

**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> July 2024

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

District Cllr Geof Driscoll and District Cllr Neil Reeve

1 resident leaving after agenda item 3

1. **APOLOGIES FOR ABSENCE** were received from Cllr Magnus Mildwater (holiday), these were accepted by the meeting.

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

Cllr Knight declared a pecuniary interest in agenda item 8 footpath diversion as the director of the company owning the land subject to the diversions, this followed correspondence received post the meeting agenda.

3. **PUBLIC FORUM**

The churchwarden at St Mary's confirmed the costings including contingency for the repairs to the party wall between the hall and cottage, works are due to begin at the end of July and take an estimated 6 weeks. A breakdown of the cost between the hall and cottage has been estimated with c.£38k allocated to the hall repair.

Cllr Donald asked what other repairs the church was facing, it was confirmed there are issues with plaster falling from the chancel ceiling that needs addressing, and erosion to the stonework around a window on the south side. In addition, the church is hoping to install facilities and has begun work on the initial planning.

Cllr Jewell asked who else had been approached for grants and it was confirmed the Friends of St Mary's had been provided with the same estimated costs. The timeframe between committing to a contractor and the urgency to complete the works before the Autumn has left no time to apply for third party grants including Stansted Airport Community Fund, grants are not given retrospectively. However, it is also recognised there are very few grant options for maintenance, the majority are looking for additional benefits such as wider community use and/or environmental gains.

*1 resident leaves*

4. The **MINUTES OF THE ANNUAL PARISH COUNCIL MEETING** of 10<sup>th</sup> June 2024 were proposed as a correct record by Cllr Barlow, seconded by Cllr Stratton with all in agreement.

5. **COUNTY AND DISTRICT CLLRS REPORT**

District Cllr Geof Driscoll reported,

- (i) Local Plan Regulation 19 papers have been published as part of the agenda for the meeting of the Local Plan panel on 15<sup>th</sup> July, these can be viewed on the Uttlesford website.
- (ii) Residents are encouraged to report anti-social behaviour where they see 'laughing gas' used to the local police, to note the police must catch individuals using it.
- (iii) There were 2,600 postal votes that were late being sent out and had to largely be delivered by hand, of these c.600 were not returned, the view is this would not have made a difference to the overall result.

District Cllr Neil Reeve reported,

- (i) The loss of historic street names will be taken up with the team in Uttlesford, Cllr Reeve confirmed sufficient evidence had been provided by the clerk to assist.
- (ii) Crumps Farm, regular meetings are now established between the Environment Agency, Essex County Council and Uttlesford District Council, with involvement from other authorities as and when required. It was noted there are three emissions, atmosphere, waterways and soil. There were concerns from parish councillors that site visits/inspections are not taking place when the weather conditions will have an impact, and that samples are not being taken in the correct locations. Cllr Jewell to share further information with District Cllr Reeve. Cllr Reeve

Signed  
 Cllr Ginny Barlow, Chair

added that whilst the Environment Agency has overall responsibility for monitoring sites this is delegated and all landfill sites, past and present, are self-regulated. Cllr Knight confirmed conversations during the election campaign with the now elected MP for Harlow had suggested he would take up the cause on behalf of the parish council, the clerk and Cllr Knight to agree content of an email to pass to Chris Vince MP for assistance.

## 6. CLERK'S PROGRESS UPDATE and CORRESPONDENCE

Minutes of the Local Councils Liaison Forum were circulated, the meeting included presentations from the Principal Ecologist to help parishes investigate and take action on the rivers within their parish, and the Newport River Group, Cllr Knight gave an update on local support in Great Canfield for similar work.

The draft new model financial regulations will be considered over the summer and brought to the September meeting for ratification.

Ongoing correspondence with District Cllr Driscoll re historic street names.

## 7. PLANNING

7.1. Applications for decision - None

7.2. Decisions for information only

Application No	UTT/24/0668/FUL
Location	Tangleewood, Canfield Drive
Development	Erection of 1 no. detached dwelling to replace static home (revision to UTT/21/0507/FUL - Plot 3 only), add a detached cart lodge and change the form and design of the dwelling.
Decision	Conditional approval

7.3. The minutes of the lead authorities quarterly meeting on Crumps Farm had been circulated to Cllrs, a discussion took place under agenda item 5.

7.4. The meeting noted the changes to the Local Plan timetable referred to in item 5 and the proposed start date of 8<sup>th</sup> August for the public consultation. Cllr Jewell asked for confirmation on the weight carried by Regulation 19, District Cllr Reeve confirmed policies will generally gain weight as they progress through the process, some weight is applied at this stage, and this will increase post consultation.

## 8. REPRESENTATIVES REPORTS

8.1. Footpaths, Byways, Bridleways and Greens

8.1.1. The meeting noted the correspondence from a resident re Green Street common, no further action.

8.1.2. Following the general election and change in MP, the clerk was asked to contact Chris Vince MP to request support on the ongoing issues with motorised vehicles using local byways.

*Cllr Knight leaves the meeting*

8.1.3. The Clerk confirmed receipt of informal correspondence from Essex Public Rights of Way Officer with a proposal to reroute part of footpath 22 around the field edge rather than through the field, and part of byway 17 away from working farm buildings. The parish council were of the view the proposals were sensible and the clerk was asked to respond.

*Cllr Knight returns to the meeting*

8.1.4. It was agreed to create a welcome letter (which could include information on the website) for residents which includes information on the areas of village green and common land in parish council ownership and the legislation that exists to protect them from, Cllr Barlow to draft.

## 8.2. Highways/Road Safety

8.2.1. A resident had asked if the area around the village sign could be cut back, Cllr Donald will action as a short-term solution whilst a more permanent solution is considered.

8.2.2. Cllr Jewell raised the state of passing places which have been created by vehicles and are now becoming dangerous as the edges between the highway and these passing places erode. As a first step the clerk was asked to contact County Cllr Barker to clarify Essex Highways position in terms of these repairs.

## 8.3. Crime Prevention/Neighbourhood Watch

8.3.1. The meeting thanked District Cllr Driscoll for his assistance in getting fly tipping removed from Green Street.

8.3.2. Cllr Anderson proposed the purchase of one 4G wildlife camera to trial at a cost of c.£200, there is an additional cost for the 4G plan of c.£6 per month. This was seconded by Cllr Stratton with all in agreement. The meeting further agreed to the purchase of fly-tipping signage to advise surveillance cameras are in operation. Clerk to order and liaise with Cllr Anderson.

## 8.4. Tree Warden

Following a request from Great Canfield cricket club, Cllr Knight proposed a grant of £240 (half the cost of the works) to remove a dead tree on the cricket ground boundary on the understanding the cricket club plant a replacement tree in an appropriate location. This was seconded by Cllr Stratton with all in agreement.

## 9. PARISH COUNCIL PROJECT UPDATES

The meeting discussed recent conversations re options for additional recreational facilities and concluded there are no options to progress at this stage, however the matter remains open and will continue to be considered by Cllrs.

## 10. VILLAGE HALL REPORT

10.1. The works required to the party wall between the village hall and the cottage will begin at the end of July, the hall will be closed to public use during the works and hall users have been notified.

10.2. Further to the discussions in the public forum the meeting were of the view it was appropriate to provide financial support to the church to carry out essential repairs to the village hall under parish council powers Local Government Act 1972, section 133 which allows parish councils to support the provision of parish and community buildings. Cllr Knight proposed a grant of £3,800, this being 10% of the estimated cost relating to the hall repair be given to Great Canfield Parochial Church Council, this was seconded by Cllr Donald with all in agreement.

10.3. The meeting confirmed the following direct debit payments made between meetings, and again noted the high energy costs. The hall has a Smart meter and payments over the summer months will be monitored to ensure the monthly payment is reduced.

<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 – Electricity	Direct Debit	£ 439.69

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

<i><b>PAYMENT TO</b></i>	<i><b>VALUE</b></i>
Alison Clarke Cleaning – 18th June and 2nd July	£ 60.00

10.5. The meeting noted the receipts for June 2024 of £35 from hall hire and receipt of a grant of £425 grant from Canfield Community Trust to cover the cost of storage racking in the village hall storeroom.

Signed  
Cllr Ginny Barlow, Chair

## 11. QUARTERLY FINANCIAL REPORTS and REPORTING REQUIREMENTS

11.1. The clerk presented the quarterly accounts for the period April to June 2024, with the exception of the contribution to the hall repairs, expenditure is in line with budget. The cash position on 30<sup>th</sup> June is £81,330 of which £18,423 is in general funds.

11.2. To ensure compliance there is a requirement for parish councils to have an email account and not to use personal named accounts. The clerk is liaising with the resident who manages the website to acquire an account linked to the domain name.

## 12. FINANCE

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

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward – Parish Clerk June 2024	£ 219.74
A Clack – Annual parish website hosting	£ 113.90

12.2. The meeting noted receipts in June 2024 of £243.56, this being the interest on the Barclays savings account.

12.3. The clerk confirmed the CCLA deposit account is now active. The meeting agreed to transfer all but c.£10k to this account to maximise interest. The c.£10k balance will be predominantly held in the Barclays savings account with sufficient funds moved into the current account as required to cover costs.

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

14. **DATE OF NEXT MEETING** – Monday 9<sup>th</sup> September at 8pm in the village hall. Should it be necessary to consider responses to any planning applications with deadlines before the September meeting, the parish council will call an extraordinary meeting in August.

**TIME AND CLOSE OF MEETING** 9.45pm