

**GREAT CANFIELD PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
 held via Zoom on Monday 8<sup>th</sup> February 2021

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

County Cllr Susan Barker (part of meeting)

0 residents

The Chairman opened the meeting and on behalf of the Parish Council offered condolences to the family and friends of Terry Chambers who died on 12 January following a battle with Covid-19. Terry was a prominent figure in the village developing Ashfields into the well-respected centre it is today and putting Great Canfield firmly on the map. Terry contributed to village life and his passing will leave a large gap in the community.

1. APOLOGIES FOR ABSENCE

Cllr Michael Knight sent apologies due to personal commitments and these apologies were accepted by the Parish Council.

2. DECLARATION OF INTERESTS FOR THIS MEETING

Cllr Mackley declared a personal interest in agenda item 11 as a member of the village hall committee.

3. PUBLIC FORUM – Nothing reported.

4. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING 11 January 2021 were proposed by Cllr Mackley as a true and correct record, this was seconded by Cllr Donald 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

County Cllr Susan Barker referred to the pending planning application by Uttlesford for the former Winfresh site at Little Canfield and noted the Parish Councils requests for conditions to continue as previously and for there to be additional traffic regulation orders, to note the Clerk has forwarded these via Cllr Barker to the Uttlesford Highways Panel.

The works by Gigaclear and the road closures are noted, Cllr Barker asked for any concerns with the state of the highway post the works to be notified as Gigaclear are required to make good any damage. Cllrs noted that not all the roads in Great Canfield have road closure orders and there is some concern that some areas of the parish will be missed by Gigaclear. The Clerk was asked to speak to Gigaclear for confirmation of the plans.

6. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

6.1. Essex Highways responded to the resurfacing issues along Green Street as follows, 'Essex Highways became aware of some areas at the end of last season which indicated a problem with material setting. A crew will be returning to all sites, hopefully, from this week to carry out further sweeping, however please be aware this is weather dependent. In the meantime, the site will be re-inspected. However, we would like to note that any remedial works beyond sweeping cannot be carried out until the Grip Fibre season recommences, which weather permitting, is around mid-May to the end of August.'

6.2. The Parish Council has been contacted by Uttlesford's planning consultants who are working on the planning application for the former Winfresh site. The Parish Council has received further background information in advance of the formal application.

Signed  
 Robert Mackley (Chairman Parish Council)

6.3. There are numerous road closures in the parish from February to April due to Gigaclear works, plus a closure for Affinity Water at Hope End 22-25 February. The following is a summary of the planned closures at the point the agenda was issued, please note these are subject to change and you are advised to check the Essex Highways website for the latest information.

Canfield Road stretch from High Roding to Water Hall, 17 Feb – 24 Feb

Bacon End Road from triangle north to High Cross Lane, 24 Feb – 3 March

Canfield Road from junction of Green Street through Hope End to B1256, 1 March – 19 March

Green Street, 22 March – 12 April

6.4. The village sign has now been taken down for repainting.

6.5. There is a significant amount of information on support available for residents and businesses as a result of Covid, the village website has a page dedicated to this with numerous links.

*County Cllr Barker leaves the meeting.*

## 7. PLANNING

### 7.1. Applications for decision

Application No	UTT/21/0179/FUL & UTT/21/0180/LB
Location	Grooms Cottage, Ashfields Farm
Development	Extension to form garage, alteration to facade, conversion of existing garage and gym to residential accommodation and incorporation into Grooms Cottage, formation of basement

Cllr Barlow proposed that the Parish Council objects to this application for the following reasons,

1. There are no plans submitted which can be used to determine an opinion. (To note that Parish Council has contacted Uttlesford requesting further information, they have confirmed all the information submitted is on the website).
2. Concerns about the impact on the ‘connecting’ listed building and the overdevelopment of the site, again this cannot be fully assessed as there is insufficient information supplied.

This was seconded by Cllr Mackley with all in agreement.

### 7.2. Decisions for information

Application No	UTT/20/3111/OHL
Location	Bullocks Lane
Development	Notice under Electricity Act 1989 - Overhead Lines (Exemption) (England and Wales) Regulations 2009 - to install a new 10m intermediate electricity pole
Decision	No objections

7.3 Planning appeal hearing APP/C1570/W/20/3257122 against Uttlesford’s refusal for 80 homes on land north of Canfield Drive took place w/c 01.02.21 and was attended by Cllr Barlow, Cllr Jewell, the Clerk and residents.

7.3.1 Concerns were raised by the inspector re the Highways Plan, following discussions both sides proposed to amend the application to be outline planning with all matters reserved including access, and the inspector will consider this change to the application in his report. Parish Cllrs were concerned with the level of support provided by Uttlesford at the hearing and felt on occasions the planning consultant (who did a good job) employed by Uttlesford was not in a position to respond. The appellant had four of five experts on hand who were able to respond as appropriate to their areas of expertise. The Clerk was asked to write to District Cllr Driscoll and District Cllr Reeve with these concerns.

7.3.2 During the meeting references were made to the Village Design Statement, however it was suggested by the appellant that the information was out of date. Cllr Barlow proposed that given the delays to the Local Plan, the Parish Council considers updating the Village Design Statement to reflect the current situation,

the Clerk was asked to contact Uttlesford to understand the process for doing this and for seeking approval.

7.4 Local Plan Update – Cllr Donald and Cllr Jewell attended a Town and Parish Council meeting hosted by Uttlesford to discuss the first 5 themes in the ‘first conversation’ consultation for the Uttlesford Local Plan. It was confirmed the Local Plan is not scheduled to be in situ until mid-2024 and there is a strong encouragement for Town and Parish Councils to put in place neighbourhood plans. The meeting is aware of the significant time and investment required for a neighbourhood plan; however, it was suggested this is something that could be done with neighbouring Parish Councils, Takeley, Little Canfield and Hatfield Broad Oak. The Clerk was asked to arrange for a District Cllr with experience of neighbourhood plans to attend a Parish Council meeting to discuss further.

## 8. FLOODING AND DITCHES

8.1 Progress update, Cllrs have agreed to clear ditches from Badgers driveway to Bury Farm once conditions improve, this work will be funded by the Parish Council.

8.2 Cllr Jewell reported on flooding at Bullocks Lane on the village green and suggested there are 3 or 4 different spots which may be blocked. Residents are working together to progress.

8.3 Cllr Donald picked up on comments made at the Local Plan meeting and a discussion on the possibility that the water levels are rising quicker because of developments such as Prior Green, the chair of the Town and Parish Council Local Plan meeting agreed to look into this, and the Clerk was asked to follow this up. At the same meeting, Newport Parish Council suggested that when the environment agency carry out planning for new development they assume 100% of channels are clear for run-off, they work on the assumption they are all clear which of course is often not the case.

## 9. HIGHWAYS, FOOTPATHS, TREES, CRIME

Cllr Hepburn identified significant potholes along Fitzjohns Lane and will provide images for the Clerk to submit.

## 10. TENDER FOR GRASS CUTTING

Historically the tender has been for grass cutting, twice per annum for Parish Council owned land, plus ditch and hedge cutting bi-annually. It was suggested that it may be more appropriate to look at tendering for a day’s work which will allow flexibility over what work is completed and allow a range of works as prioritised by the Parish Council. The Clerk was asked to speak to some contractors to gauge whether this is possible.

## 11. VILLAGE HALL REPORT

11.1 Due to current restrictions the hall has not been used during January 2021.

11.2 In order to avoid variable electricity rates, the clerk arranged for a one-year contract with Scottish Power to provide electricity to the village hall. Cllr Jewell proposed that this decision was confirmed, this was seconded by Cllr Donald with all in agreement. Going forward this payment has been set up as a direct debit.

11.3 The Parish Council applied for and received a village hall Covid business grant as a result of the current closures. For properties with a ratable value of £15,000 or under and covering the 6-week period 5 Jan to 15 Feb, grants are £2,001 (Local Restriction Support Grant (LRS)) and £4,000 (Closed Business Lockdown Period). In addition, the village hall was also eligible for a LRS for the lockdown from 5 November to 1 December (£1,334) and a further LRS grant for the lockdown period 26 December to 5 January (£524.07).

*Cllr Hepburn leaves the meeting due to connectivity issues*

11.4 Cllr Mackley proposed that the following village hall payments for February 2021 were acceptable, this was seconded by Cllr Barlow with all in agreement.

<b>PAYMENT TO</b>	<b>METHOD</b>	<b>VALUE</b>
Great Canfield Parochial Church Council – Monthly Hall Rent (February 2021)	Direct Debit	£ 61.00
Scottish Power – Electricity for the period November to January 2021 inc vat	Cheque	£ 256.95

11.5 The following receipts for the village hall were received in the month of January 2021.

<b>RECEIPTS FROM</b>	<b>METHOD</b>	<b>VALUE</b>
Action for Family Carers – December hall usage	Direct Debit	£ 150.00
Pauline Quirke Academy – December hall usage	Direct Debit	£ 25.00
Uttlesford District Council – Covid Business Grants	Direct Debit	£ 7,859.07

## 12. FINANCE

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

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward – Parish Clerk salary January 2021	£ 177.46

13. ITEMS FOR THE NEXT AGENDA – Nothing in addition.

14. DATE OF NEXT MEETING is Monday 8<sup>th</sup> March 2021 at 8pm, the meeting will be held on Zoom.

TIME AND CLOSE OF MEETING 9.40pm