

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
 held at Great Canfield Village Hall on Monday 8th April 2024

Present: Cllrs Harry Anderson, Keir Donald, Michael Knight (chair), Magnus Mildwater, Richard Stratton, and the Clerk Allison Ward

County Cllr Susan Barker (leaving during item 5)

District Cllr Neil Reeve

1. **APOLOGIES FOR ABSENCE** were received from Cllr Barlow (holiday) and Cllr Jewell (personal commitments), apologies were accepted by the parish council.
2. **DECLARATION OF INTERESTS FOR THIS MEETING** - None
3. **PUBLIC FORUM** – No public present
4. The **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** of 11th March 2024 were proposed as a correct record by Cllr Knight, seconded by Cllr Donald with all in agreement.

5. COUNTY AND DISTRICT CLLRS REPORT

County Cllr Susan Barker reported to the meeting.

1. Reminder Ride London takes place on 26th May. Grants are available which support community events promoting or supporting the Ride and promoting cycling.
2. Uttlesford Local Highways Panel will no longer look at larger schemes, their scope will return to the smaller tasks.
3. As reported previously, this year County Cllrs will be allocated resources to repair potholes on residential roads and footpaths in their wards, this is a change from previous years when Cllrs could nominate potholes anywhere in the ward. Great Canfield does not meet the criteria for residential roads.
4. The Department of Education has taken over the site for the relocation of Helena Romanes all through school, the target is for the primary school to open in September 2025 and the secondary school in September 2026. Cllrs noted the pending application for a new supermarket on the same stretch of road, Cllr Barker added there are traffic issues to resolve.
5. Cllr Barker is chasing a response from Essex Highways on whether the parish can clear the gullies and if yes whether there are any restrictions on contractors.

Cllr Donald commented as a resident on footpath 17 through Church End, a surveyor has compared the Definitive Map to what is on the ground and the view is the current footpath is obstructed by an Ash Tree, Cllr Donald suggested prior to the 1970s the footpath took a different route through the churchyard and the church has no issue with this being reinstated. Cllr Donald confirmed he was in contact with the PRoW officer and would arrange to meet onsite to discuss re-routing rather than removing the tree, Cllr Barker asked to be invited to the meeting.

County Cllr Barker leaves the meeting

District Cllr Geof Driscoll sent apologies to the meeting, District Cllr Neil Reeve reported as follows,

1. The Task and Finish group has been investigating the waste collection issues earlier in the year and considering more widely operational resilience in the council. Their report will be presented to the Scrutiny Committee in mid-April and then Council for the recommendations to be implemented.
2. Crumps Farm, firstly Uttlesford has submitted similar comments to the parish council in response to the draft Local Minerals Plan. The first of the quarterly meetings with all authorities has taken place and that meeting has formally recognised the issues. The Environmental Agency are looking at an action plan needed to get the site back into a safe state, however, are having problems because of the multiple changes of ownership.
3. Local Plan, all responses to Regulation 18 consultation are now available to view on the Uttlesford website. These comments are being analysed to determine Regulation 19 which remains on target for consultation in the summer.
4. On climate and biodiversity Uttlesford has an action plan for 2024/25 which will be presented to the Scrutiny Committee in mid-April. Next steps include engaging the rest of community beyond Uttlesford members and officers. Cllr Stratton asked if county and district councils are working together, Cllr Reeve confirmed they were.

Signed
 Cllr Ginny Barlow, Chair

5. Uttlesford has given notice to Norse who manage the council housing stock and now have a year to determine how this and the £8m spent on looking after them will be managed from April 2025.

6. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

- 6.1. Uttlesford has published the responses to the draft Local Plan consultation and these are on the consultation portal via the council's website: www.uttlesford.gov.uk/new-local-plan
- 6.2. The applicant has appealed UTT/23/2618/OP, 'outline planning application with all matters reserved except access and layout for the erection of 1 no. self-build dwelling' on land between Runnels Hey And Silverthorn, Canfield Drive due to no determination in the timescales by Uttlesford. The parish council has written to Uttlesford expressing its disappointment at this failure, a satisfactory response is pending. District Cllr Reeve commented that Uttlesford will still give their views.
- 6.3. The litter pick in late March resulted in 15 bags of rubbish being collected by residents. Further highways signage (metal frames) which has not been removed Lower Road close to Bacon End triangle and Canfield Road towards High Roding, have been reported via the Essex Highways system.
- 6.4. As reported by County Cllr Barker, Ride London will see restrictions and road closures, information is available at <https://www.ridelondon.co.uk/community-info/community-info>
- 6.5. Essex Highways have notified of a road closure on Fitzjohns Lane, due to commence on 29th April 2024 for 3 days. The closure is required for the safety of the public and workforce while Gigaclear undertakes microduct relocation & pot installation.

7. PLANNING

7.1. Applications for decision

Application No	UTT/24/0668/FUL
Location	Tangleewood, Canfield Drive
Development	Erection of 1 no. detached dwelling to replace static home (revision to UTT/21/0507/FUL - Plot 3 only), add a detached cart lodge and change the form and design of the dwelling.

Cllr Knight proposed no comment, this was seconded by Cllr Donald with all in agreement.

7.2. Decisions for information only

Application No	UTT/24/0173/HHF
Location	Rodingbourne, Church End
Development	Construction of a timber cart-lodge garage
Decision	Conditional approval

The following application is for agricultural development, it was validated on 11 March and decided on 3 April, between parish council meetings.

Application No	UTT/24/0656/AG
Location	Canfield Hall, Church End
Development	Proposed cold store and attached roof only storage
Decision	Permitted

- 7.3 The meeting noted Newlands Farm, Litte Canfield application UTT/24/0677/AG for a new Agricultural store was 'deemed approved' under agricultural permitted development rights on 8th April and prior to this meeting. Cllrs noted their concerns with the size of this operation and the vehicle movements through Bacon End.
- 7.4 Crumps Farm illegal dumping of waste, the clerk confirmed a letter regarding the situation and lack of action had been sent to Kemi Badenoch, the meeting noted District Cllr Reeve's update at item 5.

8. GOVERNMENT NIGHT FLIGHT CONSULTATION

The consultation can be viewed at this link, <https://www.gov.uk/government/consultations/night-flight-restrictions-heathrow-gatwick-and-stansted-airports-from-october-2025/night-flight-restrictions-heathrow-gatwick-and-stansted-airports-from-october-2025>

Information from Stansted Airport Watch has been forwarded to Cllrs, it was agreed by the meeting this should be forwarded to residents to assist with any responses, deadline 22nd May.

The meeting noted the options proposed for Stansted, which is currently allowed 13,700 night flights a year between the hours of 11.30pm and 6.00am.

Option 1 – Removing Government controls on the number of Stansted night flights and the permitted aggregate night noise level in October 2026.

Option 2 – Removing Government controls on the number of Stansted night flights in October 2025, whilst maintaining the controls on the permitted aggregate night noise level.

Option 3 – Government night controls to remain (as per Heathrow and Gatwick).

Cllrs recognised the impact was variable across the parish, in conclusion Cllr Knight proposed the parish council responds to the consultation in support of option 3, this was seconded by Cllr Donald with all in agreement.

9. PARISH COUNCIL PROJECTS

The meeting noted the level of reserves and considered the pending projects to carry forward into 2024/25, these are summarised on the appendix to these minutes together with confirmation of projects completed in 2023/24.

The meeting ‘enthusiastically’ considered whether a larger project to install further outdoor activity facilities should be considered. In conclusion it was agreed to add ‘Project Recreation’ to the list of projects, Cllrs Donald, Knight and Mildwater will collectively look at what is feasible and bring their findings back to a future parish council meeting.

10. PARISH COUNCIL MANAGEMENT AND FINANCIAL RISK REVIEW

10.1. The parish council is required to assess its financial and management risks at least annually and to satisfy itself that it has taken adequate steps to minimise these. The clerk produced a schedule which was circulated to Cllrs ahead of the meeting, Cllr Donald proposed the parish council accepts the report and notes the actions required which will be followed up in future meetings, this was seconded by Cllr Anderson with all in agreement.

10.2. As specified in the management and financial risk review the Clerk circulated a draft Document Retention Policy which Cllr Donald proposed is accepted, this was seconded by Cllr Anderson with all in agreement. The clerk will add to the website.

10.3. The clerk circulated a draft Reserves Policy which Cllr Donald proposed is accepted, this was seconded by Cllr Knight with all in agreement. The clerk will add to the website.

11. ANNUAL REVIEW OF PARISH COUNCIL POLICY

The policies listed below are available to view on the parish council website. The clerk confirmed there had been no advice suggesting legislative changes to any of the policies listed. Cllr Knight proposed all policies remain as published with the exception of 11.2, this was seconded by Cllr Donald with all in agreement.

11.1. Standing Orders – No change.

11.2. Financial Regulations – The clerk presented a number of changes to section 6 to reflect the use of online banking for all payments, this was seconded by Cllr Stratton with all in agreement.

11.3. Grant policy – No change.

11.4. Complaints Procedure – No change.

11.5. Privacy Policy – No change.

Signed
Cllr Ginny Barlow, Chair

12. HIGHWAYS, FOOTPATHS, TREES, CRIME

12.1. Footpaths, Byways, Bridleways and Greens

12.1.1. Kemi Badencoh MP will meet the clerk and Cllr Jewell on site in mid-April to discuss the issues with byways in the parish, all Cllrs welcome.

12.1.2. Essex County Council sent notification of a temporary footpath closure (Footpath 21 High Roding and Footpath 7, Great Canfield). This is necessary as the footbridge bearers are in poor condition and the whole structure needs replacing. This is in addition to the nearby bridge that Cllr Knight confirmed will now also be fully replaced (Footpath 10 High Roding and Footpath 22 Great Canfield). The delays are due to the fact the bridges are both over 1m and have had to be referred to the 'structures' team for replacement.

12.2. Highways/Road Safety – The works to clear the ditches at Bacon End has now been complete, Cllr Knight to supply invoice for works. A resident had written to thank the parish council for completing the works which has noticeably improved the highway conditions in heavy rainfall.

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

12.4. Tree Warden – Nothing to report.

13. VILLAGE HALL REPORT

13.1. Village hall committee general update.

13.1.1. The notes from the meeting held in early April are pending and will be circulated once received.

13.1.2. The village hall committee is organising a bingo night on Friday 26th April, clerk to issue draft risk assessment for generic events where there is a licensed bar and no food served.

13.1.3. The church is continuing with plans to complete the works to the party wall in the summer, the church is currently waiting for tenders to be returned..

13.1.4. D-Day commemorate social event is confirmed for Saturday 8th June, clerk and Cllr Mildwater to produce a draft risk assessment for approval at the May meeting. A risk assessment will also be completed for the parish council beacon lighting on Thursday 6th June, .

13.2. Document the general hall risk assessment is outstanding, clerk to complete.

13.3. The meeting confirmed the following direct debit payments made between meetings.

PAYMENT TO	METHOD	VALUE
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Electricity	Direct Debit	£ 439.69

13.4. Cllr Stratton proposed the following payments relating to the village hall be made, this was seconded by Cllr Anderson with all in agreement.

PAYMENT TO	VALUE
Alison Clark – Hall Cleaning 11 th and 13 th March 2024	£ 60.00
G Barlow – TENS license for Bingo Night	£ 21.00

12.7 The meeting noted the receipts of £290 from hall hire in March 2024.

14. YEAR END ACCOUNTING

14.1. The clerk presented the receipts and payments accounts for the year ending 31st March 2024. Receipts for the year were £21,400 and payments £17,583. General reserves totaled £20,669.

Signed
Cllr Ginny Barlow, Chair

As a result of the discussion at item 9 and 10.3, Cllr Donald proposed £5k of general reserves be earmarked for 'Recreational Projects', this was seconded by Cllr Mildwater with all in agreement, this reduces the general reserves to £15,669.

14.2. Cllr Knight proposed Great Canfield Parish Council exempts itself from a limited assurance audit as it meets all the criteria for claiming exemption as set out in section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This was seconded by Cllr Donald, with all in agreement. The chair and clerk signed the AGAR exemption certificate.

14.3. The clerk confirmed Karen Weare, the clerk at Abbess Roding was available to conduct the internal audit, estimated cost c.£100, however this will be dependent on the hours required. Cllr Donald proposed this is accepted, this was seconded by Cllr Knight with all in agreement.

15. FINANCE

15.1. Cllr Donald proposed the following parish council payments, this was seconded by Cllr Knight with all in agreement.

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk March 2024	£ 219.74
Essex Association of Local Councils – Annual subscription	£ 169.29
Rural Community Council of Essex – Annual subscription parish council and village hall*	£84.90

* to note change in practice, RCCE are now issuing a combined parish council and village hall subscription, previously the parish council took out two subscriptions to cover both parish councils and village halls.

15.2. There were no parish council receipts in March 2024, other than interest of £129 on the Barclays savings account.

15.3. The clerk has received notification that the change to the Barclays bank mandate forms cannot be processed, further correspondence is pending.

16. ITEMS FOR THE NEXT AGENDA – Review and authorisation of Annual Governance and Accountability Statements.

17. DATE OF NEXT MEETING – Monday 13th May at 8pm. There will be two meetings on this evening, the first will be the Annual Village Meeting, this will be followed by the Annual Meeting of the Parish Council.

TIME AND CLOSE OF MEETING 9.25pm

APPENDIX

GREAT CANFIELD PARISH COUNCIL PROJECTS COMPLETED in 2023/24 and PENDING IMPLEMENTATION or FURTHER CONSIDERATION in 2024/25

COMPLETED BY PARISH COUNCIL IN 2023/24

Project Title	Summary	Completed	Actual Cost
Coronation Plaque	To provide a coronation memorial plaque for the village sign, (signs were provided for both the village hall and village sign).	November 2023	£550 (Est £500)
Village Defibrillator	To purchase a second defibrillator to place on the village hall. Part funding (£750) from government defib programme.	December 2023	£972 (Est £1,500)
Ditch Maintenance	To carry out ditch maintenance at Bacon End to reduce highway flooding.	March 2023	£200 (Est £200)

APPROVED BY PARISH COUNCIL & PENDING COMPLETION

Project Title	Summary	Responsibility	Estimated Cost
Easements	To determine which easements are currently in place where access to residents properties is across parish council owned land, part of Green Street and Bullocks Lane. Where easements do not currently exist work with residents to ensure these are in place and consistent in format. Update March 2023 – Bullocks Lane investigations confirm some properties have rights of way recorded on deeds. This is generally pre 1999 when the land was first registered. For these properties it is not possible to put in place current agreements. Further work pending to complete.	Clerk & Cllr Barlow	Tbc
Ponds at junction of Green Street and Canfield Road	Drainage works to reduce highway flooding. Update March 2023 , outstanding Conservation works to reduce reeds maintain biodiversity. Update March 2023 – Recommendation as to what to do and quotes have been obtained from various sources for these works. The parish council has agreed given the work required to manage this in house and to issue a tender for works in the summer, works to be completed post September 2024.	Cllr Donald & Cllr Stratton Clerk	Tbc Tbc

Signed
Cllr Ginny Barlow, Chair

Solar panels on village hall	To carry out a feasibility study on placing solar panels on the village hall. The church is in support of this work, parish council to pursue in 2024/25.	Clerk	Tbc
Update to Village Design Statement	To be updated once policies in the Local Plan are known. Regulation 19 will be issued in summer 2024 which will allow first review of the Village Design Statement.	Cllr Barlow	Tbc
Bulb Planting	Parish wide to be completed in Autumn 2024/25	Tbc	Tbc
Drain and Gully Clearance	Due to limited support from Essex Highways, parish council to clear drains and gullies in parish to reduce surface water flooding. Pending agreement from Essex Highways that the parish can complete this work.	Clerk	Tbc

SUGGESTED AND PENDING PARISH COUNCIL CONSIDERATION

Project Title	Summary	Responsibility	Estimated Cost
Project Recreation	To carry out initial enquiries on a feasibility study on whether it is possible to create a public tennis court or other recreational outdoor facilities in the parish.	Cllr Donald, Cllr Knight, Cllr Mildwater	Tbc