying out further investigations.

Signed
 Robert Mackley (Chairman Parish Council)

The Annual Governance and Accountability Report for 2019/20 has been submitted to the external auditors and an acknowledge of receipt has been received.

7. PLANNING

7.1. Applications for decision

Application No	UTT/20/2097/FUL
Location	Black Hall, Green Street
Development	Change of use of agricultural land to garden, and construction of tennis court with associated fencing and native hedge

Cllr Donald proposed that as there are no local issues the Parish Council makes no comment on this application. This was seconded by Cllr Barlow with all in agreement.

Application No	UTT/20/1976/HHF & UTT/20/1977/LB
Location	Pulleyns, Green Street
Development	Single storey rear and side extension

Cllr Barlow proposed that as there are no local issues the Parish Council makes no comment on this application. This was seconded by Cllr Mackley with all in agreement.

The deadlines for commenting on the following two applications have closed, however the applications remain undecided. The Parish Council agreed not to comment on either application as there are no points of local concern.

Application No	UTT/20/1884/HHF & UTT/20/1905/LB
Location	The Byre Fanns Farm
Development	Erection of single storey extension

Application No	UTT/20/1847/HHF
Location	4 Nursery Grove
Development	Detached double garage

7.2 Decisions for information

Application No	UTT/20/0994/HHF
Location	Badgers, Bacon End
Development	Addition of a rectangular roof lantern to the lead flat roof and alteration to external door fenestration.
Decision	Conditional approval

Application No	UTT/20/1221/DFO
Location	Rear of Beresford, Great Canfield Road
Development	Details following outline approval UTT/17/2431/OP for 1 no. dwelling and garage – details of access, appearance, landscaping, layout, and scale.
Decision	Conditional approval

Application No	UTT/20/0985/HHF
Location	Pheasant Cottage, Bacon End
Development	Adjustment to position of detached cartlodge (previously approved under planning permission UTT/15/0795/HHF)
Decision	Conditional approval

Application No	UTT/20/1533/HHF
Location	3 The Cottage Church End
Development	Proposed new pedestrian access and new gravel pathway
Decision	Conditional approval

Application No	UTT/20/1308/LB
Location	Sheldrakes, Green Street
Development	Retention of works including removal of laths and un-bonded lime render to front elevation. Removal of small area of render to access, repair rotted front RHS oak corner post, de-frass and repair decayed sole plate, replace 2 no. sections of mid plate, insert 2 no. oak sections to support cill and re-lath and render with lime render.
Decision	Conditional approval

7.3 An appeal has been made by Hales Farm Ltd, one of the two applicants for the waste depot site at Little Canfield, UTT/19/1166/OP. The appeal will be heard via a Public Inquiry with dates to be confirmed. Previous objections will be forwarded to the inspector, Clerk to check with Little Canfield Parish Council to confirm if any further support is required.

8. HIGHWAYS, FOOTPATHS, TREES, CRIME

Cllrs are aware of a number of local frustrations and concerns with the recent repairs along Green Street, the work is ongoing. Cllr Mackley asked that a meeting is arranged with County Cllr Barker on site to discuss the points once the work has been completed. Cllr Driscoll offered to raise any concerns, should they be relevant to the Uttlesford Highway Panel meeting which is scheduled for end of September.

9. VILLAGE LITTER PICK

Subject to confirmation from Cllr Knight, it was agreed to hold a village litter pick across the weekend of 7/8 November. Clerk to prepare a Covid risk assessment for this event.

10. FLOODING AND DITCHES

In response to the decision at the January 2020 meeting when £2k of this year's budget was allocated to basic maintenance to help manage localised highway flooding, Cllrs discussed the main areas of surface water flooding in the parish and made some suggestions on how to progress. It was agreed,

1. Grips need cutting into the verges between Ashfields and Sheldrakes, Cllr Easter to provide some suggested contractors for the Clerk to follow up.
2. Clearing the ditches along Lower Road between Bacon End and Church End may help, Clerk to contact the landowner for assistance. Cllrs Donald, Easter, Knight and Mackley to meet to look at other possible solutions along Lower Road (to note email from resident of January 2020).
3. Cllr Mackley noted that the sandbags which support the ditch at Bacon End are nearing the end of their life and the ditch is continuing to collapse, this has been reported previously to Highways, Clerk to submit an update.

11. VILLAGE HALL LEASE

From 1 November the Parish Council will enter into a new lease with Great Canfield Parochial Church Council for the management of the village hall premises for a period of 7 years. Clerk to circulate the final draft lease negotiated on its behalf by Canfield Community Trust which will need to be formally approved at the October meeting.

Whilst the Parish Council will have overall responsibility for fulfilling the lease agreement, the intention is the village hall committee will continue to manage the hall on a day to day basis in the same way it has done in the previous 7 years on behalf of the Community Trust. The Parish Council is required to operate within the legislation relevant to local authorities, and its Standing Orders and Financial Regulations. To achieve this, it is necessary to establish a terms of reference with the village hall committee to ensure compliance and that a suitable reporting structure is in place. The Clerk suggested two options either an advisory committee (no decision-making powers) or a committee with delegated powers for specific purposes. Committees with delegated power must adhere to all the protocol for minute taking and notice of meetings that apply to the Council and it was agreed this level of formality would not be the most appropriate set up between the parties. The Clerk to circulate a draft terms of reference based on an advisory committee. The Clerk was asked to arrange a meeting with the Canfield Community Trust Trustees to progress and agree the most suitable operating plan and terms of reference for all parties.

12. STANSTED AIRPORT APPEAL – REFERENCE APP/C1570/W/20/3256619

At the end of July Manchester Airports Group lodged an appeal against Uttlesford's refusal of its 2018 Planning Application. The appeal will now be a Public Inquiry starting in January 2021 and scheduled for 40 days.

Signed
Robert Mackley (Chairman Parish Council)

Stop Stansted Expansion (SSE) has taken our Rule 6 status. Cllr Mackley proposed that a donation of £100 is made to SSE in support of their work to represent local communities at the appeal, this was seconded by Cllr Jewell with all in agreement.

13. GOVERNMENT CONSULTATION ON WHITE PAPER – PLANNING FOR THE FUTURE

The Government is consulting on changes to the current planning process which will affect the methodology for calculating housing need, see the extension of the Permission in Principle (PIP), raise the threshold that will trigger affordable housing contributions and support the delivery of first homes. The Parish Council noted the consultation and agreed not to respond.

The government is also consulting on the Planning White Paper to support its aim to deliver 300,000 new homes per annum and to speed up housing delivery. The deadline for responding to this consultation is 29 October. The Parish Council will consider any further guidance issued during September/October before forming a view at its October meeting on whether it is in a position to form an opinion on the proposals.

14. ONLINE BANKING AND INTERNET CONTROL CHECKS

The Clerk had circulated a paper outlining the legislation supporting online banking and electronic authorisation for Parish Councils, together with options for the Parish Council to consider. Cllr Mackley proposed that the Parish Council remains with Barclays and moves to a solution which will require a payment schedule to be authorised by the Parish Council at its monthly meeting, signed by the chair, input on line by the Clerk and authorised online by one of the current authorised signatories. The final authoriser will be rotated each month. This was seconded by Cllr Donald with all in agreement.

15. PARISH CLERK SALARY INCREASE

The Clerk is paid in accordance with the national pay scales for Parish Clerks. Cllr Mackley proposed that the Clerk's salary is increased in accordance with the recently agreed pay scales with effect from 1 April 2020, from £9.96 to £10.24. This was seconded by Cllr Easter with all in agreement.

16. FINANCE

16.1 Cllr Donald proposed the following payments be authorised; this was seconded by Cllr Easter with all in agreement.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk salary July and August 2020	£ 369.48
Future Signs Ltd (via Allison Ward as electronic payment required) – Sign for memorial clock in the village hall inc VAT	£ 35.40

16.2 Cllr Donald proposed that the balance of £14.40 from the grant to provide the memorial clock and plaque to commemorate the centenary of WW1 be donated to the Royal British Legion. This was seconded by Cllr Mackley with all in agreement.

17. ITEMS FOR THE NEXT AGENDA – Village hall lease

18. DATE OF NEXT MEETING is Monday 13th October at 8pm, venue to be confirmed.

TIME AND CLOSE OF MEETING 9.15pm

Signed
Robert Mackley (Chairman Parish Council)