

**GREAT CANFIELD PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL**  
 held at Great Canfield Village Hall on Monday 13<sup>th</sup> May 2024

Present: Cllrs Harry Anderson, Ginny Barlow (chair), Keir Donald, Jenny Jewell, Michael Knight, Magnus Mildwater, Richard Stratton, and the Clerk Allison Ward

District Cllr Neil Reeve

**PART 1 – Public Meeting**

**1. ELECTION OF CHAIRMAN**

Cllr Barlow was proposed as Chairman for the Civic Year 2024-25 by Cllr Donald and seconded by Cllr Jewell with all in agreement. The Chairman signed a declaration of acceptance of office, which was witnessed by the Clerk.

**2. APPOINTMENT OF VICE CHAIRMAN**

Cllr Knight was proposed as vice chairman for the Civic Year 2024-25 by Cllr Jewell and seconded by Cllr Anderson with all in agreement.

**3. APOLOGIES FOR ABSENCE – All in attendance.**

**4. DECLARATION OF INTERESTS FOR THIS MEETING**

Cllr Donald declared a disclosable pecuniary interest in item 14.1.1 as the item relates to footpath 17 which passes through land in Cllr Donald's ownership.

**5. PUBLIC FORUM**

A resident referred to the Local Plan Panel meeting on 8<sup>th</sup> May and the public speakers and consultants who presented further outline thinking for the emerging Countryside Protection Zone policy in Regulation 19. The link to the paper is <https://uttlesford.moderngov.co.uk/documents/s35578/Countryside%20Protection%20Zone%20Policy%20Presentation.pdf>

**6. The MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 8<sup>th</sup> April 2024 were proposed as a correct record by Cllr Jewell, seconded by Cllr Knight with all in agreement.**

**7. COUNTY AND DISTRICT CLLRS REPORT**

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

County Cllr Barker had sent a written report to Cllrs, this was read to the meeting by the chairman.

1. Essex full council meets 14<sup>th</sup> May and will be debating a number of motions; Highways inspection regime; the proposed National Grid overland power cables from Norwich to Tilbury and the importance of unpaid carers in our society and how they should be supported.
2. At Essex there is a major programmes underway to work with providers to deliver the many more pre-school places needed to meet the free 15 or 30 hours a week childcare increases which come into effect between April 2024 and September 2025.
3. Grant funds available with a preference that this is spent on younger residents or those in need of support. Grant money for getting people more active is also available from London Marathon Events who are the parent organisation of RideLondon which comes to Essex on 26<sup>th</sup> May.
4. Onward reporting of the drains/gullies which need clearing after Essex confirmed the parish could not clear these themselves!
5. Sarah Tomlin, the local Highways Liaison officer has reported the state of the road through the village as she happened to drive through Green Street and noted how bad it was.

Signed  
 Cllr Ginny Barlow, Chair

## 8. MEETING DATES 2024/25

It was resolved that meetings would continue to take place on the 2<sup>nd</sup> Monday of the month except for August 2024 when no meeting will be held. In addition it was agreed to move the June meeting to Wednesday 12<sup>th</sup> June due to the availability of the clerk. All meetings begin at 8pm in Great Canfield Village Hall.

## 9. CLLR TRAINING AND RESPONSIBILITIES

Cllrs noted the range of training which is provided by Essex Association of Local Councils.

Cllrs agreed to continue to share responsibilities and representatives were confirmed as follows.

Footpaths/Greens – Cllr Donald

Planning – Cllr Barlow and Cllr Jewell

VDS and Local Plan – Cllr Barlow and Cllr Jewell

Tree Warden – Cllr Knight

Crime Prevention – Cllr Stratton

Highways & Road Safety – Cllr Anderson

Waste/Minerals Local Plans – Cllr Anderson and Cllr Jewell

Village Hall Committee – Cllr Mildwater (including health and safety) and Cllr Barlow

## 10. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

Correspondence with Kemi Badenoch MP on the situation at Crumps Farm which includes a response from ECC, a further response from the Environment Agency is pending.

Invitation to briefing on proposals for Norwich to Tilbury the UK Networks project to upgrade current infrastructure and support net zero targets, circulated to Cllrs.

To note ongoing correspondence with Uttlesford re changes to historic street names and how to correct these on various local authority and commercial systems.

## 11. PLANNING

11.1.Applications for decision - None

11.2.Decisions for information only

|                |  |
|----------------|--|
| Application No | UTT/24/0063/OP   |
| Location       | Land North Of 7 Ashfields Farm Cuckoo Lane   |
| Development    | Outline application with all matters reserved except access for the erection of 1 no. dwelling and associated work |
| Decision       | Conditional Approval   |

11.3. The meeting noted the application for a premises licence for the playing of live and recorded music and sale of alcohol at Ashfields on 13<sup>th</sup> July from 11am to 9pm for the Dunmow Foodie festival. The meeting had no comments.

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

Further to item 14 of the April 2024 meeting,

12.1.Cllr Mildwater proposed an amendment to previously reported receipts from £21,400 to £21,415, this was seconded by Cllr Stratton with all in agreement, the clerk and chair re-signed the AGAR exemption certificate.

12.2.The meeting noted the internal audit report, there were no matters raised other than the high reserves; the meeting is satisfied with why funds have accumulated (Canfield Nursery easement) and the current reserves policy.

12.3.The Annual Governance statement 2024/25 (section 1) had been circulated to Cllrs in advance, there were no questions or comments. Cllr Knight proposed the parish council accepts this as correct and that it is signed by the Chair and Clerk/RFO. This was seconded by Cllr Barlow with all in agreement.

Signed  
Cllr Ginny Barlow, Chair

12.4. The Annual Accounting statement 2024/25 (section 2) had been circulated to Cllrs in advance together with the explanation of variances, there were no questions or comments. Cllr Barlow proposed the parish council accepts this as correct and that it is signed by the Chair and Clerk/RFO. This was seconded by Cllr Knight with all in agreement

12.5. The meeting agreed the dates, 3<sup>rd</sup> June to 12<sup>th</sup> July, during which electors and interested persons may exercise rights relating to the annual accounts. All necessary data will be published on the parish council website by end of May.

### **13. PARISH COUNCIL INSURANCE**

Given the increases generally in insurance costs, Cllr Mildwater proposed the parish council accepts the quote from Zurich (current insurers) of £304.19 without further quotes, this is the same as last year. This was seconded by Cllr Donald with all in agreement.

### **14. HIGHWAYS, FOOTPATHS, TREES, CRIME**

#### 14.1. Footpaths, Byways, Bridleways and Greens

14.1.1. Cllr Donald reported he had met onsite with County Cllr Barker and the PRow officer re Footpath 17. The definitive map allows for 5 metres either side of where it has been drawn this allows landowners to 'move' the path on their own land within this boundary. The footpath has now been re-marked.

14.1.2. Cllr Knight reported the foot bridges due to be replaced by Essex County Council at footpath 21 High Roding/ footpath 7, Great Canfield, and at footpath 10 High Roding/ footpath 22 Great Canfield are now scheduled for works in July..

#### 14.2. Highways/Road Safety

14.2.1. The on-site meeting attended by Cllr Jewell, District Cllr Reeve, and the Clerk with Kemi Badenoch MP re byways in mid-April was noted. In response the clerk has provided further information confirming the parish councils position is to support a process that allows byways to be downgraded to bridleways in residential areas where they are not necessary for access to property by the public.

14.2.2. The meeting noted correspondence from Essex Highways confirming they will not give approval for the parish council to clear drains and gullies, however they will send a jetting team to clear reported logs. Clerk has supplied the information.

#### 14.3. Crime Prevention/Neighbourhood Watch

14.3.1. Cllr Anderson will circulate suggested cameras for monitoring fly-tipping hotspots.

#### 14.4. Tree Warden – Nothing to report.

### **15. PARISH COUNCIL PROJECT UPDATES**

15.1. Cllr Knight reported to the meeting on conversations with the cricket club on additional sporting facilities. It was agreed wider conversations were necessary to determine all land availability options.

15.2. The Clerk noted the requirement for a tender to for works to the ponds post September.

### **16. VILLAGE HALL REPORT**

16.1. The meeting received the notes from the village hall meeting in April 2024, there were no matters arising.

16.2. The meeting noted the successful Bingo evening which raised £567 for village hall funds, the meeting extended its thanks to the village hall committee for organising the event.

16.3. Cllr Barlow proposed the parish council accepts a quote for £425 to improve the current racking in the storeroom, (to note the storeroom provides emergency access and is required to be kept clear), this was seconded by Cllr Jewell with all in agreement.

16.4. C/Fwd general risk assessment for the village hall, action Cllr Mildwater and the Clerk.

16.5. Cllr Mildwater and the clerk to circulate the D-Day beacon lighting and commemorate social event risk assessments for approval ahead of the events..

16.6. The meeting confirmed the following direct debit payments made between meetings.

| <b>PAYMENT TO</b>   | <b>METHOD</b> | <b>VALUE</b> |
|---|---------------|--------------|
| Great Canfield Parochial Church Council – Monthly Hall Rent | Direct Debit  | £ 61.00      |
| Scottish Power – Electricity                                | Direct Debit  | £ 439.69     |

16.7. Cllr Stratton proposed the following payments relating to the village hall be made, this was seconded by Cllr Anderson with all in agreement.

| <b>PAYMENT TO</b>   | <b>VALUE</b> |
|---|--------------|
| Alison Clarke Cleaning – 16 <sup>th</sup> April and 1 <sup>st</sup> May | £ 60.00      |
| Great Canfield PCC – As set out in lease, Water April to March 2025     | £ 91.42      |

16.8. The meeting noted the receipts of £35 from hall hire in April 2024.

## 17. FINANCE

17.1. Cllr Donald proposed the following parish council payments, this was seconded by Cllr Knight with all in agreement.

| <b>PAYMENT TO</b>                              | <b>VALUE</b> |
|--|--------------|
| Allison Ward – Parish Clerk April 2024         | £ 219.74     |
| Hundred Parishes Society – Annual subscription | £ 10.00      |
| Parish Council Insurance                       | £ 304.19     |
| K Weare - Internal Audit                       | £ 50.00      |

17.2. The meeting noted the 1<sup>st</sup> installment of precept £4,200 received in April 2024..

17.3. Cllr Donald proposed the parish council opens a CCLA Public Sector Deposit Fund where the interest rate is c.5%; account signatories to be Cllr Harry Anderson, Ginny Barlow, Cllr Jenny Jewell, Cllr Michael Knight. This was seconded by Cllr Barlow with all in agreement.

**18. ITEMS FOR THE NEXT AGENDA** – Nothing in addition.

**19. DATE OF NEXT MEETING** – Wednesday 12<sup>th</sup> June at 8pm in the village hall.

## PART 2

Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information.

It was resolved to enter Part 2 of the meeting (proposed by Cllr Barlow and seconded by Cllr Donald)

The meeting approved a letter re a breach of easement.

**20. TIME AND CLOSE OF MEETING** 9.35pm

Signed  
Cllr Ginny Barlow, Chair