

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
 held in the Village Hall Monday 8th May 2017

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

7 members of the public (3 remaining for the full meeting)

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

2. ELECTION OF CHAIRMAN

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 signed the Declaration of Acceptance of Office as Chairman; this will be held on file by the Clerk.

3. ELECTION OF VICE CHAIRMAN

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

4. DECLARATION OF INTERESTS FOR THIS MEETING – None.

5. PUBLIC FORUM

A resident expressed their concerns with the development at Haydens End and in their view the apparent disregard for planning regulations and the developments detrimental impact on Hellmans Cross. The resident went on to express frustration with Uttlesfords apparent lack of action to resolve the issues and pursue the enforcement notice. This view was supported by other residents present. Cllr Mackley confirmed the Parish Council has constantly pursued Uttlesford for action, supported by District Cllr Keith Artus. Retrospective applications have now been submitted which gives the Parish Council and residents an opportunity to respond.

A resident proposed a vote of thanks to the Parish Council for their work on behalf of the community.

6. The MINUTES OF THE PARISH COUNCIL MEETING 4th April, were proposed by Cllr Hepburn as a true and correct record, this was seconded by Cllr Jewell with all in agreement; the Vice Chairman signed the minutes.

7. DATES OF MEETINGS 2017/18 were agreed as follows.

DATE	Public Meeting
2017	
12th June	8 pm
10th July	8 pm
11th September	8 pm
9th October	8 pm
13th November	8 pm
11th December	8 pm
2018	
8th January	8 pm
12th February	8 pm
12th March	8 pm
9th April	8 pm
14th May	ANNUAL VILLAGE MEETING 8pm
14th May	Followed by ANNUAL PARISH COUNCIL MEETING

Signed
 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 2017/18, this was seconded by Cllr Barlow with all in favour,

Footpaths/Greens	- Cllr Knight
Planning	- Cllrs Barlow and Jewell
Tree Warden	- Cllr Knight
Highways/Road Safety	- Cllrs Hepburn and Mackley
Crime Prevention	- Cllr Mackley, supported by Neighbourhood Watch

The Minerals and Waste committee sent notification to the Parish Council of their intention to stand down. Cllr Mackley asked for a vote of thanks to be recorded to the committee for their many years of commitment and hard work in reviewing information, attending meetings and advising the Parish Council. In considering how to go forward Cllr Jewell and Cllr Tiernan have agreed to continue the work of the committee, however Cllr Jewell added that the Minerals and Waste Local Plans effects adjoining parishes and it may be appropriate given the next stages are likely to relate to planning applications for a joint Parish Council committee to be formed. Cllr Jewell confirmed discussions are taking place and the meeting will be updated once these are concluded.

9. PROGRESS UPDATE

9.1. The Clerk has ordered a larger duck sign, (A3) size to address the concerns that the current A4 signs are too small.

9.2. The notice board previously removed from Hope End will be returned to the hamlet and positioned on Parish Council land.

2 residents leave

9.3. Village defibrillator, the Parish Council has been in discussions with Ashfields about locating the defibrillator at the Carriage and Polo club, a further response is pending.

10. CORRESPONDENCE TO NOTE

10.1. Uttlesford has sent notification of the names and postal addresses for the new travellers sites in Canfield Drive. All postcode CM22 6SZ with the following names, plot 1 Willow Lodge, plot 2 Westside Place, plot 3 Tanglewood and plot 4 Honeysuckle.

10.2. A resident who regularly collects litter through Bacon End has requested a litter picker and the Parish Council agreed to provide one from its stock, Cllr Mackley to arrange. The Clerk was asked to let Little Canfield Parish Council know that residents of Great Canfield continue to collect litter through to the Banana Factory.

2 residents leave

11. PLANNING

11.1. Applications

Application No	UTT/17/1124/FUL
Development	Section 73A Retrospective application for erection of building for stables and associated storage of competition cart and field maintenance machinery, hay store, wash room and feed store
Location	Haydens End, Green Street

Signed
Robert Mackley (Chairman Parish Council)

Cllr Barlow proposed that the Parish Council strongly objects to this application which is a second retrospective application since the enforcement notice was issued; the previous retrospective application was refused. There continues to be no changes to the footprint and outward design of the structure to change the Parish Councils previous views. The Parish Council remains concerned that the building has been constructed with a view to domestic use and not for its original intended purpose.

Furthermore, the Parish Council supports the comment made previously by the Uttlesford Planning Officers that the 'bulk and height and the fenestration of the buildings now results in a visually intrusive building with an urban appearance which is not considered appropriate for the rural location' which is contrary to policy GEN2. The position of the building in close proximity to a listed building and in the centre of a historic part of the village is contrary to policy ENV2 and is a significant adverse effect on the street scene.

This proposal was seconded by Cllr Easter with all in agreement. Cllr Mackley went on to propose that should the officers be mindful to recommend approval that the application is called in to the Planning Committee for consideration given the reasons stated for objection and the length of time this issue has remained unresolved, this was seconded by Cllr Barlow with all in agreement; Clerk to request

Application No	UTT/17/1191/HHF
Development	Section 73A Retrospective application to include alterations and confirmation of ground levels of the existing annexe conversion granted planning permission under reference UTT/15/3687/FUL
Location	Haydens End, Green Street

The Clerk has not received a response from Uttlesford re the documentation submitted with this application and the Clerk was asked to ensure the details of this were included in the Parish Councils response.

Cllr Jewell proposed that the Parish Council strongly objects to this application which is within the listed building curtilage, as it has not been converted in accordance with the agreed plans. As Green Street is a protected lane conversions must be sensitive to its historic significance, the Parish Council does not agree that the front elevation meets this criteria and is of the opinion that this current elevation has the appearance of a shop front rather than a domestic dwelling, this would be contrary to policy ENV9. Furthermore, the Parish Council is of the view that as built the windows and doors, in particular to the front elevation are not appropriate given the setting of the listed building and have a significant and adverse impact on the street scene, contrary to policy ENV2.

This proposal was seconded by Cllr Easter with all in agreement. Cllr Mackley went on to propose that should the officers be mindful to recommend approval that the application is called in to the Planning Committee for consideration given the reasons stated for objection and the length of time this issue has remained unresolved, this was seconded by Cllr Barlow with all in agreement; Clerk to request.

Application No	UTT/17/0801/FUL
Development	Proposed extension to existing steel framed storage building for secure storage of vehicles, trailers and machinery'
Location	Ryders Barn, Marsh Farm Lane

Cllr Barlow proposed that the Parish Council has no comment to make on this application, this was seconded by Cllr Jewell with all in agreement.

11.2. Decisions

Application No	UTT/17/0301/FUL
Development	Demolition of existing redundant agricultural storage/office building and the erection of a new dwelling, provision of driveway, parking spaces, private open space, landscaping and boundary treatment.
Location	Land adj to Barbury Cottage
Decision	Conditional Approval

Application No	UTT/17/0613/PAP3Q
Development	Prior notification of change of use of agricultural building to 1 no. dwelling
Location	Barn at Fann Farm, Great Canfield Road
Decision	Full application required

- 11.3. Cllr Jewell and Cllr Mackley attended a meeting in mid-April with representatives from Takeley Parish Council and Hatfield Broad Oak Parish Council to discuss the delays by Uttlesford in progressing the application for housing on land at Bonningtons Farm and to agree jointly how to work together as this application progresses, particularly in relation to the Highways issues. The next meeting is scheduled for 9th May and Great Canfield Parish Cllrs will attend.
- 11.4. Uttlesford received a request for a screening opinion for a ‘proposed development of 210 dwellings, public open space, landscaping, sustainable drainage systems and access point’, Land West Of Canfield Road’, from Gladman Development. The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 require local planning authorities to consider whether certain projects are likely to have a significant effect on the environment and if so, ensure that the applicant carries out an assessment and prepares and submits a report identifying and assessing the effects. In this instance Uttlesford ‘concluded that the proposal is likely to have significant effects on the environment when considered cumulatively. Therefore, it is ‘EIA development’ and an Environmental Statement is required.’
- 11.5. Essex County Council issued notice of an application, ESS/25/17/UTT for Crumps Farm, ‘Continuation of temporary window composting of green waste and waste wood including the importation and blending of soils and sands without compliance with Condition 5 (time limit) of planning permission ESS/12/15/UTT to allow operation until 31 March 2019.’ After taking advice from the Minerals and Waste Committee and given the long history of windrow composting, this is the 5th application for this temporary activity, the Parish Council submitted no comment.

12. PARISH COUNCIL INSURANCE

Cllr Hepburn proposed that the Parish Council continues its long term agreement with Zurich for a 2017/18 premium of £298.33, which is a 3% increase and is primarily due to the increase in Insurance Premium Tax, this was seconded by Cllr Mackley with all in agreement.

13. APPROVAL OF ANNUAL RETURN & ACCOUNTS

13.01 - Cllr Mackley proposed that the Parish Council approves the Annual Governance Statement (Section 1 Annual Return) for the year 2016/17, this was seconded by Cllr Barlow with all in agreement.

13.02 - Cllr Mackley proposed that the Parish Councils approves the Annual Accounting Statements (Section 2 Annual Return) for the year 2016/17, this was seconded by Cllr Hepburn with all in agreement.

13.03 - Cllr Mackley proposed that the Parish Council approves the Fixed Asset Register with the no amendments in the year, this was seconded by Cllr Hepburn with all in agreement. The Parish Council reviewed and accepted the income and expenditure statement for the year and approved the bank reconciliation which confirms a cash balance as at end of March 2017 of £55,132. The Parish Council recognises it should not hold significant reserves that have not been allocated and it was agreed to discuss whether it is appropriate to allocate all or part of the current reserves at the next meeting.

14 REPRESENTATIVES REPORTS

14.1 Footpaths, Byways, Bridleways and Greens - There were no new items raised

14.2 Highways/Road Safety – Cllrs raised continuing concerns with the state of Green Street and the pot holes which are outside of the highway boundary. The Clerk was asked to check what remedial actions the Parish Council has powers to do, assuming they do not fall within Highways remit.

14.3 Crime Prevention/Neighbourhood Watch – Nothing to report

14.4 Tree Warden – Nothing to report

15 FINANCE

15.1 In accordance with the national pay scale for Parish Clerks, Cllr Easter proposed that the Clerks hourly rate increases by 1% to £9.237/hour with effect from 1st April 2017. This was seconded by Cllr Mackley with all in agreement.

15.2 Cheques for Approval

PAYMENT TO	VALUE
Allison Ward - Parish Clerk May 2017 & postage 2016/17	£184.70
Essex Association of Local Councils -Annual Subscription	£132.74
Zurich Municipal – Annual Insurance	£298.33
Stop Stansted Expansion – Annual Subscription	£50.00

15.2 Precept for the first half of 2017/18 has been received and the VAT return for 2016/17 has been submitted.

16 ITEMS FOR THE NEXT AGENDA

16.1 Allocating reserves

13 DATE OF NEXT MEETING Monday 12th June 2017 at Great Canfield Village Hall at 8pm.

TIME AND CLOSE OF MEETING 9.50pm