

**GREAT CANFIELD PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
 held at Great Canfield Village Hall on Monday 8<sup>th</sup> January 2023

Present: Cllrs Ginny Barlow (chair), Stuart Hepburn (arriving after item 4), Jenny Jewell, Michael Knight, Magnus Mildwater, and the Clerk Allison Ward

District Cllr Neil Reeve

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1. **APOLOGIES FOR ABSENCE** received from Cllr Keir Donald (holiday) and Cllr Richard Stratton (work commitments), apologies were accepted by the meeting.
2. **DECLARATION OF INTERESTS FOR THIS MEETING** – None.
3. **PUBLIC FORUM** – No public.
4. The **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** of 14th November 2022 and 12th December 2022 were proposed as correct records by Cllr Barlow, seconded by Cllr Knight with all in agreement.

*Cllr Stuart Hepburn arrives.*

**5. COUNTY AND DISTRICT CLLRS REPORT**

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

District Cllr Reeve updated the meeting.

1. London Stansted Airport jobs fair is taking place on 7th February, details on the Uttlesford website.
2. An internal review revealed errors in rent calculations for Uttlesford tenants in 2021 and 2022 where the wrong inflation measure was applied. Most refunds are approx. £5-£15, all affected tenants will receive a refund.
3. Essex County Council continues to explore devolution with more powers transferred from government, and a combined authority. A government paper on devolution will be published on 16 January and Uttlesford members will receive a briefing.
4. The North Essex Economic Board, a partnership of local authorities in the area working to drive economic growth across the region have courses and support packages available, details on Uttlesford website.
5. Confirmation the Essex County Council funding for Highway Rangers has been withdrawn and Uttlesford has been unable to secure the financial commitment from parishes to continue the service.

**6. CLERK'S PROGRESS UPDATE and CORRESPONDENCE**

Uttlesford has written to Town and Parish Councils advising them they have adopted a new Code of Conduct as from 6 October 2022. Great Canfield Parish Council along with most other Town and Parish Councils adopts the same code as Uttlesford. Consideration and adoption of a revised code of conduct will be added to the agenda for the February meeting.

Information on forthcoming May 2023 elections has been received. To note this will be the first elections where voting ID is required.

**7. PLANNING**

7.1. Applications for decision

The following is an application to determine if prior approval is required for a proposed change of use of an agricultural building to dwelling.

Application	UTT/23/0006/PAQ
Location	Hermits Barn, Cuckoo Lane
Development	Prior Notification of change of use of agricultural building to 1 no. dwelling

Signed  
 Cllr Ginny Barlow, Chair

Cllr Barlow proposed a comment asking Uttlesford to verify the agricultural holding that this building relates to as part of its process of consideration. This was seconded by Cllr Hepburn with 3 in favour and 2 abstain.

## 7.2. Decisions for information only

Application	UTT/22/2868/FUL
Location	Willow Lodge, Canfield Drive
Development	Variation of condition 1 (approved plans) attached to UTT/22/1827/FUL – provision of first floor accommodation and dormer windows to garage
Decision	Conditional approval

Application	UTT/22/2888/FUL
Location	3A The Lodge, Ashfields Farm
Development	Demolition of existing dwelling and two outbuildings. Proposed erection of replacement dwelling
Decision	Conditional approval

Application	UTT/22/3015/CLP
Location	Wheat Cottage, Green Street
Development	Mobile home to be sited as additional to main dwelling
Decision	Refuse certificate of lawfulness

## 8. EASEMENTS

- 8.1. The Clerk presented a draft summary of the easement status for properties who require access over parish council land on Green Street and Bullocks Lane. After amendment the report was accepted by the parish council.
- 8.2. The clerk was asked to seek legal advice and quotes for two pieces of work which would be brought back to the parish council for further consideration and decision on how to progress.
  - a. To ensure standard and consistent easements are put in place for all properties that legally require them.
  - b. To consider whether it is possible to amend existing easements to ensure standard and consistent clauses.

## 9. HIGHWAYS, FOOTPATHS, TREES, CRIME

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

9.2. Highways/Road Safety

9.2.1. Residents at Hope End raised concerns with the lack of gritting of Canfield Road. The Clerk and County Cllr Susan Barker confirmed the Essex Highways gritting plan and criteria which is available on the Essex website, see this link <https://www.essexhighways.org/roads-and-pavements/winter-travel/track-the-gritting-lorries>, the Clerk was asked to issue the map extract for Great Canfield with the minutes. The Clerk attempted to appeal that the hamlet failed the ‘Winter Access Rural Network’ criteria, however Essex County Council confirmed the number of properties affected fell below the minimum requirement.

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

9.4. Tree Warden – Nothing to report.

## 10. PRECEPT 2023/24

10.1. The Clerk presented the accounts to end of December 2022, there are no concerns or significant unplanned expenditure. The closing cash position as at end of December 2022 is £76,831 of which £19,363 is general fund, £14,940 village hall and £42,528 the easement fund.

10.2. The Clerk prepared a draft budget which was considered and discussed by Cllrs. In conclusion Cllr Barlow proposed the precept for 2023/24 be set at £7,800 which will show as a 1.2% increase on the parish council portion of residents council tax invoices. This was seconded by Cllr Hepburn with all in agreement.

Signed  
Cllr Ginny Barlow, Chair

## 11. VILLAGE HALL REPORT

11.1. A meeting has been arranged for Monday 23rd January between representatives of the parish council, Cllr Barlow and the clerk to attend, and village hall committee to review the terms of reference and operating procedures.

11.2. The meeting noted the deficit on the December karaoke evening of £240 with reimbursement of the TENS license still pending confirmation of who to pay. The parish council confirmed all expenses to be reimbursed.

11.3. Payments - The parish council approved the unbudgeted retrospective payment of £70 for tuning the piano. The parish council approved the retrospective unbudgeted payment of £745 inc VAT for a gazebo which can be used to extend the village hall into the car park for village events.

The Clerk was asked to submit a grant application for £745 to Canfield Community Trust who have agreed to fund the full cost of the gazebo,

11.4. The meeting noted the payment of the two direct debits for hall rental and electricity; there were no other payments relating to the village hall between meetings.

<i><b>PAYMENT TO</b></i>	<i><b>METHOD</b></i>	<i><b>VALUE</b></i>
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity	Direct Debit	£ 213.76

11.5. Cllr Barlow proposed the following payments relating to the village hall be made, this was seconded by Cllr Knight with all in agreement.

<i><b>PAYMENT TO</b></i>	<i><b>VALUE</b></i>
Alison Clarke Cleaning – December and January wk 1	£ 90.00
Andrew Clack – Karaoke evening expenses	£ 379.30
Andrew Clack – Piano Tuning	£ 70.00
Jason Asser – Gazebo inc VAT	£ 745.00

11.6 The meeting noted the funds received in the period December 2022 from hall hire of £215.

## 12. FINANCE

12.1. The Clerk is currently paid in accordance with the National Association of Local Councils (NALC) pay scale. A pay award has been agreed by NALC and the Society of Clerks which is back dated to 1 April 2022. Cllr Hepburn proposed the clerk's salary is increased in light of this agreement including a pay adjustment to be effective from 1 April 2022, this was seconded by Cllr Barlow with all in agreement.

12.2. Cllr Barlow proposed the following payments be authorised at this meeting; this was seconded by Cllr Jewell with all in agreement. The chair authorised the payment schedule including the schedule for December 2022.

<i><b>PAYMENT TO</b></i>	<i><b>VALUE</b></i>
Allison Ward - Parish Clerk December 2022 inc pay award backdated to 01.04.22	£ 336.55

12.3. The clerk was asked to explore placing parish council funds with 'Insignis'.

## 13. ITEMS FOR THE NEXT AGENDA – Code of Conduct.

14. **DATE OF NEXT MEETING** Monday 13<sup>th</sup> February 2023 at Great Canfield Village Hall at 8pm.

**TIME AND CLOSE OF MEETING** 9.25pm

Signed  
Cllr Ginny Barlow, Chair