



## *Elsenham Parish Council*

### **Minutes of Parish Council Meeting held on 11<sup>th</sup> June 2012**

**Present:** Mr. N Edwards (Chairman) Mr. S Pimblett, Mr. P Johnson, Mr. G Woollvin, Mr. R Franklin, Mr. P Clear, Mrs. F Lambert, Mr. M Pitcher, Mrs. L Johnson.

**Members of the Public:** 8, Cllr E Parr.

**Apologies for Absence:** Mr. P Clear, Mrs. P Lees, Mr. G Jackson, Mr. C Clarke.

**17263      Declarations of Interest; none**

**17264      A presentation by Jan Cole, Community Engagement Officer (Braintree, Colchester and Uttlesford)**

Mrs. J Cole gave a presentation on 'Neighbourhood Planning' 'Parish Plans' and 'Village Design Statements' these are policies that gives the community a say on the future development of the village. Mrs J Cole explained the steps that were needed to produce these plans, some of which would be beyond the control of the community. As this is a new concept the Community Engagement Team would support the community working closely with the local authority planning officers.

The main concern that councillors voiced was the time scale; it takes a minimum of 18 months to complete a Neighbourhood Plan, while there are already housing developments under review.

### **OPEN TO THE PUBLIC.**

**17265**      Mr. J Segar requested that letters sent by the Parish Council have the Clerks address on them.

**17266**      Mr. C Bush asked if the overgrowth on the path from The Croft to DeMandeville Road could be cut back as it was overhanging the pavement and making it difficult for people to pass. The clerk agreed to pass on this

information to County Council, it was suggested that this could be a job for the Essex Rangers.

- 17267** Doctor Mott reported on the inaccuracy of the roads on the 'Key Development Site Map' in the Uttlesford life magazine, giving the impression that Elsenham village had good road connections.  
Doctor Mott also voiced his concerns about the new housing proposal for Elsenham, stating that three large housing sites were too much for a village our size.
- 17268** **Minutes** -The Minutes of the meeting held on 14<sup>th</sup> May 2012, having been circulated, was approved by the Parish Council and signed by the Chairman as a true record.
- 17269** **Playing Field Committee Report;**  
It was proposed by Mr. G Woollvin and seconded by Mr. S Pimblett that the Parish Council accepts the quote from Mr. P Doughty to repair the shed roof at a cost of £200. The funds are to be taken from the 'general village maintenance' account. It was carried unanimously.  
It was proposed by Mr. G Woollvin and seconded by Mr. M Pitcher that £150 is spent on the removal of the plum tree from the fence to the rear of the tennis courts. Funds are to be taken from 'playing fields tree work' account. The vote was carried unanimously.  
It was agreed that as the quote for the repair of the seesaw in the play area was £510 which would use up over 50% of the annual playing field budget, the item would be added to the agenda for the next playing fields committee, for further discussion.
- 17270** **Finance Committee Report;** Mr. M Pitcher proposed that the Parish Council approve the accounts for the financial year ending 31.03.12 Mr. G Woollvin seconded, it was carried unanimously.  
Mr. M Pitcher reported that the Parish Council had an internal audit carried out. The auditor's report stated that appropriate books of accounts had been properly kept throughout the year, the council's financial regulations had been met, payments were all supported by invoices, expenditure was approved and VAT was appropriately accounted for.  
It was agreed to donate £100 to Mrs Jarvis to help re-start the Elsenham Senior Circle, the council suggested that an advert is placed in the village magazine to ascertain the demand for this organisation.  
Elsenham Parish Council needs to appoint an internal auditor for all future audits, it was agreed that this was to be discussed at the next finance committee.
- 17271** **Annual Return** The Chairman Mr. N Edwards signed the Annual Governance Statement in respect of the Annual Return.

- 17272** **Housing Development in Elsenham;** Mr. G Woollvin proposed that as part of its response to the 'Developing Uttlesford's consultation Elsenham Parish Council challenge Uttlesford's new proposed housing development of 400 homes for Elsenham, Mrs. F Lambert seconded it was carried unanimously. Mr. G Garden who held the position of 'Head of Planning' at Essex County Council before he retired, can now add this to his reply that he is composing on behalf of the' Joint Parish Council Steering Group'. At the next Parish Council Meeting a response to the forthcoming public consultation would have to be agreed, councillors that would like to make any comments are to forward them on to the parish clerk, who will collate them for the next meeting.
- 17273** **District/County Councillors Report;** Cllr. E Parr reported that Uttlesford residents will soon start receiving their new conveniently-sized food waste caddies. The caddies will be delivered to homes across the district over a five-week period starting on Monday 11 June. The week after the caddy is delivered; the old brown bin may be collected by UDC.
- 17274** **School Parking;** Mrs. F Lambert reported that the parking outside of the school was still a problem, although the reflective posts on the grass verge had been very effective and had stopped cars parking on the verge, the junction of the B1051 with Hall road still had parking problems, with cars parking along the road. With young children going to and from school this is extremely hazardous. Mrs. F Lambert proposed that the Parish Council write to Mr. C Stoneham at Essex County council asking if double yellow lines could be installed from the last reflective post to no. 1 Henham Road, plus on both corners of Hall Road at the junction with the High Street opposite the Crown Inn. Mr. M Pitcher seconded, the vote was carried unanimously.
- 17275** **Flower Beds & Plaque;** Mrs. Lambert reported that the flower beds were now well established. The flower bed working party held their first meeting, future planting, amounts and cost were discussed. The Tree Warden Mrs Heather Salvidge suggested planting bio-diversity flowers in The Spinney, an area around the playing fields and the cemetery. These areas would then only require cutting once a year, this may make the cemetery look neglected, it is therefore very important to get the views of people with relatives buried in the cemetery before any planting begins. Mrs. Lambert proposed that £68 + VAT is spent on a 'Queen's Diamond Jubilee' plaque to be fitted on the railings of the memorial gardens; Mr. S Pimblett seconded and the vote was carried unanimously. Mrs. F Lambert reported that the council had received lots of positive feedback regarding the flower beds, and the total cost per household was approx. £1.30. It was agreed that Mr. N Edwards and Mrs. F Lambert would write a reply to Mr. G Fulton's supplementary letter.

- 17276** **Right of Way and Open Spaces Committee Report;** At the Elsenham Annual Parish Meeting it had been reported that there was a large hole on the footpath over the railway station leading to Henham village, the 'Right of Way and Open Space' committee, had established that this hole had been made by badgers, the committee are going to write to the local badger organisation to ascertain how to deal with this problem. Out of courtesy the clerk will write to Henham Parish Council to inform them of the situation. The Tree Warden's report was read out and noted.
- Mr. S Pimblett assured the council that footpath 27 has not been forgotten, and the committee are taking action to get this work completed, but due to unfortunate circumstances with Essex County Council's contractors this has taken longer than anticipated.
- 17277** **Allotments Wall;** Mr. P Johnson reported that he held a meeting with Mr. Andy Fuller-Lewis who was representing the Parochial Church Council. The meeting was regarding the wall surrounding the allotments to the north of St. Mary's Church, which requires some urgent repairs. To do the repairs the PCC would require access to the allotments, the council agreed to this unanimously. The land the allotments stand on belongs to the Church. It is not known what arrangements had been agreed between the Parish Council and The Parochial Church Council. The only way to ascertain the nature of any agreement would be to look back through the minutes which are now archived at Chelmsford.
- 17278** **Approve/adjust hand out for village fete;** Mr. R Franklin showed the council the leaflets that are to be handed out at the village fete, it was agreed to add information about the mini tennis courts at the bottom. The clerk was asked to print 150 copies.
- 17279** **Preservative required for village seats;** Mr. R Franklin proposed that up to £50 is spent on wood preservatives to treat the three benches in Elsenham, Mr. G Woollvin seconded, the vote was carried unanimously. The clerk is to write to Mr. Walter Gilbey informing him that the pump in the village was in need of some preservative and the guttering needed cleaning out. Mr. M Pitcher and Mr. R Franklin both volunteered to paint a bench; the clerk is to write to the Women's Institute regarding the third beech, as this had been donated by them.
- 17280** **Clerk's Report;** The developers of 'The Orchards' have suggested naming the new access road 'Orchards Crescent'. The Parish Council agreed that 'Orchard Crescent' would be preferable. It was agreed to renew membership for both the Rural Community Council of Essex, and Volunteer Centre Uttlesford.
- 17281** **Transport;** Mr. J Segar reported that the busses were now keeping to their schedule. Mr. J Segar said he would chase up about the bus shelter which had been vandalised; it had been reported previously by Cllr E Parr.

**17282** **Code of Conduct;** Mr. P Johnson reported there had now been three 'Code of Conduct' templates published, and while no decision could be made until the final drafts were published there were advantages of adopting UDC's code, mainly familiarity and consistency. The council agreed to make the decision once the final draft was published.

**17283** **Pegasus Planning Group;** It was agreed unanimously not to hold a private meeting with 'Pegasus Planning Group' as had been requested by them. The clerk to write to the group informing them of the council decision but stating that they were welcome to come to a Parish Council Meeting which would be open to the public.

#### **CORRESPONDENCE**

**17284** Defra consultation, improvement to the policy and legal framework, public right of way. **Noted**

**17285** North West Essex and East Herts preservation association. **Noted**

**17286** Weekly Email News Digest 14 May. **Noted**

**17287** UDC Walks. **Noted**

**17288** Essex County Council – Big Society Fund. **Noted**

**17289** New Fund NHS West Essex voluntary sector. **Noted**

**17290** Amendments to the Licensing Act2003. **Noted**

**17291** West Essex Street Parties. **Noted**

**17292** Hundred Parishes Constitutional Conference. **Noted**

**17293** Transport and Travel Update May. **Noted**

**17294** Cabinet May Agenda. **Noted**

**17295** Court of appeal/Stansted Airport. **Noted**

**17296** Network event – Green fingers to green bins. Noted

**17297** UDC Jubilee fund now open. **Noted**

**17298** Weekly Email News Digest 21 May. **Noted**

**17299** Planning Committee 30 May 2012. **Noted**

**17300** Weekly Email News Digest 28 May 2012. **Noted**

**17301** South Uttlesford Community Forum. **Noted**

**17302** Marking the links June. **Noted**

**17303** Extraordinary Full Council Meeting 11 June UDC. **Noted**

**17304** Further Electoral review UDC. **Noted**

**17305** Weekly Email News Digest, 6 June 2012. **Noted**

**17306** Jubilee Weekend Celebrations. **Noted**

In accordance with section 1 of the Public Bodies {admissions to meeting} Act 1960. The public and the press were excluded from the remainder of the meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**17307** **The Parish Clerk six monthly review;** Mr. P Johnson proposed that Mrs. L Johnson had successfully completed her six month probation period and that

she now receives the pay increase as per her contract, Mr. S Pimblett seconded, the vote was carried unanimously.

#### **ANY OTHER BUSINESS**

- 17308** Mrs. F Lambert raised her concerns about the fete on Saturday regarding the amount of rainfall in the last few weeks which could result in the playing field being churned up by the vehicles. A lot of money had been spent on the playing field over the last year, and this would be a great shame, Mr. P Johnson agreed with Mrs. F Lambert and said he would talk with Mrs. J Jarvis about the Parish Councils concerns.

The meeting closed at 10.30

Next Meeting; Monday, 2<sup>nd</sup> July 2012 at 8.00pm held in the Memorial Hall.