

**GREAT CANFIELD PARISH COUNCIL**  
**MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL**  
**held in the Village Hall Monday 11<sup>th</sup> May 2015**

Present: Cllrs Virginia Barlow, Keir Donald, Chris Easter, Robert Mackley (Chairman), and the Clerk Allison Ward. Following item 9 Cllrs Stuart Hepburn, Jenny Jewell and Michael Knight

9 Residents (6 leaving after brought forward item 14)

District Cllr Keith Artus (Leaving after item 9)

1. All Cllrs signed the Declaration of Acceptance of Office and consent to receive the Council summons and agenda electronically; these will be held on file by the Clerk.
2. Cllr Donald proposed that Cllr Mackley be elected Chairman; this was accepted by Cllr Mackley before being seconded by Cllr Easter. The Chairman signed the Declaration of Acceptance of Office as Chairman; this will be held on file by the Clerk.
3. Cllr Mackley proposed that Cllr Donald be elected Vice Chairman; this was accepted by Cllr Donald before being seconded by Cllr Easter.
4. APOLOGIES FOR ABSENCE - None.
5. DECLARATIONS OF INTERESTS FOR THIS MEETING – None.
6. PUBLIC FORUM

A resident asked for an update on plans for any development on the Canfield Nursery site. Cllr Mackley responded and began by noting that Uttlesford has not issued any new notification of a planning application for the site. He continued by summarising the history and commented that the Agent had attended the April Parish Council meeting as recorded in the minutes, suggesting a development proposing 7 houses would be submitted to Uttlesford in the very near future. At this meeting the Agent further suggested that the current access via Bullocks Lane would be acceptable as an access route for all 7 properties, however suggested that the Parish Council may wish to consider selling or leasing access rights over Parish Council land between the properties Lime Tree Lodge and Ashcroft in return for a fee towards a community project. No discussion or decision has been taken by the Parish Council on this proposal and this item is on tonight's agenda. A resident suggested they were not opposed to houses on the site providing they were some distance back. Cllr Donald added that it is not possible to discuss an application that we have not seen the plans for. There was some discussion on the recent certificate of lawfulness, for existing and continued use of the site for industrial/commercial purposes, it was confirmed this is for the small industrial unit only at the rear of the site and it is understood the remainder of the site remains as agricultural use. Cllr Mackley stressed the Parish Council want an outcome that suits the parish and will hold a meeting to discuss the plans once an application is received. It was noted that whilst some residents were not in favour of a second access route, others commented that they would prefer to see two access points, in order to reduce the volume of traffic travelling further down Bullocks Lane. It was commented from the public that historically there had been an additional access road to the site.

*The Chairman proposed that agenda item 14 be brought forward, this was seconded by Cllr Donald with all in agreement.*

#### 14. CANFIELD NURSERY SITE

Further to the proposal made by the Agent acting for the owners of the Canfield Nursery site at the April Parish Council meeting, Cllr Donald proposed that the Parish Council defers any decision until the planning application has been formally received, this was seconded by Cllr Easter with all in favour.

Signed  
 Robert Mackley (Chairman Parish Council)

7. MINUTES OF THE ORDINARY PARISH COUNCIL MEETING 11<sup>th</sup> April 2015 were proposed as a true record by Cllr Donald, seconded by Cllr Easter with all in agreement; the minutes were signed by the Chairman.

#### 8. DISTRICT AND COUNTY COUNCILLORS REPORT

District Cllr Artus commented that he was pleased to be attending as Great Canfields official Cllr and began by updating the Parish Council on the 'make-up' of the new District Council and key responsibilities; the second District Cllr for Great Canfield is Lesley Wells. Cllr Mackley commented that there are a couple of on-going issues in the parish, firstly the Gladman Development and a possible appeal and secondly the application at Tandans for additional traveller sites which although recently withdrawn as a planning application remains unconcluded.

#### 9. CO-OPTING PARISH COUNCILLORS

The Clerk began by outlining a proposed policy for co-option whereby the vacancies would be advertised and providing individuals came forward could be concluded at the next meeting. Cllr Donald suggested that as there were three residents in attendance at tonight's meeting who had all expressed an interest in joining the Parish Council that they be co-opted with immediate effect. Cllr Donald proposed that the Parish Council co-opts Stuart Hepburn, Jenny Jewell and Michael Knight to service as Parish Councillors, this was seconded by Cllr Easter with all in agreement.

As the Clerk had not brought additional copies of the Declaration of Acceptance to the meeting, it was agreed that these will be signed by the new Cllrs at the next Parish Council meeting.

#### 10. ELECTION OF PARISH REPRESENTATIVES

Footpaths/Greens	– Cllr Easter
Planning	– Cllrs Barlow and Jewell
Tree Warden	– Cllr Donald
Highways/Road Safety	– Cllrs Hepburn and Knight
Crime Prevention	– Cllr Mackley
Minerals & Crumps Farm Committee	– Co-opt Tricia Clifton, John Creecy and Henry Green,

The Clerk noted that an updated terms of reference is required for the Minerals and Crumps Farm Committee.

#### 11. DATE OF MEETINGS 2015/16

The Parish Council agreed that meetings would continue to be held on the second Monday of the month at 8pm in the Village Hall. Clerk to arrange for the website to be updated and book the village hall.

#### 12. PROGRESS UPDATE

12.1. The Clerk had received a response from Highways re placing CCTV advisory signs on the HGV signs. The signs being suggested are not approved signs which feature in the Traffic Signs, Regulations and General Directions (TSRGD) and therefore cannot be used. Including Cllrs, six residents have forwarded confirmation that they CCTV equipment should an incident occur and information be requested.

12.2. Cleaning of the village sign is outstanding, Cllr Donald to arrange.

#### 13. CORRESPONDENCE TO NOTE – None

## 15. APPROVAL OF ANNUAL RETURN

Following the External Audit report for 2013/14 and the principle stated in the Governance and Accountability for Local Councils, Fixed Assets must be recorded at their original cost price and are not amended to reflect changes in valuation.

Two assets in the Great Canfield asset register have historically been increased in value to reflect their insurance valuation. Cllr Barlow proposed, Cllr Mackley seconded with all in agreement that the BT Phone Box valuation would be adjusted to the original insurance valuation of £1,500, (original purchase price was a notional 1p) and the village sign to £3,000. The village sign was purchased a number of years ago and no records are available to confirm its cost price, Cllrs felt this was a fair reflection. The asset register was amended and for the year to 2014/15 the value of assets is £8,822 after including acquisitions in the year. The figure for the year to March 2014 was re-stated to reflect the required amendment and the fixed assets were valued at £7,602.

Cllr Easter proposed that the Parish Council approves the Annual Return and The Accounts and Governance Statement for the year ending March 2015, this was seconded by Cllr Mackley with all in agreement.

## 16. REPRESENTATIVES REPORTS:-

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

16.1.1. Cllr Easter confirmed he had forwarded the information supplied by the Clerk on PRow access to the resident.

16.2. Highways/Road Safety

16.2.1. Clerk to chase Highways for an update on progress with the application for a 30mph speed limit through Bacon End.

16.2.2. A response from Highways is pending re weight limit signs at High Cross Lane.

16.2.3. The Clerk was asked to verify the access width from the highway at Hellmans Cottage, with reference to the planning application.

16.3. Crime Prevention/Neighbourhood Watch – nothing to report.

16.4. Tree Warden

16.4.1. Clerk continues to chase for an update on the dead tree at Hellmans Cross.

16.4.2. Clerk to report leaning tree adjacent to the Cricket field which is understood to be the responsibility of Highways.

16.4.3. Clerk to contact previous tree warden to understand if there is a file/summary of all trees which the Parish Council are responsible for.

## 17. PLANNING

17.1. Applications – None

## 17.2. Decisions

APPL No UTT/15/0041/HHF  
 DEVELOPMENT Proposed conversion of existing outbuilding to form single storey residential annexe.  
 LOCATION The Old Forge Green Street  
 DECISION Conditional Approval

APPL No UTT/15/0429/CLE  
 DEVELOPMENT Certificate of lawfulness for existing and continued use of site for industrial/commercial purposes.  
 LOCATION Canfield Nursery Bullocks Lane  
 DECISION Certificate of Lawfulness Approved

17.3 Tandans – application UTT/15/0404/FUL, the applicant withdrew the application prior to the Planning Committee meeting.

17.4 Ashfields Carriage and Polo Club – Appeal against enforcement notice; the hearing was scheduled to take place on 19<sup>th</sup> May, however the appeal was withdrawn by the applicant prior to this date.

17.5 Newlands Farm, it was suggested there has been further encroachment of yard onto agricultural land, Cllr Mackley to liaise with District Cllr Artus.

## 18. FINANCE

18.1. The insurance is due for renewal and two quotes had been received. Cllr Mackley proposed that the Parish Council accepts the lower quote from Zurich and enters into a three year contract for a further 5% discount, the cost for 2015/16 is £280.65; this was seconded by Cllr Donald with all in agreement.

18.2. Cheques for Approval

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward - Parish Clerk April 2015	£168.47
Essex Association of Local Councils – Annual Subs	£121.74
Zurich Municipal – Annual Insurance, see item 18.1	£280.65

18.3. Precept for the first half of 2015/16 has been received and the VAT return for 2014/15 has been submitted to HMRC.

18.4. Following changes to the Parish Council, Cllr Mackley proposed that Cllr Hepburn and Cllr Knight are added to the bank mandate, this will be in addition to Cllr Easter. Jon Sams and Catriona Kellerman will be removed, this was seconded by Cllr Easter with all in agreement; Clerk to arrange.

19. ITEMS FOR THE NEXT AGENDA - Nothing in addition

20. DATE OF NEXT MEETING Monday 8<sup>th</sup> June 2015 at 8pm in the Village Hall.

21. TIME AND CLOSE OF MEETING 10.15pm

**Allison Ward**  
**Parish Clerk 01245 231798**

Signed  
 Robert Mackley (Chairman Parish Council)