



## Elsenham Parish Council

### Minutes of Parish Council Meeting held on 2 December 2019 at 8pm, in the Memorial Hall

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| <b>Present<br/>Elsenham<br/>Parish<br/>Council<br/>(EPC)</b> | Dr. G Mott (Chairman GM), Mr. P Clear (PEC), Mr. R Franklin (RF), Mr. P Johnson (PJ), Mrs. F Lambert (FL), Mr. J Minor (JM), Mr. P Snow (PS), Mrs. A Warwick (AW) and Mrs. L Johnson (Parish Clerk – LJ).  |  |
| <b>Public</b>  | 6, plus Essex County Cllr. R Gooding (RG).   |  |
| <b>Apologies<br/>for absence</b>                             | Mrs. E Chong (EC), Mrs. M Jackson (MJ), Ms. J Rayment (JR), District Cllr. G LeCount (GL) and District Cllr. P Lees (PL).  |  |
| <b>Minute no.</b>  | <b>Item</b>  | <b>Actions agreed</b>  |
| <b>20798</b>   | <b>Declarations of Interest;</b>   | None   |
| <b>Meeting opened to public participation</b>                |  |  |
| <b>20799</b>   | Mr. Allan Hathaway asked why ‘No Parking’ cones had been placed along part of Robin Hood Road. FL said it was for installing four-way traffic lights, so that Highways could widen the footpath.   |  |
| <b>20800</b>   | Highways are carrying out preparation work on local roads over the next week. The potholes on Lower Street, Chapel Hill, High Lane, Grove Hill in Stansted, and Stansted Road and Station Road in Elsenham will be repaired ready for the top surface dressing to be completed in spring 2020. The roads will be closed during the duration of the work. |  |
| <b>20801</b>   | Some residents are still parking on the grass verge by Gilbey Cottages. The verge belongs to Highways, and unless the cars are causing an obstruction the police have no authority to ask them to move, only Highways have the power to order people to stop parking on their land.  | LJ to contact Highways to ask if there are bylaws on parking on Highways land. |
| <b>20802</b>   | A retrospective planning application for the erection of a fence in Leigh Drive, has been refused by UDC. The  | FL to monitor.   |

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|   | fence has still not been removed; this has been reported to Enforcements at UDC.   |   |
| <b>Meeting closed to public participation</b> |  |   |
| <b>20803</b>                                  | <p><b>Actions from previous minutes.</b></p> <p>The trip hazard on the new cycleway – GL to raise with Rissa Long on 7 November 2019. GL was absent from the meeting.</p> <p>RG to chase why the cycleway is unfinished. Minute 20182.</p> <p>The gate at Leigh-Way. Minute 20808.</p> <p>Safety surface in the children’s play area. Minute 20808.</p> <p>Footpath at the bottom of Mill Lane. Minute 20809.</p> <p>The stile on Robin Hood Road. Minute 20809.</p> <p>The footpath on Station Road. Minute 20811.</p>  |   |
| <b>20804</b>                                  | <p><b>Minutes</b></p> <p>Council considered the minutes of the meeting held 4 November 2019.</p>   | Approved by EPC, signed by Chairman as a true and accurate record.                |
| <b>20805</b>                                  | <p><b>District Councillors’ report</b></p> <p>No District Councillors were present.</p>  |   |
| <b>20806</b>                                  | <p><b>Planning Committee</b></p> <p>Minutes of the meeting held on 25 November 2019.</p> <p><b>UTT/19/2427/HHF</b> Single storey side extension 3 De Mandeville Road, Elsenham, CM22 6LR.</p> <p><b>UTT/19/2271/FUL</b> Section 73A Retrospective application for change of use of land for the keeping of horses and proposed erection of stables. Brook House Fullers End, Tye Green Road, Elsenham, CM22 6EA.</p> <p><b>UTT/19/2158/HHF</b> Proposed two storey side and rear extension, single storey rear extension and front porch. 5 Stansted Road, Elsenham CM22 6LJ.</p> <p><b>UTT/19/0437/OP</b> Outline application for the erection of up to 40 dwellings with all matters reserved except for access. Land South of Rush Lane, Elsenham.</p> <p><b>UTT/19/0462/FUL</b> - Bovis Homes, West of Hall Road. Full planning application comprising a residential development for 130 dwellings (including affordable housing); the provision of open space; play areas; car parking; new pedestrian linkages; landscaping and ancillary works, with access off Hall Road, and the change of use of 0.371ha of agricultural land for educational use.</p> | <p>Noted.</p> <p>Approved.</p> <p>Approved.</p> <p>Approved.</p> <p>Approved.</p> |
| <b>20807</b>                                  | <b>Housing Development in Elsenham</b>   |   |

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|              | <p>The deadline for submitting representations for the Bedwell Road planning application, has now passed. Elsenham, Ugley and Henham Parish Councils jointly commissioned Geoff Gardner and Bruce Bamber to write a response, which has now been submitted to UDC. EPC had also submitted supplementary objections.</p> <p>The deadline for submitting representations for the planning application, Land West of Isabel Drive, is 14 December 2019. A response to this application by Geoff Gardner and Bruce Bamber is being commissioned by EPC. EPC will possibly submit further supplementary objections. It is important that residents object to this application, as this proposal is completely in Elsenham, so there will be no objections from Henham or Ugley Parish Councils.</p> |   |
| <b>20808</b> | <p><b>Playing Field Committee</b><br/> <b>Proposal</b>, EPC spend £258 on parts for the gate at Leigh-Way plus £95 to install.</p> <p><b>Proposal</b>, EPC spend £695 to realign kerbs, fill gaps on surfacing and repair high section of surfacing at play area.</p> <p>PEC and FL attended a Smart Gym session hosted by Saffron Walden Town Council. The Town Council employed the Great Outdoor Gym Company to install an outdoor gym for use by residents of all ages and abilities. PEC was very impressed by the robust equipment.</p>  | <p>PEC proposed, FL seconded, the vote was carried unanimously.</p> <p>PEC proposed, RF seconded, the vote was carried unanimously.</p> <p>Playing Field Committee to carry out further research.</p> |
| <b>20809</b> | <p><b>Rights of Way and Open Spaces Committee</b><br/> The Tree Warden reported that after several years of trying to get it removed, the dead hawthorn by the corner of Station Road and New Road has finally been cut down.</p> <p>The footpath at the bottom of Mill Lane has been cleared and the low bough cut off.</p> <p>A letter has been sent to Mr. Holmes regarding the dangerous condition of the stile on his land. Mr. Holmes has replied saying he would be grateful if EPC would remove the stile, but needed to confirm first, that his daughter no longer intends keeping horses in the field.</p> <p>The Boxing Day walk will start in the top car park of the playing fields at 11am and finish at 1pm at the Crown public house.</p>                                      |   |

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| <b>20810</b> | <b>Finance Committee</b><br>The following cheques and payments required for approval.  |                     |           | All cheques and payments approved for signing.   |
|              | BACS   | British Legion      | £118.00   |  |
|              | BACS   | A&J Lighting        | £246.84   |  |
|              | BACS x 3   | Wages               | £2,287.45 |  |
|              | 100325   | Home Start Essex    | £50.00    |  |
|              | 100326   | S Camp              | £170.00   |  |
|              | 100324   | Options Hair Salon  | £200.00   |  |
|              | BACS   | G Mott              | £7.65     |  |
|              | BACS   | EALC                | £108.00   |  |
|              | BACS   | EALC                | £108.00   |  |
|              | BACS   | L Johnson           | £27.56    |  |
|              | BACS   | D Lucas             | £10.00    |  |
|              | BACS   | Belton's Gardening  | £183.33   |  |
|              | BACS   | M Burke Landscaping | £201.50   |  |
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|              | <p>A summary of receipts and payments.<br/>Minutes of the meeting held on 13 November 2019.</p> <p>The Finance Committee is waiting for UDC to send the calculations for working out the precept percentage, before proposing a final figure to Full Council.</p> <p><b>Proposal</b>, EPC purchase Christmas gifts for the three members of staff, up to the value of £50 each.</p>  |                     |           | <p>Noted.<br/>Noted.</p> <p>PJ proposed, FL seconded, the vote was carried unanimously.<br/>PJ to liaise with LJ.</p>                                      |
| <b>20811</b> | <p><b>Clerk's Report</b><br/>EC is resigning from EPC as from 3 December 2019.<br/>EPC will start to advertise the vacancy in January 2020.</p> <p>BT will only allow EPC to adopt the telephone kiosk by Gilbey Cottages if it is used to house a defibrillator. In light of this information it was agreed to rescind the proposal to adopt the kiosk, allowing BT to remove it.</p> <p>A special covenant was issued to a resident in Tye Green, which allowed access to their property over EPC's land. This land now floods, and water is running into the resident's garage. The resident would like EPC to resolve the problem.</p> <p>The dangerous state of Station Road footpath has been reported to Highways. There are many potholes, gravel is spilling onto the pavement from a privately-owned car park, plus there isn't any street lighting. Highways have responded saying, the enquiry regarding the potholes does not currently meet their priorities for immediate</p> |                     |           | <p>LJ to inform UDC.<br/>LJ to liaise with AW.</p> <p>LJ to inform BT.<br/>.</p> <p>LJ to contact Nockolds Solicitors to clarify EPC responsibilities.</p> |

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|                     | <p>action. However, Highways are gathering further information regarding the gravel spilling onto the pavement before making a decision.</p> <p><b>RG entered the meeting</b></p> <p>All the Parish Council meetings in 2020 will be held on the first Monday of each month. Even the meeting held in May, as the May bank holiday is to be held on Friday 8 May, to coincide with the 75<sup>th</sup> anniversary of VE day. The Annual Parish Meeting is to be held on Thursday 23 April 2020.</p> <p>A request has been made from a resident to move the litter bin at Broom Farm further back, as it restricts the sightline of drivers pulling out.</p>   | <p>Councillors to assess the position. LJ to add to January's agenda.</p> |
| <p><b>20812</b></p> | <p><b>Essex County Councillor Report</b></p> <p>RG reported that starting on 3 December 2019 the potholes in the roads between Lower Street, Stansted and Station Road, Elsenham, will be prepared in preparation for a top surface to be laid in Spring 2020. While the work is being carried out the roads will be closed.</p> <p>RG is still trying to arrange with Network Rail and Highways for the drainage work to be carried out on the bridge in the High Street, plus the drainage work in Station Road to stop the flooding. RG stated that all the work would be carried out simultaneously</p> <p>The completion of the cycleway on the corner of Robin Hood Road is the responsibility of the developer, Crest Nicholson, Highways have no control over it. It is up to UDC to enforce it and Highways to sign it off once completed.</p> <p>JM said he had spoken to the workmen who had informed him that they were waiting for UK power to move the streetlight, this is due to be done the first week of December 2019.</p> <p>RG was extremely proud that Essex Youth Service had been nominated for five 'Children and Young People Now National Awards'. Essex Youth Offending Team came first, receiving a 'Highly Commended'.</p> <p>Allan Hathaway said he still had a leaflet dated August 2017 from Highways, asking him not to park his car on Robin Hood Road to allow Highways to complete the top surfacing, which has still not been carried out.</p> |   |

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|              | <p>RG asked for the leaflet so he could investigate the matter.</p> <p>JM said Stansted Road still needed a work-person with a shovel to push back all the vegetation that was encroaching on to the footpath, plus all the drains needed clearing. RG said he was having a meeting with Rissa Long on 6 December 2019 and would ask for the Highway Rangers to carry out the work.</p>                         |   |
| <b>20813</b> | <p><b>Flowerbed Committee</b><br/>There was nothing to report on flowerbeds.</p>  |   |
| <b>20814</b> | <p><b>Transport</b><br/>As Hall Road has re-opened, Trusty Bus can now start procedures to re-instate the original timetable, which was used before the road was closed. However, this can take up to 90 days.</p>  |   |
| <b>20815</b> | <p><b>Communication Committee</b><br/>All the old minutes dating back to 2012, are now accessible on the EPC website. There are three pages on planning, awaiting decisions with deadlines, decisions made by UDC and multiple housing developments. In the last 30 days the website had received 800 unique visitors, with many of them returning multiple times as the total number of visits was 22,741.</p> |   |
| <b>20816</b> | <p><b>PCSO</b><br/><b>Proposal</b>, EPC agree in principle to sign the ‘PCSO Service Level Agreement’ with UDC.</p> <p>As UDC have not sent the Service Level Agreement, it was decided not to proceed with this proposal until EPC had read the documentation and understand their obligations.</p>  |   |
| <b>20817</b> | <p><b>Revised Standing Orders</b><br/><b>Proposal</b>, EPC adopted the NALC updated Standing Orders.<br/>PJ to produce a finished copy to be adopted at January’s Parish Council meeting.</p>   |   |
| <b>20818</b> | <p><b>Allotment Policy</b><br/><b>Proposal</b>, EPC adopt the Allotment Gardens Management and Policy Procedures.</p> <p><b>Proposal</b>, EPC adopt the Allotment Gardens condition of use and Tenancy agreement.</p> <p>PJ explained that a draft policy for the keeping of bees on allotments had been drawn up, this would be presented to EPC for adoption, if it was ever required.</p>                    | <p>PJ proposed, PEC seconded, the vote was carried unanimously.</p> <p>PJ proposed, PEC seconded, the vote was carried unanimously.</p> |

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|   | <b>Proposal</b> , EPC write to the Parochial Church Council (PCC) to ask for permission to install a path leading up to St. Mary's Church allotments.<br>If the PCC agreed, quotes will be obtained. | PJ proposed, JM seconded, the vote was carried unanimously. |
| <b>Correspondence Received</b>  |  |   |
| <b>20819</b>  | Special Edition of County Updates  |   |
| <b>20820</b>  | Police Bulletin, week commencing 28 October 2019   |   |
| <b>20821</b>  | Invitation from Saffron Walden Town Council, Smart Gym   |   |
| <b>20822</b>  | EALC E Bulletin, week commencing 28 October 2019   |   |
| <b>20823</b>  | Partnership document for the week 27 October to 2 November 2019  |   |
| <b>20824</b>  | EALC Police Bulletin, week commencing 4 November 2019  |   |
| <b>20825</b>  | EALC E Bulletin, week commencing 4 November 2019   |   |
| <b>20826</b>  | Partnership Document, 11 November 2019   |   |
| <b>20827</b>  | Thank-you letter from Air Ambulance  |   |
| <b>20828</b>  | Highways Highlights, October 2019  |   |
| <b>20829</b>  | SSE press release, 14 November 2019  |   |
| <b>20830</b>  | County updates, October 2019   |   |
| <b>20831</b>  | Partnership document, 10 – 16 November 2019  |   |
| <b>20832</b>  | Thank-you letter from Uttlesford Community Travel  |   |
| <b>20833</b>  | General Election information   |   |
| <b>20834</b>  | Police Bulletin, commencing 20 November 2019   |   |
| <b>20835</b>  | EALC E Bulletin week commencing 18 November 2019   |   |
| <b>20836</b>  | Partnership Documents 17-23 November 2019  |   |
| <b>20837</b>  | Festive car parking  |   |
| <b>Meeting opened to public participation</b>   |  |   |
| <b>20838</b>  | It was not known what routes the buses would take when the roads were closed for the preparation of the road re-surfacing.   |   |
| <b>20839</b>  | The stile at Fullers End is privately owned, but the Right of Way Committee had kindly agreed to remove it, if the owner gives permission.   |   |
| <b>Meeting closed to public participation</b>   |  |   |
| <b>Items to go on next agenda<br/>(at Chairman's discretion, no decisions can lawfully be made under this item).</b>  |  |   |
| <b>20840</b>  | Standing orders.<br>Litter bin on the junction of Broom Farm.  | LJ to add items to next meeting's agenda.                   |
| GM wished everyone a Merry Christmas and a Happy New Year.  |  |   |
| In accordance with section 1 of the Public Bodies (admissions to meeting) Act 1960, the public and press will be 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 |  |   |
| <b>20841</b>  | <b>Work in the Spinney</b><br><b>Proposal</b> , EPC employ Uppercut Trees to carry out the work in the Spinney for £1200.  | GM proposed, JM seconded, the vote was carried unanimously. |

**Meeting closed at 9.45pm the next Parish Council Meeting will be held on 7 January 2020 at 8.00pm in the Memorial Hall**