


GREAT CANFIELD PARISH COUNCIL

Clerk to the Council – Allison Ward
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Councillors are hereby summoned to attend the **Annual Parish Council meeting** which will be held in High Easter Village Hall immediately following the Annual Village Meeting which starts at 8.00pm, on **THURSDAY 11th May 2023** for the purpose of transacting the business set out on the agenda below.

The press and public are cordially invited to attend.

Signed 

Allison Ward, Clerk/RFO
8th May 2023

MEETING AGENDA

1. ELECTION OF CHAIRMAN

For the civic year 2023-24 and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN to be signed by Chairman, s.83(4) Local Government Act 1976.

2. APPOINTMENT OF VICE CHAIRMAN

For the civic year 2023-24 if members require.

3. APOLOGIES FOR ABSENCE

Elected members who are unable to attend the meeting are requested to email the Clerk with their apologies ahead of the meeting.

4. MEMBERS' ACCEPTANCE OF OFFICE AND REGISTRATION OF INTERESTS

The Clerk is required to witness the acceptance of office for all members and to advise members on the completion of members' interest forms. These must be returned within 28 days of 9th May to Uttlesford District Council for publishing on their website and be published on the website of the Parish Council. It is also a legal requirement for members to return expense forms even if these are nil, details 2nd June.

5. DECLARATION OF INTERESTS FOR THIS MEETING

Members to declare interests for items on the agenda.

6. PUBLIC FORUM (Maximum 15 minutes)

Public questions or comments on items on this agenda or of local concern.

7. MINUTES OF ORDINARY PARISH COUNCIL MEETING 11th April 2023 for approval

8. COUNTY AND DISTRICT CLLRS REPORT

9. MEETING DATES 2023/24

Proposed as 2nd Monday of the month except for August 2023 when no meeting will be held. All meetings start at 8pm and will be held in the village hall.

10. CLLR TRAINING AND RESPONSIBILITIES

A range of training is being made available for new and existing Cllrs by Uttlesford and Essex Association of Local Councils, Clerk to update.

Cllrs share the responsibilities listed below, Cllrs to consider allocating

Footpaths/Greens
Planning
VDS and Local Plan
Tree Warden
Crime Prevention
Highways & Road Safety
Waste/Minerals Local Plans
Village Hall Committee

11. CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

To record correspondence with Essex Bridleway Association re byway 11.

Update on easements project will be carried forward to the June meeting.

12. PLANNING

12.1. New Applications

Application	UTT/23/0861/HHF
Location	Keepers Barn, Bullocks Lane
Development	Proposed single storey side extension

12.2. Decisions – For Information Only

Application	UTT/23/0448/HHF
Location	Erection of single storey rear extension and car port
Development	Lock Cottage, Bullocks Lane
Decision	Conditional Approval

Application	UTT/23/0572/CLE
Location	Land Between Runnels Hey and Silverthorn, Canfield Drive
Development	Use of land as garden
Decision	Refuse Certificate of Lawfulness

Application	UTT/23/0785/AG
Location	Hall Farm, Church End
Development	Proposed agricultural building
Decision	Deemed Approved

12.3. To record the decision by the planning inspector to allow the appeal for two new dwellings on land adjacent to and opposite The Vale, Canfield Drive, references UTT/21/3299/FUL and UTT/21/3300/FUL. The inspector recognised development would contrive existing policy of development in the countryside, however concluded both developments 'would not significantly and demonstrably outweigh the benefits'.

12.4. Parish Council to consider a request from BT OpenReach to erect a pole and overhead cables on parish council land at Bullocks Lane in order to 'improve the connectivity coverage in the local area'. Papers have been circulated to the parish council.

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

Further to item 9 of the April 2023 meeting,

13.1 Parish Council to consider internal controls to ensure it is meeting its legal requirements.

13.2 To approve the Annual Governance statement as presented, subject to internal audit.

13.3 To approve the Annual accounts as presented, subject to internal audit.

13.4 To appoint an internal auditor.

14. PARISH COUNCIL INSURANCE

Due for renewal on 1 June 2023, parish council to consider options. Current providers are Zurich who have quoted a renewal fee of £304.19 (same as last year).

15. REPRESENTATIVES REPORTS

To receive reports on the following from lead Cllrs.

15.1. Footpaths, Byways, Bridleways and Greens

15.2. Highways/Road Safety

15.3. Crime Prevention/Neighbourhood Watch

15.4. Tree Warden – Cllr Knight

16. KING CHARLES III CORONATION – PARISH EVENTS

16.1. To record receipt of a grant of £900 from Uttlesford towards community events for the King's coronation. This is payable on submission of invoices to support payment.

16.2. To retrospectively record the email approval to the risk assessments circulated to the parish council for the events on Friday 5th May and Sunday 7th, as prepared by the Clerk and Cllr Mildwater.

16.3. To receive a report from the village hall committee on the parish events for the King's coronation.

16.4. To receive a final expenditure schedule and confirm funding sources.

17. VILLAGE HALL

17.1. To receive any reports other than the coronation event including approval of a quote to replace the ladies toilet replacing with a new close coupled toilet, total cost estimated at £518 to be met from village hall reserves; to note any approval is subject to Great Canfield PCC approval as the landlords.

17.2. To record village hall payments for as set out below which have been made between meetings as they are direct debits.

PAYMENT TO	METHOD	VALUE
Great Canfield Parochial Church Council – Monthly Hall Rent	Direct Debit	£ 61.00
Scottish Power – Monthly Electricity	Direct Debit	£ 199.02

17.3.Village hall payments for approval at this meeting.

PAYMENT TO	VALUE
Alison Clarke Cleaning – 10 th and 24 th April	£ 60.00
Great Canfield PCC – Water April to March 2024	£ 84.56

17.4.To record the receipts received in April 2023 from hall hire.

18. FINANCE

18.1. To retrospectively record payments made between meetings due to time pressures.

PAYMENT TO	VALUE
Fish N Chick N Ltd – Coronation food for 5 May	£ 731.55
Mark Martin – Deposit for children’s entertainer for 7 May	£ 55.00
Communicorp – Coronation mugs for children inc VAT	£ 582.00
Communicorp – Coronation mugs to sell inc VAT	£ 867.60

18.2 To authorise payments at this meeting other than stated above.

PAYMENT TO	VALUE
Allison Ward – Parish Clerk April 2023	£ 206.91

18.3 To record any receipts in May 2023

19. ITEMS TO NOTE FOR THE NEXT MEETING

20. DATE OF NEXT MEETING Monday 12th June at 8.00pm in the village hall.

TIME AND CLOSE OF MEETING