

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
 held in the Village Hall Monday 14th May 2018

Present: Cllrs Ginny Barlow, Chris Easter, Jenny Jewell, Stuart Hepburn, Robert Mackley (chairman), Declan Tiernan and the Clerk Allison Ward

4 members of the public

1. APOLOGIES FOR ABSENCE were received from Cllr Knight and accepted by the Parish Council and from District Cllr Keith Artus.

2. ELECTION OF CHAIRMAN

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

3. ELECTION OF VICE CHAIRMAN

Cllr Easter proposed that Cllr Hepburn be elected Vice Chairman; this was accepted by Cllr Hepburn before being seconded by Cllr Mackley, with all in agreement.

4. DECLARATION OF INTERESTS FOR THIS MEETING

Cllr Mackley declared a non-pecuniary interest in agenda item 12 as a trustee of Great Canfield Community Trust and as a member of Great Canfield Village Hall Committee. Cllr Jewell declared a non-pecuniary interest in agenda item 12 as a member of Great Canfield Village Hall Committee.

5. PUBLIC FORUM

A resident commented on the good progress being made at Canfield Nursery and asked whether the land in front of the new fencing which includes a number of trees would be incorporated in the village green and who would be responsible for its maintenance; the Parish Council suggested they would monitor the situation as the works progress.

6. The MINUTES OF THE PARISH COUNCIL MEETING 16th April 2018, were proposed by Cllr Mackley as a true and correct record, this was seconded by Cllr Tiernan with all in agreement; the Chairman signed the minutes.

7. DATES OF MEETINGS 2018/19 were agreed as follows.

DATE	Public Meeting
2018	
11th June	8 pm
9th July	8 pm
10th September	8 pm
8th October	8 pm
12th November	8 pm
10th December	8 pm
2019	
14th January	8 pm
11th February	8 pm
11th March	8 pm
8th April	8 pm
13th May	ANNUAL VILLAGE MEETING 8pm
13th May	Followed by ANNUAL PARISH COUNCIL MEETING

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 Robert Mackley (Chairman Parish Council)

8. ELECTION OF REPRESENTATIVES

Cllr Mackley proposed that areas of responsibility are shared between Parish Councillors as follows for the year 2018/19, this was seconded by Cllr Barlow with all in agreement.

Footpaths/Greens	– Cllr Easter
Planning	– Cllrs Barlow and Jewell
Tree Warden	– Cllr Knight
Highways/Road Safety	– Cllrs Hepburn and Mackley
Crime Prevention	– Cllr Mackley, supported by Neighbourhood Watch
Minerals/Waste Local Plan	- Cllr Tiernan

9. PROGRESS UPDATE

9.1. GDPR - The Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO). We await further guidance, the process to elect a DPO from the current Rodings/Easters Clerks base is on hold.

9.2. Fibre wifi – The current situation has changed with confirmation from Gigaclear that they will be providing a fibre option to Great Canfield as part of their commitment to the Superfast Essex programme; this is currently scheduled for delivery by 2019. However, the Gigaclear rollout will only provide fibre to the boundary of the property and it will be for residents to pay for the connection from this point to their property. In the meantime, a request has been submitted to Openreach for a quote to provide a fibre solution to the property for those residents and businesses that expressed an interest in being part of the Community Fibre Partnership and a response is pending. There are funding options for the Community Fibre Partnership that could reduce the contributions required from residents.

10. CORRESPONDENCE TO NOTE

10.1. Uttlesford has sent notification of the names and postal addresses for the new properties on the Canfield Nursery site, they will be numbers 1-7 Nursery Grove, post code CM22 6YG.

10.2. Great Canfield Village Hall has sent notification that the rent for an evening meeting is increasing from £27 to £30 with effect from 1 June 2018.

11. PLANNING

11.1. Applications

Application No	UTT/18/0507/OP
Development	Outline application with all matters reserved, except for access, for 5 no. dwelling houses
Location	Land South of Canfield Park Cottage

Please note there has been a revision to the original application with the number of dwellings reducing to 5, changes to the position of the dwellings on the site and a revised highway access position.

Cllr Barlow proposed that the Parish Council continues to object to this application and that the following additional comments are submitted,

- a. The change to the site access does not alter the Parish Councils comments on highway safety and the plan remains contrary to GEN1. The Parish Council is of the view the paper plan does not match the reality on the ground as hedges, other boundaries and erosion have changed the shape of the lane such that it is not as straight as indicated on the supporting documentation. Visibility from the site access would be limited

given the curves of the road and the risk increased further as the new proposed access is directly opposite an existing access way.

Adequate visibility on the west side of the lane where the hedge boundary is very close to the highway, could only be provided with significant changes to the landscape, which would not be acceptable.

- b. The reduction from 7 to 5 dwellings has resulted in a revised layout which now positions the proposed properties in a liner line forward of the adjoining and existing property. These new positions result in a significant impact on the adjoining property which would be overlooked, resulting in a loss of privacy and loss of daylight, which is contrary to GEN2.

This was seconded by Cllr Jewell with all in agreement.

Application No	UTT/18/0987/HHF & UTT/18/0988/LB
Development	Single storey extension
Location	Ashfields Farm, Cuckoo Lane

Cllr Barlow proposed that the Parish Council has no objections to this application, this was seconded by Cllr Mackley with all in agreement.

Application No	UTT/18/1005/HHF
Development	Erection of a car port
Location	Barbury Cottage, Marsh Farm Lane

Cllr Barlow proposed that the Parish Council has no objections to this application, this was seconded by Cllr Mackley with all in agreement.

11.2. Decisions

Application No	UTT/17/3731/HHF
Development	Erection of extension to existing dwelling
Location	The Lodge 3A Ashfields Farm Cuckoo Lane
Decision	Refused

12. GREAT CANFIELD VILLAGE HALL

The Chairman adjourned the meeting and invited a trustee from Great Canfield Community Trust to address the meeting.

Currently the Community Trust which comprises of individuals and not a single body, is negotiating a 25-year lease including break clauses every 3 years with the Parochial Church Council. The suggestion is that the Parish Council become Custodian Trustees of the village hall which would give greater credibility with the church and grant funding bodies and provide long term security. Legislation is very clear on the limited role of Custodian Trustees whose sole function is to hold the title to the property. They should not be involved in the day to day running of the charity, this remains the responsibility of the managing trustees.

At the conclusion of the public discussion, the Chairman reconvened the meeting for the Parish Council to consider. The Parish Council confirmed they are happy in principle to the suggestion and cannot see any immediate issues. They asked that the Trustees look at the most sensible structure, i.e. Parish Council as sole trustee or as an additional level and that discussions continue with the relevant parties before the item is brought back to the Parish Council for further consideration and decision.

13. PARISH CLERK SALARY INCREASE

The Parish Clerk is paid in accordance with the national pay scales for Parish Clerks and agreement has been reached on new pay scales from 1 April 2018. Cllr Barlow proposed that the Clerk's salary is increased in line with the national

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Robert Mackley (Chairman Parish Council)

pay scales from £9.237 to £9.705, the impact is an additional £97 per annum based on 4 hours/week. This was seconded by Cllr Mackley with all in agreement.

14. PARISH COUNCIL INSURANCE

Cllr Barlow proposed that the Parish Council continues to insure with Zurich for a 2018/19 premium of £318, last year £298; the increase reflects the addition of the defibrillator as a listed asset. This was seconded by Cllr Tiernan with all in agreement.

Cllr Easter leaves the meeting due to work commitments, 2 residents leave

15. APPROVAL OF ANNUAL RETURN & ACCOUNTS

15.1. Cllr Mackley proposed that the Parish Council approves the Annual Governance Statement (Section 1 AGAR) for the year 2017/18, this was seconded by Cllr Jewell with all in agreement.

15.2. Cllr Hepburn proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2017/18, this was seconded by Cllr Tiernan with all in agreement.

15.3. The Fixed Asset register for the year 2017/18 was considered and all assets accounted for. The Parish Council approved the bank reconciliation which confirms a cash balance as at end of March 2018 of £54,619.

16. REPRESENTATIVES REPORTS

16.1. Footpaths, Byways, Bridleways and Greens – Further to the request from Lime Tree Lodge and supported by the Parish Council, to place excess soil on the verge to repair and to then reseed, a further request has been received suggesting kerb stones are placed between the verge and the highway. The Clerk was asked to respond to the residents confirming that this would not be acceptable and would be seen as a highway obstruction.

16.2. Highways/Road Safety – Further to the discussion in the Annual Meeting, the Clerk will forward correspondence with Essex County Council to County Cllr Susan Barker re the state of the highway repairs along Green Street in late 2017; the Parish Council has not received a reply to its requests to have an on-site meeting with Highways to discuss the works.

16.3. Crime Prevention/Neighbourhood Watch – Nothing to report

16.4. Tree Warden – Nothing to report

17. FINANCE

17.1. The following cheques for approval were proposed by Cllr Mackley and seconded by Cllr Jewell with all in agreement.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk April 2018	£180.19
Zurich Municipal – Annual Insurance	£318.00
Railton TPC Ltd – Highway consultant	£350.00
Gardner Planning – Planning consultant	£600.00
FibreWifi Limited – 2 years subscription for village hall wifi	£330.00

17.2 Precept for the first half of 2018/19 has been received and the VAT return for 2017/18 has been submitted.

18. ITEMS FOR THE NEXT AGENDA

18.1. Update on enforcement issues.

19. DATE OF NEXT MEETING Monday 11th June 2018 at Great Canfield Village Hall at 8pm.

TIME AND CLOSE OF MEETING 9.30pm

Signed
Robert Mackley (Chairman Parish Council)