

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
 held in the Village Hall Monday 16th April 2018

Present: Cllrs Stuart Hepburn, Jenny Jewell, Michael Knight, Robert Mackley (Chair), Declan Tiernan and the Clerk Allison Ward

2 members of the public

1. APOLOGIES FOR ABSENCE were received from Cllr Ginny Barlow and Cllr Chris Easter and accepted by the Parish Council
2. DECLARATION OF INTERESTS FOR THIS MEETING - None
3. PUBLIC FORUM – Nothing to report.
4. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING 12th March 2018, were proposed by Cllr Mackley as a true record, this was seconded by Cllr Tiernan with all in agreement.
5. PROGRESS UPDATE
 - 5.1. A resident has asked for confirmation on the measurements for the village green and property boundaries at Hope End together with further information used in the Parish Councils decision process. Cllr Mackley asked the Clerk to forward the information in preparation for an on-site meeting with the resident to confirm.
 - 5.2. In the absence of Cllr Barlow, an update on broadband in the village is carried forward to the next meeting.
6. CORRESPONDENCE TO NOTE
 - 6.1. A resident asked if the salt bin between Canfield Road bridge and the B1256 could be restocked. This is an Essex County Council bin which is stocked at the start of the winter season and are only restocked following heavy snowfall and providing resourcing allows; the Clerk has reported the poor condition of the bin, ref 2569658.
 - 6.2. The Parish Council has been contacted by the landowner to confirm an airstrip will be created on local land for private use. This will be operated as an ‘unlicensed field’ and as such aircraft are able to operate from it for up to 28 days per year without planning permission.
7. PLANNING
 - 7.1. Applications – None
 - 7.2. Decisions

Application No	UTT/18/0370/HHF
Development	Raising of roof to main dwelling and garage outbuilding to create first floors, new external cladding and windows to both buildings. Two storey front and single storey side extensions to main dwelling (amended scheme to that approved under planning permission UTT/17/2408/HHF)
Location	Twin Pines, Canfield Drive
Decision	Conditional Approval
8. CANFIELD NURSERY EASEMENT

The meeting suggested two amendments were necessary to the draft easement to provide services to the Canfield Nursery site across the new access; change of location to read ‘land north of Bullocks Lane’ and an amendment to the boundary on the attached map at the existing access. A remuneration of £1 has been made for the services easement. Cllr Mackley proposed that the easement is signed with these two amendments noted, this was seconded by Cllr Hepburn with all in agreement; Cllr Mackley and Cllr Hepburn signed the agreement on behalf of the Parish Council.

Signed
 Robert Mackley (Chairman Parish Council)

9. CONTRACT FOR GROUNDS MAINTENANCE

Cllr Hepburn proposed that the tender received from the existing contractor be accepted for the three years 2018-2020. The annual maintenance for each of the three years is £800, with a further cost in 2019 to cut hedges £65 and into ditches £65. This was seconded by Cllr Mackley with all in agreement.

10. GRANT APPLICATIONS

Cllr Jewell and Cllr Mackley declared a non-pecuniary interest as members of the Village Hall Committee.

A grant application has been received from the Village Hall Committee (VHC) requesting a contribution of £750 towards the replacement of the storage shed, the total project cost is £1,650; a grant of £250 has been secured from Uttlesford District Council and the balance will be paid from Village Hall funds.

Cllr Mackley opened the debate by reminding the Parish Council that the intention of the Canfield Nursery easement fund was to ensure a minimum of £15k was 'ring fenced' for village groups to apply for grants, with the balance being available for planning consultants as necessary. A lengthy discussion followed on the need for the shed, size and planning permission.

In conclusion Cllr Knight proposed that a grant of £500 is made to the VHC for the purchase of a new storage shed providing the shed meets existing planning permission or if necessary any required planning permission is obtained. This was seconded by Cllr Jewell with all in agreement.

11. VILLAGE HALL VALUATION

As part of the ongoing work to secure an extension to the lease on the village hall it is necessary to carry out a valuation. The Valuation Office Agency (VOA) who work for bodies within the public sector were used previously and are accepted as independent by the parties involved.

Cllr Jewell proposed that the Parish Council enters into the contract with the VOA to provide a valuation for the village hall (Parish Council powers, Local Government (Miscellaneous Provisions) Act 1976, Recreational Facilities, section 19(1)) on the understanding the Village Hall Committee will reimburse the Parish Council for the cost of the valuation, this was seconded by Cllr Knight with all in agreement.

12. FLY TIPPING AND LITTER PICK

Cllr Knight began by asking for a vote of thanks to be recorded to all the residents who helped on the litter pick at the end of March, a total of 30 bags of rubbish were collected from the verges and ditches. Cllr Mackley noted the large volumes of beer cans in certain places around the village and the Clerk was asked to contact the PCSO to make them aware. Cllr Knight proposed that 8 additional litter pickers and 10 high viz jackets are purchased, this was seconded by Cllr Mackley with all in agreement; Clerk to arrange.

Cllr Mackley continued by asking for the Parish Councils support in sending a letter to the local MP as well as the local District Cllrs expressing the villages frustration with the volume of litter thrown and fly-tipping. Litter is a national problem and not just confined to Uttlesford and as such the education, awareness and punishment should be driven from government, the Parish Council would like to know what action is being taken. The meeting fully supported this request and the Clerk was asked to action.

13. GENERAL DATA PROTECTION REGULATIONS

The General Data Protection Regulation ("GDPR") will take effect in the UK from 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by. Parish Councils must comply with its requirements, just like any other organisation.

Organisations are required to appoint Data Protection Officers (DPOs), the latest guidance from the National Association of Local Councils (NALC) confirms Clerks cannot be DPOs. The Clerks in the local area are proposing to swap roles and act as DPOs for different Parishes; the Parish Council agreed to this suggestion and once the swap is agreed will confirm the appointment.

Signed
Robert Mackley (Chairman Parish Council)

NALC has provided a toolkit for Parish Councils which includes separate Privacy Notices for both residents and the general public and Cllrs, employees and role holders; the Clerk is currently reviewing these and adapting as relevant. It will be necessary to obtain consent to continue to send information to residents via email and the Clerk will produce the necessary consent request and issue to residents.

14. ANNUAL RETURN and ACCOUNTS 2017/18

The Clerk presented the draft report of the receipts and payments for 2017/18 showing a closing cash balance at March 2018 of £54,619. The Clerk explained changes to end of year reporting for Parish Councils. Cllr Hepburn proposed that as Great Canfield Parish Council meets the definition of a small Parish Council with turnover below £25k that it exempts itself from an external audit and posts the required information on its websites, to note there are no changes to the internal audit procedure and this will continue as before. This was seconded by Cllr Mackley with all in agreement.

15. REPRESENTATIVES REPORTS

15.1. Footpaths, Byways, Bridleways and Green – Nothing to report.

15.2. Highways/Road Safety

15.2.1. Following a request from a neighbouring Parish Council for an update, Essex Highways has confirmed that the water problems on the B184 beyond Bacon End junction, are *'provisionally planned for delivery in 2019/20 subject to verification by the Cabinet Member and subject to availability of funding. It should be noted, however, that additional SWAS scheme submissions are anticipated throughout 2018/19 and if schemes are received which are assessed as a higher road safety risk then these may be prioritised for funding over the scheme in question.'* High Roding Parish Council responded to the information and asked if temporary flood warning signs could be placed, Essex Highways confirmed this is possible and if required Parish Councils or residents can report the flooding via the Essex Highways reporting system, the site will then be assessed and if necessary warning signs placed!

15.2.2. Cllr Jewell raised the issue with vehicles using the byways for recreational purposes and destroying the surface, in particular Oak Lane, Cllr Jewell to forward photographs of the damage for the Clerk to report. The Clerk was asked to confirm the latest view from Essex Highways on what action can be taken such that the byways remain accessible to all users.

15.3. Crime Prevention/Neighbourhood Watch – Instances of fraud as a result of theft from post boxes placed on the boundary of properties continue to be reported; residents are reminded of the need to ensure external post boxes these are lockable.

15.4. Tree Warden - Nothing to report.

16. FINANCE

16.1. Cheques for Approval

PAYMENT TO	VALUE
Allison Ward - Parish Clerk March 2018	£ 172.08
Essex Association of Local Councils – Annual Subscription	£ 138.10
Great Canfield Village Hall – Grant ref item	£ 500.00

17. ITEMS FOR THE NEXT AGENDA

17.1. Approval of Annual Return

18. DATE OF NEXT MEETING – The next meeting will be the Annual Village Meeting starting at 8.00pm on Monday 14th May and this will be followed by the Parish Council Annual General Meeting.

TIME AND CLOSE OF MEETING 9.50pm

Signed
Robert Mackley (Chairman Parish Council)