

GREAT CANFIELD PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
 held at the village hall on Monday 9th May 2022

Present: Cllrs Ginny Barlow (chair), Keir Donald, Stuart Hepburn, Michael Knight, Richard Stratton, and the Clerk Allison Ward

1 resident leaving after agenda item 11.2.

1. ELECTION OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE

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

2. ELECTION OF VICE CHAIRMAN

Cllr Barlow proposed that Cllr Knight be elected vice chairman; this was accepted by Cllr Knight before being seconded by Cllr Donald, with all in agreement.

3. APOLOGIES FOR ABSENCE were received from Cllr Magnus Mildwater (personal commitments) and Cllr Jenny Jewell (personal commitments), the apologies were accepted by the meeting.

4. DECLARATION OF INTERESTS FOR THIS MEETING

Cllr Hepburn declared a personal interest in agenda item 14.4, as chair of the cricket club.

5. PUBLIC FORUM – Nothing to report.

6. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING 11 April were proposed by Cllr Stratton as a true and correct record, seconded by Cllr Knight with all in agreement, the minutes were signed by the Chairman.

7. COUNTY AND DISTRICT CLLRS REPORT

County Cllr Susan Barker, District Cllr Geof Driscoll and District Cllr Neil Reeve, sent apologies to the meeting.

8. MEETING DATES FOR 2022/23

Cllrs agreed meetings will continue monthly, except August 2022 when no meeting will be held, and will take place at 8pm on the 2nd Monday of the month.

9. TO AGREE CLLRS RESPONSIBILITIES FOR 2022/23

Footpaths/Greens	Cllr Keir Donald
Planning	Cllr Ginny Barlow, additional help will be brought in as required
VDS and Local Plan	Carried forward to allow all Cllrs to consider
Tree Warden	Cllr Michael Knight
Crime Prevention	Cllr Richard Stratton
Highways & Road Safety	Cllr Stuart Hepburn
Waste/Minerals Local Plans	Cllr Keir Donald
Village Hall Committee	2 vacant positions, to be carried forward to allow all Cllrs to consider.

The Clerk was asked to contact previous parish councillors to locate the parish copy of the definitive map.

The current terms of reference for the village hall advisory (management) committee require membership of at least 2 Cllrs and 3 residents/hall users. The meeting discussed and concluded that resourcing the Cllr positions is challenging given other commitments. Supporting and resourcing the village hall committee will be carried forward to the next meeting

Signed
 Cllr Ginny Barlow, Chair

10. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

Ride London/Essex is due to take place on the weekend of 28/29 May. Whilst there are no road closures in the parish there are closures on several main routes which surround High Easter primarily on the Sunday. Please contact the Clerk for further information.

Uttlesford sent notification of a delay in consulting on regulation 18 of the Local Plan and issued an amended programme timetable. Regulation 18 is now due to be consulted on from Monday 20 June to Friday 29 July, it was previously expected to be available in March 2022.

Stansted Airport Watch annual general meeting takes place on 8th June at 8pm.

11. PLANNING

11.1. Applications for decision

Application	UTT/22/0885/HHF & UTT/22/0886/LB
Location	Champneys, Green Street
Development	Proposed single storey rear extension and alterations to driveway

Cllr Barlow proposed the parish council comments on this application. The driveway is partially on parish council land and therefore subject to an easement which limits the materials that can be used. It was suggested two 'stripes' of cobbles are placed along the driveway edge with gravel covering the majority. This was seconded by Cllr Knight with all in agreement.

Application	UTT/22/1181/HHF
Location	Whitedale, Canfield Road
Development	Comprehensive remodelling of existing dwelling, demolition of existing extensions and erection of a replacement two storey rear extension, two storey front extension, modification to existing roofs and alterations to fenestration. Demolition of existing barn and workshop outbuildings, erection of replacement barn and cart lodge outbuildings.

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

11.2 Decisions for information

The following application was considered by Uttlesford planning committee.

Application No	UTT/21/3204/FUL
Location	Tandan, Canfield Drive
Development	Replacement of existing static home with detached house with associated access and parking.
Decision	Conditional approval

The following applications were considered by officers

Application No	UTT/22/0667/CLP
Location	Adams Huttes House, Bacon End Road
Development	Single storey rear extension
Decision	Conditional approval

Application No	UTT/22/0632/HHF
Location	Woodlands, Bacon End Road
Development	Single storey and two storey rear extension
Decision	Conditional approval

Application No	UTT/22/0610/HHF
Location	Black Hall Barn, Green Street
Development	Single storey side/front infill extension with internal alterations.
Decision	Conditional approval

Signed
Cllr Ginny Barlow, Chair

1 resident leaves the meeting.

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

12.1. The Clerk presented the 2021/22 accounts.

12.2. The Accounts and Audit Regulations 2003 states that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk. Cllrs considered and were satisfied existing internal controls were adequate. The meeting noted the only significant change during the year has been the introduction of electronic banking which has been necessary to support the increase in activity associated with the village hall. Cllrs were satisfied that electronic banking controls were adequate and in line with the process previously agreed by this council.

12.3. Cllr Barlow proposed that the 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 Hepburn with all in agreement.

12.4. Cllr Knight proposed approval of the annual governance statement as presented by the clerk with no concerns, this was seconded by Cllr Barlow with all in agreement.

12.5. Cllr Hepburn proposed approval of the annual accounts as presented by the clerk with no concerns, this was seconded by Cllr Barlow with all in agreement.

12.6. The meeting noted and accepted the fixed asset register with assets valued at £10,727 (no movement on the previous year), however the Clerk will verify the current position with litter pickers. and bank reconciliation for the year to March 22 confirming a closing balance of £72,899; Cllr Hepburn noted with interest rates increasing it was now appropriate to move funds into a deposit account, the Clerk will investigate options.

12.7. The clerk was asked to contact Simon Mainwaring to see if he is prepared to review the accounts, subject to this Cllr Hepburn proposed Simon Mainwaring is appointed as the internal auditor, this was seconded by Cllr Barlow with all in agreement.

13. PARISH COUNCIL INSURANCE

The parish council has been advised that its current insurance provider is not in a position to renew the policy for the year beginning 1 June, this is despite being part way through a long-term agreement. The brokers have notified details of an alternative provider and a quote is pending, further quotes will be sought. The Clerk notified the meeting a note for decision will be circulated via email as insurance must be in place in advance of the Jubilee celebrations.

14. HIGHWAYS, FOOTPATHS, TREES, CRIME

14.1. Footpaths, Byways, Bridleways and Greens – Nothing to report

14.2. Highways/Road Safety

14.2.1. Cllrs considered the quote received from Albury Contracting for the one-off cut of Green Street, Cllr Hepburn proposed acceptance of £100+VAT, this was seconded by Cllr Stratton with all in agreement.

14.2.2. The Clerk was asked to report the potholes on the road edges between Bacon End and the B184

14.3. Crime Prevention/Neighbourhood Watch – Cllrs noted a vehicle is regularly parked on the junction of Green Street and Church End which is obstructing the view for vehicles entering/exiting Church End; the Clerk has forwarded details to the local policing team.

14.4. Tree warden – A request has been received from Great Canfield Cricket Club for financial assistance towards the removal of a dangerous tree that is on the border of the highway and cricket pitch. Cllr Barlow proposed that a grant of £240, being half of the cost of the works is awarded to Great Canfield Cricket Club for this purpose, this was seconded by Cllr Knight with all in agreement.

Signed
Cllr Ginny Barlow, Chair

15. VILLAGE HALL REPORT

15.1. The Clerk has again chased the village hall committee for confirmation that an electrical inspection has been arranged and has received confirmation that this will be booked. The village hall committee reported that the SumUp card reader is now operational and will be available for use at village hall events managed by the village hall committee. Payments are received directly into the parish council bank account with a transaction fee of 1.69%. The committee continues to be focused on community events for the Jubilee weekend.

15.2. Cllr Hepburn proposed the following payments be verified for the month of May 2022; 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	£ 27.00
Alison Clark – Cleaning (April 2022 inc expenses)	Online	£ 74.00
Alison Clark – Cleaning (May wk 1)	Online	£ 30.00
Great Canfield Parochial Church Council – Water Rates	Online	£ 83.79
Allison Ward – SumUp card reader for electronic payments at events	Online	£ 29.00

15.3. Village hall hire payments received in April 2022 totalled £175.

16. QUEEN'S PLATINUM JUBILEE CELEBRATIONS

The Clerk confirmed following an application, a grant of £1,000 has been received from the Uttlesford jubilee fund. A further grant of £200 has been received from the District Cllrs grant fund, giving a total of £1,200 of grant funding for the parish jubilee celebrations.

The Clerk presented a budget for the Jubilee events which had been forwarded to the Jubilee committee who had confirmed acceptance. The budget estimates total costs of ££4k. The revenue from grants (£1.2k), parish council commitment to the event (£1k) and ticket sales from the beacon party (£1.8k) should be sufficient to cover the costs. The meeting accepted the budget which suggests the event will breakeven. A final reconciliation will be presented at the June parish council meeting.

The event will be insured under the parish council policy and risk assessments are required for both the beacon party and Big Lunch; the Clerk continues to chase the jubilee committee for these documents. They will be circulated to the parish council for agreement by email ahead of the events.

17. FINANCE

17.1. Cllr Knight proposed the following cheques for approval, this was seconded by Cllr Hepburn with all in agreement. As payments will be made online the chairman signed the payment schedule in accordance with electronic payment procedures.

PAYMENT TO	VALUE
Allison Ward – Parish Clerk salary April 2022	£ 185.08
Function Central Ltd (Balance of payment for jubilee band)	£ 1,040.00

17.2. A final reconciliation for the internal audit is pending and will be carried forward to June,

17.3. During April the first instalment of the precept, £3,840 was received.

18. ITEMS FOR THE NEXT AGENDA – Nothing in addition

19. **DATE OF NEXT MEETING** is Monday 13th June 2022 at 8pm in the village hall.

TIME AND CLOSE OF MEETING 9.28pm

Signed
Cllr Ginny Barlow, Chair