

**GREAT CANFIELD PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**  
**held in the Village Hall Monday 12<sup>th</sup> May 2014**  
 (meeting commenced at 8.55pm following the Annual Village Meeting)

Present: Cllr Jon Sams (Chairman)  
 Cllrs Virginia Barlow, Keir Donald, Chris Easter, Henry Green, Catriona Kellerman, Robert Mackley and the Clerk Allison Ward

3 Members of the Public (8.55pm to 9.20pm)

1. APOLOGIES FOR ABSENCE – None

2. ELECTION OF CHAIRMAN – Cllr Donald proposed and Cllr Easter seconded that Cllr Sams be elected, this was passed unanimously. The Chairman signed the Declaration of Acceptance of Office.

3. ELECTION OF VICE CHAIRMAN - Cllr Sams proposed and Cllr Donald seconded that Cllr Mackley be elected, this was passed unanimously.

4. PUBLIC FORUM

A resident asked if the Parish Council would consider planting trees along Bullocks Lane, Cllr Green to consider options.

District Cllr Keith Artus, currently one of the ward Cllrs for Broad Oak and the Hallingburys has made a request to make contact with residents. Cllr Mackley suggested that he place an article in the village newsletter.

5. DECLARATION OF INTERESTS FOR THIS MEETING - None

6. MINUTES OF THE PARISH COUNCIL MEETING 14<sup>th</sup> April 2014 were approved and signed as a true record by Cllr Sams.

Cllr Sams proposed and Cllr Easter seconded with all in agreement that agenda item 16, Planning, be brought forward for decision.

16 PLANNING

16.1 Application/Decisions

Applications - None

Signed  
 Jon Sams  
 Chairman Parish Council

## Decisions

APPL No	UTT/14/0431/HHF
DEVELOPMENT	Erection of 2 no. single storey rear extensions
LOCATION	Olde Oak Lodge, Bullocks Lane
DECISION	Conditional Approval

16.2 A considerable discussion took place at the Annual Village Meeting with District Cllr Jackie Cheetham in attendance, in response to Uttlesford's reply that no enforcement could be taken against Ashfields Carriage and Polo Club due to lapse of time, (approval was given for 4 apartments and 6 subsequently built). The Parish Council unanimously agreed to respond to Uttlesford expressing their dissatisfaction with this decision. Particular attention will be drawn to the point that the Parish Council understands time has not lapsed as the legislation states that "*no enforcement action may be taken after the end of the period of four years **beginning with the date on which the operations were substantially completed.***" Cllr Barlow agreed to prepare a draft response for circulation and approval.

16.3 Uttlesford are currently consulting on the Local Plan - Pre-submission document which requests comments on whether the Local Plan complies with the legal requirements for producing local plan documents, meets the requirements of the duty to co-operate and is "sound". It was noted that the proposals do not include any developments in Great Canfield. Cllr Barlow agreed to review the plan and recommend whether it is appropriate to respond.

16.4 Crumps Farm – Nothing to report.

*(3 residents leave)*

7. DISTRICT and COUNTY COUNCILLORS REPORT – Given at Annual Village Meeting, nothing further to add.

8. ELECTION OF REPRESENTATIVES – The following were elected unanimously,

Footpaths/Greens	– Cllr Easter
Planning	– Cllrs Barlow and Donald
Tree Warden	– Cllr Green
Highways/Road Safety	– Cllr Mackley
Crime Prevention & SSE Liaison	– Cllr Kellerman
Flood Warden	- Cllr Donald
Minerals & Crumps Farm Committee	– Cllr Green and co-opt Tricia Clifton and John Creecy

9. DATES OF MEETINGS 2013/14

These were agreed as the second Monday of each month, at 8pm in the Village Hall. Clerk to book Village Hall and update the website.

Signed  
Jon Sams  
Chairman Parish Council

## 10. PROGRESS UPDATE

- 10.1 The Great Canfield Village Conservation Appraisal will be presented to Uttlesford District Council's Cabinet members for consideration and decision for adoption on 19<sup>th</sup> June.
- 10.2 Efforts continue to obtain a quote for the damage caused by a vehicle to Hope End Green, Cllr Donald to contact a local grounds man.
- 10.3 A mock-up of the plaque for the Jubilee Oak has been circulated for approval; no changes were required and Clerk to confirm order.
- 10.4 Cllr Kellerman attended the Stop Stansted Expansion Parish/Town Council Liaison meeting on 17<sup>th</sup> April. There were no major issues and the minutes have been circulated to Cllrs.

## 11. CORRESPONDENCE TO NOTE - None

## 12. APPROVAL OF ANNUAL RETURN

Cllr Mackley proposed, Cllr Barlow seconded with all in agreement that the Annual Return and The Accounts and Governance Statement for the year ending March 2014 be approved.

## 13. ALLOTMENTS

Cllr Donald updated the meeting. A letter has been sent to Essex County Council in response to their suggestion that the land in question is unavailable, sighting section 25 of the Allotments Act 1908 and asking for a further response. The Clerk is in contact with the National Allotment Society for further guidance.

## 14. NOTICEBOARDS

The Parochial Church Council has confirmed that they will permit the village map to be placed on the external wall of the village hall. Clerk to order and the mounted map to be made available to view before it is positioned on the village hall wall. The cost is approx £135+VAT as detailed in the March minutes item 10.

## 15. REPRESENTATIVES REPORTS

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

15.2. Highways

15.2.1. Cllr Mackley has completed a survey of highway maintenance required throughout the parish, primarily pot holes and road markings. Clerk to report to Highways.

15.2.2. Work is continuing on the document to request a reduction in the speed limit through Bacon End, Cllr Barlow to review and forward to the Clerk to for submission.

Signed  
Jon Sams  
Chairman Parish Council

15.2.3. Cllr Easter to complete safety cuts at bends, in advance of Essex County Council contractor carrying out the annual verge cutting.

15.3. Crime Prevention/Neighbourhood Watch – There were two recent incidents, an attempted shed break in at Church End and a tack room theft. Clerk to send an e-mail to the village distribution list highlighting the importance of reporting all incidents to the PCSO and to include in Parish News.

15.4. Tree Warden – Clerk to report fallen tree along Great Canfield Road, opposite ‘Jock’s Hut’.

16. PLANNING – Brought forward in meeting between items 6 and 7.

## 17. FINANCE

17.1. Cheques Approved for Payment

Allison Ward (Parish Clerk – April 2014)	£ 165.11
AON (Annual Insurance)	£ 326.43

18. ITEMS FOR THE NEXT AGENDA – Nothing at this stage in addition to regular items.

19. DATE OF THE NEXT MEETING – Monday 9<sup>th</sup> June 2014

20. TIME AND CLOSE OF MEETING – 10.00pm

**ALLISON WARD**

**Parish Clerk 01245 231798**

Signed  
Jon Sams  
Chairman Parish Council