



## Elsenham Parish Council

### Minutes of Parish Council Meeting held on

**7 November 2016**

<b>Present Elsenham Parish Council (EPC):</b>	Mr. S Pimblett (Chairman SP), Mr. P Clear (PEC), Mr. C Dunn (CD), Mr. R Franklin (RF), Mrs. A Gleeson (AG), Mrs. M Jackson (MJ), Mr. P Johnson (PJ), Mrs. F Lambert (FL) and Mrs. L Johnson (Parish Clerk – LJ).	
<b>Members of the public:</b>	7.	
<b>Apologies for absence</b>	Mr. R Gleeson.	
<b>Minute no.</b>	<b>Item</b>	<b>Actions agreed</b>
<b>19754</b>	<b>Declarations of Interest</b>	None.
	Mr. Sean Harris had been delayed, so his presentation was moved to later in the meeting.	
<b>Meeting opened to public participation</b>		
<b>19755</b>	Members of the public agreed that the Memorial Garden was looking lovely; it was suggested that a flag pole could be erected in the garden.	LJ to look at planning requirements and the cost involved.
<b>19756</b>	It was hoped the Elsenham cricket pavilion which had recently been destroyed by fire, would be rebuilt as soon as possible.	
<b>19757</b>	The 3 major housing development sites in UDC's new Local Plan, have not been allocated to Elsenham.	
<b>Meeting closed to public participation</b>		
<b>19758</b>	<b>Actions from previous minutes</b> Letter to Petrina Lees – sent. Letter regarding the level crossing – sent.	Noted. Noted.

	Letter objecting to cap the Parish Sector – sent. Response to the Local Plan Residential Allocations – sent. Letter regarding overhanging hedge – sent.	Noted. Noted.  Noted, due to be cut back in the next few days.
<b>19759</b>	<b>Minutes</b> Council considered the minutes of the meeting held on 3 October 2016.	Approved by EPC, signed by Chairman as a true and accurate record.
<b>19760</b>	<b>County and District Councillors’ reports</b> None of the Councillors were present at the meeting.	
<b>19761</b>	<b>Planning Committee</b>	
<b>I</b>	<b>UTT/16/2850/HHF</b> – single storey side extension. 24 Mill Close, Elsenham.	No Comment.
<b>II</b>	<b>UTT/16/2844/AV</b> Retention of the erection of a temporary sign. Land north of The Gables, Stansted Road, Elsenham.	No Comment.
	<b><u>Decisions Made by Uttlesford District Council</u></b>	
<b>III</b>	<b>UTT/ 16/2257/FUL</b> Installation of plastic mesh to part of churchyard to provide stability for car parking. St. Mary’s Church, Church Lane, Elsenham.	Approved.
<b>VI</b>	<b>UTT/16/2556/LB</b> Replacement and repair work to the internal render and walls in the front living room, dining room and first bedroom. Hollyhocks, Patmore End, Elsenham.	Approved.
<b>V</b>	<b>UTT/16/2239/FUL</b> Variation of condition 3 of UTT/14/3279/DFO The development hereby permitted shall be constructed entirely of the materials details of which are shown on the plan BH056-PL-05 rev 1 and as shown on the schedule of materials unless otherwise agreed in writing by the Local Planning Authority. Land North of Stansted Road, Elsenham.	Withdrawn.
<b>19762</b>	A short presentation was given by Mr Sean Harris, Land Planning and Development manager from Beechwood Property Development. The presentation was on the development site which was the former nurseries in Elsenham, this application has outline approval for 40 new dwellings. Beechwood are a small to medium sized company who are currently working in partnership with B3 Living; who are an established affordable housing provider. This development would only be accommodating two	

	<p>bungalows; which is UDC's minimum requirement of 2%. Councillors and members of the public agreed that Elsenham needed more bungalows rather than any more 3 and 4 bedroom houses.</p>	
<b>19763</b>	<p><b>Housing Developments in Elsenham – Mr. P Johnson</b>  A response from Nigel Brown (UDC Planning), regarding EPC adopting the open spaces and the sustainable urban drainage system (SUDS) from 'David Wilson Homes' and 'Crest Nicholson' development sites, has now been received. In the letter Nigel Brown expresses his concerns about EPC adopting the SUDS, he states that this would go beyond the possible expertise of EPC and would be a great responsibility and cost.  Therefore when the developers propose the transfer of the land, EPC may wish to refuse.</p>	
<b>19764</b>	<p><b>Playing Field Committee</b>  A meeting was held on 27 October 2016. The three main items discussed were, the RoSPA report; there are three pieces of play equipment that are in need of repair. The budget for 2017/18, has now been sent to the Finance Committee for consideration.  The Playing Field committee has now composed a booking form for the hiring of the recreation ground.</p>	LJ to arrange.
<b>19765</b>	<p><b>Rights of Way and Open Spaces Committee</b>  Tree Warden's report.</p> <p><b>Proposal</b>, EPC spend up to £600 to fell and remove the poplar tree on De Mandeville Green.</p> <p>The footpath through the Spinney has now been completed by 'The David Wilson Homes Development'. A letter of thanks has been sent by EROWAOS, it was also agreed to send one from EPC. The developer had also agreed to supply some hard core to repair some pot holes on footpath 28.  The no-cut zone on The Spinney has now been given its late-summer cut by members of the committee.</p>	<p>Noted.</p> <p>PJ proposed, AJ seconded, the vote was carried unanimously.</p> <p>LJ to write a thank you letter.</p>
<b>19766</b>	<p><b>The Pump House</b>  RF collated all the information regarding statutory declaration. Mr. Gordon Barker has completed one form which has been witnessed by a J.P. Two statutory declaration forms, instructions and advice on how it should be completed, a copy of Mr. Barker's form and photographs of the Pump House, have now been sent to</p>	

	Mr. Walter Gilbey. EPC are now waiting for the completed form to be returned so it can proceed with the transfer of the Pump House.																												
<b>19767</b>	<p><b>Finance Committee</b> The following cheques and payments required for approval.</p> <p>FL asked for an explanation on a payment of £20.</p>	<p>All the following cheques and payments were approved for signing.</p> <p>LJ to clarify</p>																											
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<b>19768</b>	<p>A summary of receipts and payments.</p> <p><b>Proposal</b>, EPC employs A &amp; J Lighting Solutions to carry out an inspection/survey on all EPC's street lights at £19.49 per light. (EPC currently own 18 lights in the village). With a view to forming an annual contract.</p> <p><b>Forthcoming 3-Year Grass Cutting Contract – Expression of Interest</b> In advance of issuing the tender documents, it is proposed that a letter be sent to potential tenderers, requesting whether or not they are interested in tendering for the grass cutting contract.</p>	<p>Noted.</p> <p>MJ proposed, PJ seconded, the vote was carried unanimously.</p> <p>AG proposed, RF seconded, the vote was carried unanimously. PJ to write the letter and send to LJ for distributing.</p>																											
<b>19769</b>	<p><b>Clerk's report</b> <b>Proposal</b>, EPC give £20 to cover the cost of the wreath plus a £80 donation.</p> <p><b>Proposal</b>, EPC renew their membership for 'Campaign to Protect Rural England' at an annual fee of £75.</p> <p><b>Proposal</b>, EPC give permission for the village fete to be held on Saturday 10 June 2017.</p> <p>Currently three plots in the allotment gardens are in need of clearing before handing over to the next plot holders.</p>	<p>MJ proposed, RF seconded, the vote was carried unanimously.</p> <p>CD proposed, AG seconded, the vote was carried unanimously.</p> <p>LJ to send out a booking form.</p> <p>LJ to obtain quotes.</p>																											

<b>19770</b>	<p><b>Flowerbed Committee – Mrs. M Jackson</b>  Minutes of the meeting held on 14 October 2016.  Minutes of the meeting held on 27 October 2016.  MJ thanked all the Councillors and members of the public that had helped with the work in The Memorial Garden.  MJ especially thanked Mrs. Lyn Clarke who had ended up almost redesigning the garden.  The garden was now looking lovely but the Committee had over spent on their budget, and requested further funding.  PJ was concerned about the lack of a paper trail. On reading the minutes from the two latest Flowerbed Committee meetings, there had been no scope of work, no contract or number of hours agreed. Councillors should always remember that they are spending public money, Standing Order and Financial Regulations procedures must be adhered to at all times.</p> <p><b>Proposal</b>, EPC transfer £1,000 from reserve to the Flowerbed Committee budget to enable the work to continue in The Memorial Garden.</p>	<p>Noted.  Noted.</p> <p>The Flowerbed Committee are to hold a meeting to discuss the budget for the rest of the financial year 2016/17.</p> <p>CD proposed, PC seconded, the vote was carried.</p>
<b>19771</b>	<p><b>Gate Sticks</b>  EPC now have six gate sticks to distribute to any resident who has a need for one.</p>	LJ to store until required.
<b>19772</b>	<p><b>Parking at One Stop – Mrs. F Lambert</b>  The reply from Essex Highways regarding the parking on the pavement by ‘One Stop’ had reported that there wasn’t anything they could do, and it was in fact a police matter.</p>	FL to contact the police.
<b>19773</b>	<p><b>Transport.</b>  RF had attended a parish transport meeting on 21 October 2016. The consultation has now closed and the results are being analyzed. Comments were invited at the meeting; RF stated that if the 7/7a bus services are reduced this would impact access to the hospital in the mornings.</p>	
<b>Correspondence Received</b>		
<b>19774</b>	EALC E Bulletin 30 September 2016	Noted
<b>19775</b>	EALC Training Bulletin 30 September 2016	Noted
<b>19776</b>	Making the Link, October 2016	Noted
<b>19777</b>	EALC E Bulletin 7 October 2016	Noted
<b>19778</b>	SSE drop in sessions	Noted
<b>19779</b>	Planning Committee 19 October 2016 documents available	Noted
<b>19780</b>	Council Matters Autumn 2016	Noted

<b>19781</b>	Uttlesford Strategic Partnership Living Well Event	Noted
<b>19782</b>	EALC Training E Bulletin 14 October 2016	Noted
<b>19783</b>	EALC E Bulletin 17 October 2016	Noted
<b>19784</b>	Local Plan Statement	Noted
<b>19785</b>	Free trees	Noted
<b>19786</b>	Police Report 23 October 2016	Noted
<b>19787</b>	EALC E Bulletin 24 October 2016	Noted
<b>19788</b>	SSE	Noted
<b>19789</b>	EALC E Bulletin 28 October 2016	Noted
<b>19790</b>	Police Report 31 October 2016	Noted
<b>Meeting opened to public participation</b>		
<b>19791</b>	Robin Hood Road is becoming very dangerous with the amount of leaves covering the road.	LJ to report to ECC.
<b>19792</b>	After the Remembrance Service on Saturday 12 November 2016, a bench dedicated to John and Lyn Segar is to be unveiled next to the Memorial Hall.	
<b>19793</b>	A case has been opened by the enforcement officer at UDC on David Wilson Homes development, as work has begun on the triangular piece of land, which has not yet been given planning permission.	LJ to ask UDC how this case is proceeding.
<b>Meeting closed to public participation</b>		
<b>Items to go on next agenda</b> (at Chairman's discretion, no decisions can lawfully be made under this item).		
<b>19794</b>	The Chapel. The village sign.	LJ to add items to next meeting's agenda.
<b>Meeting closed at 10.05pm, the next Parish Council Meeting will be held on 5 December 2016, 8.00pm in the Memorial Hall</b>		