



Elsenham Parish Council

Minutes of Parish Council Virtual Meeting held at 8.00pm on 3 August 2020

Members of Elsenham Parish Council (EPC):	Dr. G Mott (Chairman GM), Mrs. M Jackson (Vice Chairman MJ), Mr. P Clear (PEC), Mr. R Franklin (RF), Mr. P Johnson (PJ), Mrs. F Lambert (FL), Mr. J Minor (JM), Ms. J Rayment (JR), Mrs. A Warwick (AW) and Mrs. L Johnson (Parish Clerk – LJ).	
Public:	4 plus District Cllr. P Lees (PL) and District Cllr. G LeCount (GL).	
Apologies for absence	County Cllr. R Gooding (RG).	
Minute no.	Item	Actions agreed
21190	Declarations of Interest;	None
Open to the public		
21191	RF informed members that since the last Parish Council meeting a former Parish Councillor, Cecil Harold Ludar-Smith, had sadly died. Cecil Ludar-Smith took office in June 1979 and was an active member of the Parish Council for many years, he also held the position of village postmaster.	
21192	The Pump House in the High Street was now looking much neater after its recent strim.	
21193	A resident asked why the Parish Council would have to pay to have the litter bins emptied in the play areas on David Wilson Homes site. It was explained that these play areas were in the process of being transferred over to EPC. It would then be EPC's responsibility to empty the bins and pick up the litter. EPC would be receiving approximately £130,000 for the maintenance of these areas. This money would be kept in a separate budget and only used for the maintenance of these play areas which would include litter picking and empty of the bins.	An extra bin to house the litter bags may be needed in the top car park of the playing field.

21194	<p>The planning system is to be reformed. The Housing Minister Robert Jenrick said that a lot of the planning red tape is going to be bypassed and the message is to build as much as they can when they can.</p> <p>This has caused concern over the Rush Lane development. GM said the Rush Lane appeal is on 6 August and it would be heard under the provisions that apply at present, disregarding anything that the Housing Minister has said over the last three days.</p>	
21195	<p>Work has begun at the property 'Crossways' in Station Road; concerns were raised about the ditch on the property.</p> <p>GM said that the developers had installed a culvert into the ditch which had been approved by Mr. Glenn Shaw, Watercourse Regulator Engineer at Essex County Council (ECC). Glenn Shaw is also looking at the issue of the ditch that runs at the back of Station Road; he will be writing to all the residents with riparian responsibilities to arrange a meeting.</p>	
21196	<p>More concerns were raised regarding the ditch in Station Road and the flood risk it may cause.</p> <p>EPC cannot give any reassurances; it is currently being dealt with by Mr. Glenn Shaw of ECC.</p>	LJ to chase the documents of the playing field land transfer from Nockolds.
Closed to the public		
21197	<p>Actions from previous minutes.</p> <p>Fence in Leigh Drive – UDC Enforcement have been notified.</p> <p>Enforcement at UDC are still not making site visits, another letter has been sent by UDC asking the resident to comply with the removal of the fence.</p> <p>JM said that UDC Enforcement should be investigating the building at Little Glebe.</p> <p>AW declared an interest as this is her neighboring property.</p> <p>GM said that the owners had got permission for all the building work.</p>	
21198	<p>Minutes</p> <p>Council to consider the minutes of the meeting held on 6 July 2020</p>	The minutes were approved by EPC, as a true and accurate record. To be signed at a later date.
21199	<p>District Councillors' report</p> <p>The Community Hub is still on going, although it has now moved into recovery stage, only two people from Elsenham asked for support, which reflects on the help that Elsenham residents were giving to the village.</p> <p>Stansted Airport planning application has gone to appeal, UDC have five weeks to respond. The appeal will probably take place in 2021.</p>	

	<p>Isabel Drive planning application has gone to appeal for non-determination by UDC. UDC Planning Department are going to defend a refusal.</p> <p>The loss of rent from Council owned houses during the lockdown was £58,000. UDC still have a financial short fall of £3.5 million.</p> <p>There is a new white paper from the Government due in September 2020 about devolution, linking District Councils together. There could be between 36 – 50 elected mayors that would have executive powers, so District Councils could look quite different in the future.</p> <p>The first meeting for the Local Plan was held. The Terms of Reference and time scale were approved, all Parish Councils should be receiving an update. GM expressed concern that some of documents presented at the recent meeting give the date for the new Local Plan as 2020 to 2040, in which case all the large amount of new housing in Elsenham between 2012 and 2020 would not be taken into account. PL replied that nothing is on the table and nothing is off the table.</p>	
21200	<p>Planning Committee Minutes of the meeting held on 20 July 2020.</p> <p>EPC are waiting for Nockolds Solicitors to finalise the deeds for the transfer of the play areas on the David Wilson Homes development. As EPC are currently holding virtual meetings, the deeds will not be able to be signed at a meeting.</p> <p>Proposal, When the deeds are finalised, the Parish Clerk will circulate them to all Councillors, if there are no objections, EPC give permission for Cllr. Mott, Cllr. Johnson and the Parish Clerk to sign the deeds on behalf of Elsenham Parish Council.</p> <p>Decision made by UDC UTT/20/0953/HHF Demolition of pergola and construction of a single rear extension. Access to the rear of the property relocated to the south-west boundary. 16 De Mandeville Road, Elsenham, CM22 6LR.</p>	<p>Noted.</p> <p>GM proposed, MJ seconded, the vote was carried unanimously.</p> <p>Refused.</p>
21201	<p>New Community Hall Working Group Minutes of the meeting held on 10 July 2020. Minutes of the meeting with Wilby & Burnett held on 16 July 2020.</p> <p>Proposal, EPC agree for the Planning Committee to spend up to £3,000 on investigative work on the new community hall.</p>	<p>Noted. Noted.</p> <p>GM proposed, JM seconded, the vote was carried unanimously.</p>

	Further quotes will be obtained. There are still a lot of decisions to be made and this project is in the early stages, nothing has yet been finalised.	
21202	<p>Housing Development in Elsenham</p> <p>Proposal, EPC take responsibility for emptying the litter bins in the David Wilson Homes play areas before it is transferred over to the Parish Council at a cost of £75 per month.</p>	<p>GM proposed, MJ seconded the vote was carried unanimously.</p> <p>The Playing Field Committee will vote at their next meeting whether to take responsibility for the DWH play areas.</p>
21203	<p>Playing Field Committee</p> <p>Minutes of the meeting held on 17 July 2020.</p> <p>The white lines in the top car park and the low rail in the bottom car park have both been completed. The surface in the play area is still ongoing.</p> <p>The Playing Field Committee will think again about the material to be used for the path in the Children’s play area.</p> <p>Proposal Harvey Cockrem is given permission to use the playing field to run a ‘Football School’ for children at a cost of £25 per week.</p> <p>RF asked that LJ look at the CCTV to find out who was responsible for illegally removing the lock to the children’s play area, when it was closed to the public due to Covid-19.</p> <p>RF said that some residents are not following the rules of the play area, and to help stop EPC becoming responsible for the spread of Covid-19 in the play area could a notice be placed in the play area saying this area is being observed by CCTV.</p> <p>MJ said that she did not think the CCTV was to stop the spread of Covid-19 and did not think it should be used for that reason.</p>	<p>Noted.</p> <p>PEC proposed, JM seconded, the vote was carried unanimously.</p> <p>To be added to the next Playing Field Committee agenda.</p>
21204	<p>Rights of Way and Open Spaces Committee</p> <p>Tree Wardens report.</p> <p>There had been a misunderstanding regarding the area which EROWOS thought was being suggested they take responsibility for, it is not to the west of the coppice but it is the area to the north of the car park under the trees.</p>	<p>Noted.</p> <p>GM to notify EROWOS.</p>
21205	<p>Finance Committee</p>	<p>All payments approved for signing.</p>

	The following cheques and payments required for approval.			
	BACS	M Burke Landscaping	£300.00	
	BACS	Garson's Group Ltd	£540.00	
	BACS x 3	Wages	£2,316.31	
	BACS	Belton's Garden Maintenance	£208.40	
	BACS	M Burke Landscaping	£660.00	
	BACS	M Burke Landscaping	£201.50	
	BACS	Belton's Gardening	£191.66	
	BACS	Louise Johnson	£38.72	
	BACS	David Lucas	£10.00	
	BACS	Business Signs	£237.36	
	BACS	M Buke Landscaping	£30.00	
	BACS	M Buke Landscaping	£180.00	
	BACS	HP Instant Ink	£17.99	
21206	A summary of receipts and payment			Noted.
21207	<p>Clerk's Report Report Circulated Allotments at St. Mary's Church. Proposal, EPC spend up to £100 to clear 2 allotment plots. The proposal was not proposed due to both tenants agreeing to cultivate their respective plots.</p> <p>It was agreed to advertise two vacancies on the Parish Council in the Elsenham News, notice boards and social media, closing date being 10 September 2020.</p> <p>Proposal EPC give £100 donation to Citizens Advice East Herts.</p> <p>Proposal, EPC spend up to £300 to remove the vegetation and undergrowth on De Mandeville Green. The Parish Clerk is to start placing the agendas on the village notice boards again.</p>			<p>PEC proposed, MJ seconded, the vote was carried unanimously.</p> <p>PEC proposed, MJ seconded, the vote was carried unanimously.</p>
21208	Flowerbed Committee Minutes of the meeting held on 7 July 2020.			Noted.
21209	Transport RF said that he was sorry that Peter Snow had left EPC his expertise on transport had been an asset to the Parish Council.			
21210	Communication Committee The winner of the 'Lock Down in Elsenham' photo competition had been chosen, with two runners up.			
21211	Vacancies on Committee and Working Groups			

	<p>Playing Field Committee. To continue with just 4 members at present.</p> <p>CCTV Working Group. FL is to join the CCTV Working Group.</p> <p>Allotments Working Group. RF to join the Allotment Working Group</p> <p>Chapel Working Group. To continue with 3 members at present.</p> <p>Inter-Parish Liaison Group. More information is required as to whether it is necessary to have a representation from EPC. This group is run by Stansted PC and recently only seem to concentrate on Stansted issues.</p>	LJ to ask the Stansted Parish Clerk.
21212	<p>Information requests This document gives EPC the opportunity to charge members of the public if they request take up a lot of the Parish Clerk's time or for any cost of materials. Proposal, EPC adopt the document 'Request for Information'</p>	PJ proposed, JR seconded, the vote was carried unanimously.
21213	<p>Weed Spraying The following proposal was referred until next month's meeting due to time restraints. Proposal, EPC reassess the use of weed killer being used in the village. No geo phosphate to be used and other chemicals to be kept to a minimum. Weed killer should be completely excluded from certain areas.</p>	LJ to add to next month's agenda.
21214	<p>Setting up a charity The idea of EPC setting up a charity with the Parish Council acting as a trustee was discussed at length. The main reason for doing this is that many grants for funding are only given to charities. However, to be accepted by the Charity Commission, EPC would have to have clear objectives, with management committees and trustees for the ongoing maintenance of that charity. A Charitable Incorporated Organisation (CIO) would be the best option, otherwise all the trustees would be held personally liable for the charities. It was likely that the new Community Hall would be run as charity in the future. Proposal, EPC set up a small working group to carry out further research on setting up a charity.</p> <p>Proposal, members of the working group to be AW, PEC and Allan Hathaway.</p>	<p>PEC proposed, AW seconded, the vote was carried unanimously.</p> <p>GM proposed, the vote was carried unanimously.</p>
21215	<p>PCSO This item was referred to another meeting.</p>	
Correspondence		
21216	Police Bulletin week commencing 29 June 2020	

21217	SSE New Website	
21218	EALC Covid-19 issue 59 amended	
21219	Police Partnership Document 6 July 2020	
21220	Latest News from PFCC 6 July 2020	
21221	Latest News from UDC test and trace system 6 July 2020	
21222	Your Essex July 2020	
21223	Police Bulletin week commencing 6 July 2020	
21224	PFCC latest news 13 July 2020	
21225	EALC E Bulletin week starting 6 July 2020	
21226	SSE Press release 11 July 2020	
21227	ECC Covid-19 update 11 July 2020	
21228	Police Partnership Document 6 -11 July 2020	
21229	Overhead equipment works, Network Rail	
21230	Sim Swap Fraud	
21231	Police Bulletin week commencing 13 July 2020	
21232	Closure of Green Street 6 August for 5 Days	
21233	UDC Fraud Update 17 July 2020	
21234	Latest News from PFCC 20 July 2020	
21235	SSE Members update 20 July 2020	
21236	EALC E Bulletin week commencing 13 July 2020	
21237	Police Partnership Document 12 -19 July 2020	
21238	Police Bulletin week Commencing 20 July 2020	
21239	LGA's Code of Conduct Consultation.	
21240	PCSO's reports	
21241	ECC Covid-19 update 24 July 2020	
21242	EALC E Bulletin week 20-24 July 2020	
21243	Partnership Documents 20-26 July 2020	
21244	Update from PFCC 24 July 2020	
21245	Latest Update from UDC face coverings 24 July 2020	
21246	SSE Press Release 29 July 2020	
21247	Police E Bulletin week commencing 27 July 2020	
Meeting opened to public participation		
21248	It had been suggested that the residents in Southfield Close, whose houses are opposite the site for the new community hall, purchased their houses knowing that a hall was to be built in that area, however, the majority of the houses in Southview are rented accommodation.	
21249	ECA had just employed an architect to construct the plans for the improvements to the Memorial Hall. The architect details could be passed on to the New Community Hall Working Group.	Information to be passed onto LJ.
21250	The CCTV could not be used to prove that a resident had contracted Covid-19 in the play area.	
21251	Once the new hall is completed the CCTV working group will be required to set up more cameras and tie it into the original system.	
21252	The plans for the playing fields were still required.	LJ to chase Nockolds

21253	<p>It was suggested at the last meeting that the Playing Field Committee look at the necessity of setting up a working group to look at the issue of the ditch in Station Road. PEC said that as EPC had now ascertained that the ditch is not on Parish Council's land and therefore not their responsibility, it was not necessary to set up a working group, Glenn Shaw at ECC was carrying out all the required work.</p> <p>EPC have also agreed that mole draining was not necessary to be carried out on the playing field. It suggested that EPC would therefore have to install alternative drainage system within the playing field to stop flooding to the houses on Station Road. The resident also asked if EPC could put some pressure on RG, to try and get the ditch at Crossways re-instated.</p>	
Meeting closed to public participation		
Items to go on next agenda (at Chairman's discretion, no decisions can lawfully be made under this item).		
21254	<p>Fence in Leigh Drive. Weed Spraying</p>	LJ to add items to next meeting's agenda.
Meeting closed at 10.35pm, the next Parish Council Meeting will be held via Zoom on 7 September 2020 at 8.00pm.		