

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
 held via Zoom on Wednesday 5th May 2021

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

District Cllr Geof Driscoll and District Cllr Neil Reeve

0 residents

1. ELECTION OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Hepburn proposed that Cllr Mackley be elected chairman; this was accepted by Cllr Mackley before being seconded by Cllr Barlow with all in agreement. The chairman will sign the Declaration of Acceptance of Office, and this will be held on file by the Clerk.

2. ELECTION OF VICE CHAIRMAN

Cllr Hepburn expressed a wish not to stand as vice-chairman and was thanked by the Chairman for his support in this role over the last few years, Cllr Hepburn proposed that Cllr Barlow be elected vice chairman; this was accepted by Cllr Barlow before being seconded by Cllr Mackley with all in agreement.

3. APOLOGIES FOR ABSENCE

Cllr Donald and Cllr Easter both sent apologies to the meeting due to work commitments, these were accepted by the Parish Council.

4. DECLARATION OF INTERESTS FOR THIS MEETING

Cllr Mackley declared a personal interest in agenda item 17 as a member of the village hall committee.

5. PUBLIC FORUM – Nothing to report.

6. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING 12 April 2021 were proposed by Cllr Mackley as a true and correct record, this was seconded by Cllr Hepburn with all in agreement – as this was a virtual meeting the minutes will be signed by the chairman at a later date.

7. COUNTY AND DISTRICT CLLRS REPORT

Reports had been provided at the Annual Meeting which preceded this meeting, there was nothing further to add

8. GREAT CANFIELD ANNUAL POLICY REVIEW

The Parish Council follows district or national association policies, the Clerk confirmed there had been no changes to any of Code of Conduct, Standing Orders, Financial Regulations or Data Privacy Policy. Cllr Mackley therefore proposed that it is not necessary to change any of the Parish Council policies, this was seconded by Cllr Knight with all in agreement.

9. APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

- 9.1. The meeting considered the current system of internal control, including cheque signing and monitoring of finances and agreed that these were satisfactory.
- 9.2. The Clerk confirmed the Parish Council did not meet the criteria to be an exempt authority as receipts exceeded £25k in the year and is therefore subject to a limited assurance audit for 2020/21. Cllr Knight proposed that the Parish Council approves the Annual Governance Statement (Section 1 AGAR) for the year 2020/21 as prepared and presented by the Clerk. This was seconded by Cllr Mackley with all in agreement.
- 9.3. Cllr Barlow proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2020/21 as prepared and presented by the Clerk. This was seconded by Cllr Jewell with all in agreement.

Signed
 Robert Mackley (Chairman Parish Council)

- 9.4. The Clerk presented the Fixed Asset Register, Cllr Mackley proposed that the village hall notice board purchased by the Parish Council be added as this is not an item of content included within the lease. This was seconded by Cllr Hepburn. The value of current assets is £9,487 after including the notice board.

Cllr Hepburn proposed that in future the Parish Council only adds an item to the asset register where its value is greater than £100. This was seconded by Cllr Mackley with all in agreement,

The Clerk presented the bank reconciliation which shows one outstanding item and a closing cash balance of £70,092. This balance breaks down as £42,528 easement fund and restricted to projects which benefit the community or in support of major planning issues, £15,063 is village hall funds and the balance of £12,501 is general and unrestricted funds. Cllr Hepburn proposed that the bank reconciliation is accepted, this was seconded by Cllr Mackley with all in agreement.

10. DATES OF MEETINGS FOR 2021/22

It was agreed to continue with scheduled monthly meetings (except August) on the second Monday of every month at 8.00pm in the village hall. The meeting will move to a Tuesday if the Monday is a bank holiday.

11. TO AGREE CLLRS RESPONSIBILITIES FOR 2021/22

Cllrs agreed to retain existing responsibilities with the addition of Cllr Donald picking up the Waste/Minerals Local Plan.

Footpaths/Greens	Chris Easter
Planning	Ginny Barlow, Jenny Jewell
Tree Warden	Michael Knight
Crime Prevention	Robert Mackley supported by Neighbourhood Watch
Highways & Road Safety	Stuart Hepburn, Robert Mackley
Waste/Minerals Local Plans	Keir Donald

12. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

12.1. Uttlesford responded to the request for the process to update a Village Design Statement, referring the question to Rural Community Council of Essex, (RCCE). RCCE confirmed given the time lapse since the approval of the existing VDS it would be necessary to form a committee to update and for the community to be reconsulted. It was agreed to add this to the next agenda item to consider how to progress.

12.2. The Clerk responded to a generic Freedom of Information request relating to litter and fly-tipping. This led to a question to Uttlesford on whether it was possible to place a camera at Smiths Bridge/Fritch Way where regular littering occurs, a response is pending.

12.3. Road closures continue during May: Bacon End Road, 6 May for 4 days, Affinity Water. Canfield Road, Bullocks Lane, 10 May for 14 days, Gigaclear.

12.4. The repainted village sign has been returned and will be put back in situ as soon as the resource is available to do so.

12.5. The Clerk confirmed the quote from the existing contractor for cutting the verges owned by the Parish Council was £425 per cut (£850 per annum), with a further cost of £70 each to cut into the ditches and cut the hedges alongside. A lengthy discussion took place on the best approach and in conclusion Cllr Jewell proposed that the Parish Council verges were not cut this year and left 'wild', this was seconded by Cllr Knight with all in agreement. (To note this does not affect the verges that are the responsibility of Essex Highways to maintain). The Clerk was asked to contact the contractor to confirm this decision and to request that the ditches and hedges are cut as per the received quote of £70.

13. PLANNING

13.1. Applications for decision

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

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

13.2. Decisions – None

Signed
Robert Mackley (Chairman Parish Council)

13.3. Uttlesford has advised that UTT/20/2601/HHF & UTT/20/2559/LB, Haydens End, Green Street, for the ‘Creation of storage barn for equestrian equipment and horse driving carriages - horse box storage’, will be presented to Uttlesford Planning Committee on 12 May for decision. Uttlesford has re-consulted on a revised block plan which shows all the outbuildings, the Parish Council agreed that the revised plans do not alter its response. Cllr Mackley agreed to speak at the meeting on behalf of the Parish Council, a statement will be prepared by the Clerk for approval by the Cllrs with planning responsibility based on the objection submitted by the Parish Council.

14. SSE PARISH AND TOWN COUNCIL LIAISON MEETING

The minutes from the April SSE Town and Parish Council liaison meeting have been circulated to the Parish Council, which includes confirmation of the brand name change from SSE to SAW (Stansted Airport Watch) and the focus on SAW being more community driven. Parish (and Town) Councils are asked to continue their support, both financially and by nominating people to the new team. The Parish Council acknowledged the request, however at this stage there are no Cllrs available to join the committee.

15. PARISH COUNCIL INSURANCE

The policy is due for renewal on 1 June 2021, quotes are pending from insurers. Once received the Clerk will circulate the options for approval by email to meet the deadline. The decision will be ratified at the next Parish Council meeting.

16. HIGHWAYS, FOOTPATHS, TREES, CRIME

The Clerk was asked to contact Essex Highways to find out if there are any plans to resurface Fitzjohns Lane.

17. VILLAGE HALL REPORT

17.1. The hall re-opened for limited use in April with only the support group meeting.

17.2. Cllr Mackley proposed that the following village hall payments for May 2021 were acceptable, this was seconded by Cllr Barlow 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	£ 68.32
Dom’s Heating and Plumbing – Gas including safety inspection (inc VAT)	Cheque	£ 168.00

17.3 There were no village hall receipts in April 2021.

18. FINANCE

18.1. Cllr Knight proposed that the following cheques are approved for payment this was seconded by Cllr Mackley with all in agreement.

PAYMENT TO	VALUE
Allison Ward – Parish Clerk salary April 2021	£ 183.31
KGS signs – Village Hall sign repaint (inc VAT)	£ 510.00

18.2. The Clerk confirmed the first instalment of precept had been received in April 2021, £3,750, along with a grant from Essex County Council of £500 towards the sign repaint.

19. ITEMS FOR THE NEXT AGENDA – Village Design Statement.

20. DATE OF NEXT MEETING is Monday 13th June 2021 at 8pm. This will be a face-to-face meeting which will be held outside on the cricket pitch. The Parish Council will return to the village hall from July when restrictions are expected to be lifted.

TIME AND CLOSE OF MEETING 9.40pm

Signed
Robert Mackley (Chairman Parish Council)