

**Elsenham Parish Council**

**Minutes of Parish Council Virtual Meeting**

**held at 8.00pm on 1 March 2021**

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| **Members of Elsenham Parish Council (EPC):****Public:****Apologies for absence** | Dr. G Mott (Chairman GM), Mrs. M Jackson (Vice Chairman MJ), Mr. A Buonocore (AB), Mr. P Clear (PEC), Mrs. I Curlewis (IC), Mr. R Franklin (RF), Mr. P Johnson (PJ), Mrs. F Lambert (FL), Mr. J Minor (JM), Mrs. S Waite (SW) and Mrs. L Johnson (Parish Clerk – LJ). 3, plus District Cllr. G LeCount (GL) and District Cllr. P Lees (PL).Ms. J Rayment (JR) and Essex County Cllr. R Gooding (RG). |
| **Minute no.** | **Item** | **Actions agreed** |
| **21568** | **Declarations of Interest;**  | None |
| **Open to the public** |
| **21569** | The dog bins on the trim trail in Elsenham Vale are overflowing again. The Management Company Remus are responsible for emptying the bins. This is now becoming a health hazard.  | AB and SW to phone Remus and take photos.LJ to send information to PL to forward to the Environmental Health department at UDC.  |
| **21570** | The tarmac is breaking away around a drain in Hall Road, about 100 yards from the junction. | LJ to report to Highways. |
| **Closed to the public** |
| **21571** | **Actions from previous minutes****Fence in Leigh Drive – UDC Enforcement have been notified.** PL had mentioned the matter again to Nigel Brown, but UDC Officers are still restricted from conducting site visits. **Dog waste bin in Isabel Drive**Remus has given permission for EPC to erect a dog waste bin on their land.**Meetings with PCSO**EPC held a successful trial Teams meeting. LJ wouldrequire an upgrade on Office 360 to access Teams. | IC to contact UDC, to ask if they would be prepared to empty it. To be added to April’s agenda.  |
| **21572** | **Minutes**Council to consider the minutes of the meeting held on 1 February 2021.Council to consider the minutes of the meeting held on 8 February 2021.  | The minutes were approved by EPC, as a true and accurate record. To be signed at a later date.The minutes were approved by EPC, as a true and accurate record. To be signed at a later date. |
| **21573** | **District Councillor’s report** First response to the Local Plan, which circulated mail of over 300, only received 10 replies.GL thanked GM as he had replied. The Budget for 21/22 was approved by the Scrutiny Committee. Council tax will increase in band D by approximately £5.00. Any resident that has financial difficulty paying their council tax can apply for a 2-month holiday; payments would commence in June rather than April 2021. UDC have allocated £1 million to fight climate change. All households will be receiving a leaflet on climate change with ways residents can help. Bedwell Road application for 220 houses is now going directly to appeal, due to non-determination by UDC. The application for 50 houses to the south of Bedwell Road, which was submitted in October 2020, is still awaiting a decision from UDC. GL said that he was investigating these large planning applications and was pushing hard for these to be progressed more vigorously by UDC’s Planning Department. GL report would be presented to the Scrutiny Committee around June 2021.  **North Hall Road** Cllr. Bently Cabinet Member for ECC, sent a reply to Henham Parish Council, who had complained about the amount of time North Hall Road had been closed. In the response he stated that the issues were far more complex and the length of wall requiring remedial work is longer than first anticipated. The project is being commissioned for design in the 2021/22 financial year. Quendon and Rickling PCs had recently commissioned their own consultant on an infrastructure problem in their village. The consultant came up with a solution which was then administered by Highways. This could be considered by Elsenham, Henham and Ugley PCs, with regards to North Hall Road. GM asked if Stansted Airport were going to make any application for costs from UDC. JM asked why planning applications were going to appeal for non-determination by UDC. Every time an application goes to appeal it costs the taxpayer a lot of money. UDC had recently paid to have a Planning Department review, a report will be submitted this week. The initial findings are that the department is down 6/7 officers. But even if a planning application is refused by UDC the developers would still go to appeal. GM asked about UDC appearing on the front of a national newspaper on the 11 February 2021, regarding UDC’s investments. PL said she could not make any comment. GM asked if last year’s accounts had now been signed off by the auditors. PL replied that there is a governance issue that needs to be processed by UDC, once the auditor has clarification regarding the process, the accounts will be signed off.  | PL to send information to EPC.GL to find out and inform EPC.  |
| **21574** | **County Councillors’ report** Report circulated.Part of the report was on the closure of North Hall Road. RG seems to know less than the District Councillors. Children are scheduled to return to school on 8 March 2021. ECC council tax is to be frozen for the coming year, although there will be 1.5% increase in the Social Care precept.  | LJ to send the report to PL and GL  |
| **21575** | **Planning Committee**Minutes of the meeting held with Whitworth on 12 February 2021.Planning report circulated.EPC had received a reply to their representation on the planning application South of Bedwell Road from the developer’s agents; EPC have now sent back a response. **Applications submitted to UDC****UTT/21/0509/FUL** Proposed erection of entrance gates. Elsenham Hall, Elsenham.**UTT/21/0415/CLP** Garage conversion. 15 De Mandeville Road, Elsenham.**UTT/21/0306/FUL** Proposed alteration and extension to form residential annexe, including of existing garage. Broomfield House, Station Road, Elsenham. **UTT/21/0214/FUL** Change of use, conversion and alterations of existing buildings to form offices (use class E.g.) and storage and distribution (use class B8) alongside access, parking, landscaping and other associated development. Home Farm, Gaunts End, Green Street, Elsenham. **Decisions made by UDC****UTT/20/3398/HHF** Proposed alterations to carport roof to facilitate home office. 20 Oak Drive, Elsenham.**UTT/20/3119/FUL** Replacement structure to provide 1 new dwelling following prior approval ref UTT/19/0707/PAQ3 (revised scheme to that approved under UTT/20/0922/FUL to include an outbuilding) opposite The Haven, (site 2), Tye Green Road, Elsenham.**UTT/20/3108/HHF** First floor side and single storey rear extensions. 21 Oak Drive, Elsenham.  |  Noted. Noted The four planning applications will be discussed at the planning meeting on 2 March 2021. Approved.Refused.Refused. |
| **21576** | **Playing Field Committee**The new path has now been completed in the children’s play area. There are other parts in the play area that would benefit from similar paving. An update on funding the outdoor gym will be discussed at the next playing field meeting. The annual maintenance for the CCTV system is still ongoing. There had been some vandalism in the play area in Isabel Drive. A resident had reported it to the police.LJ had also reported it to the police and was told that some youths had been questioned and once all the information had been assigned to a Police Officer EPC would be contacted. The damage was on the self-closing mechanism of the three gates. The gates no longer close satisfactory. The gates are not very robust, and a suggestion was to replace them with a similar gate to the one in the playing field. EPC should be receiving maintenance money for this play area; this is one of the many things outstanding from UDC. JM said EPC should not have to go through their insurance the parents should be paying the bill.EPC will require a quote for repairing the damage. A separate decision will then be made on what EPC will do regarding the gates with any monies from the perpetrators going towards new gates or repairing the existing ones. There was concern that with the gates in their present condition, the play area is unsafe. A suggestion was to repair one gate and padlock the other two. AB had drafted a notice to put on social media regarding this incident, asking the community to help bring these vandals to justice. It was agreed to place it on the Elsenham website and not Facebook | LJ to write a letter to the resident that contacted the police to thank him for his commendable work.PEC to find out if the current CCTV cameras could be extended to cover this play area.  |
|  **21577** | **Rights of Way and Open Spaces Committee**Tree Wardens report.GM thanked Heather and Paul Salvage for cutting back many hedges and trees in the village. | Noted.LJ to write a letter of thanks.  |
| **21578** | **Finance Committee** The following cheques and payments required for approval. | All payments approved for signing.  |
|  | BACS | Citizen Advice  | 200.00 |  |
|  | BACS | UDC | £1,461.85 |  |
|  | BACS x 3 | Wages  |  £2,355.74 |  |
|  | BACS | M Burke Landscaping  |  £276.50 |  |
|  | BACS | M Burke Landscaping  | £660.00 |  |
|  | BACS | EALC  |  £216.00 |  |
|  | BACS | Zoom  | 14.39 |  |
|  | BACS | Amenity Services  | £700.00 |  |
|  | BACS | Belton Gardening  | £191.66 |  |
|  | BACS | Amenity Services  | £280.00 |  |
|  | BACS | Netwise  | £360.00 |  |
|  | BACS | ROE Environment LTD | £540.00 |  |
|  | BACS | Whitworth  | £1,487.63 |  |
|  | BACS | Playsafe Playgrounds | £4,828.00 |  |
|  | BACS | M Burke Landscaping  | £170.00 |  |
| **21579** | A summary of receipts and payments.Minutes of the meeting held on 22 May 2020.EPC are now coming to the end of the financial year. A Finance Committee meeting will be held at the end of March or beginning of April 2021, to discuss the final figures.  | Noted.Noted. |
| **21580** | **Clerk’s Report** Due to the fact that some Covid-19 restrictions will still be in place on the 5 June, the fete has been moved to 26 June 2021. EPC thanked Allan Hathaway for cleaning and reapplying paint onto the Elsenham village sign, and to Mick Burke for removing the sign and reinstalling it, both gave up their own time to help the village. The pond at Tye Green which is owned by EPC had to be over-pumped to drop the levels, as it had flooded over the road and onto the adjacent property. The ditch that the pond outfalls into requires clearing and is full of weeds and overgrowth. This will need to be carried out in the Spring/Summer; however, ownership of the ditch needs to be established.  | Noted. |
| **21581** | **Flowerbed Committee** Minutes of the meeting held on 9 February 2021.The committee had agreed to make the Memorial Garden more wildlife friendly, without taking over the appearance and meaning of this garden as a center point of the village. Three bird nesting boxes have been put in the trees, plus a hedgehog box on the ground. MJ thanked Allan Hathaway for making and installing the boxes.  | Noted.  |
| **21582** | **Transport** **Report circulated.** RF has tried to register with UDC’s Transport Survey but has so far been unsuccessful. A reminder to all bus users, it is important for bus users who are seeking an exemption from wearing a mask to check that the details they have are acceptable to the Bus Operator. | Noted.  |
| **21583** | **Communication Committee****Report Circulated.** EPC received a phone call, reminding them that their domain name was due for renewal. AB and Annie Gleeson investigated and believe it may have been a scam phone call. There is still an issue regarding the epc.gov.uk email addresses, this is being investigated by Netwise.  | Noted.  |
| **21584** | **Grass Cutting Contract** C**ontract Circulated.** There is still some tidying up required to the contract and a revised plan of the new allotments is required. **Proposal** EPC adopt the amended Grass Cutting contract, which adds the new allotments and the changes in the use of weed killer. **Proposal** from April 2021 – March 2022, EPC exclude all geo phosphate and chemical weed killer, only organic weed suppressors are to be used, except for the playing field. A review taken after one year to assess the situation on how effective this has been. EPC aims to be completely chemical free by the 2023-24 contract.  | PJ to edit the contract and make the agreed amendments. PEC proposed, PJ seconded the vote was carried unanimously. MJ proposed, SW seconded the vote was caried unanimously. LJ to arrange a meeting to discuss and clarify the Grass Cutting Contract.  |
| **21585** | **Smith Road Allotments**SW would like a notice board to be erected on the new allotments in Smith Road, for the express purpose of allotments issues. It was agreed that SW proceeds with researching the idea and comes back to EPC with a firm proposal.  | SW to arrange some quotes.  |
| **21586** | **Village Seats preservative and repairs required**There are 14 wooden seats in the village, these include 9 benches in the playing field which require being treated with wood preservatives and some repair work undertaken. The other 5 benches in the village need to be inspected to ascertain if they require any repairs.  | PEC and RF to look at which benches require work.  |
| **21587** | **Request from St. Mary’s Church** St. Mary’s Church have asked permission to arrange a display around the Cross in the Memorial Garden over Easter. The Church have said it will be within the Government current restrictions and they do not expect huge crowds to be gathering.  | All Councillors agreed.  |
| **21588** | **Parking meeting** **Report Circulated.**A Zoom meeting was held with Paul Seabright from North Essex Parking Partnership, FL, JM, and IC.It was an extremely helpful meeting, Paul Seabright will be visiting the village on 8, 17 and 29 March 2021. He will monitor the parking around Hails Wood during school drop off times, also looking at the parking problems around the rest of the village, including if any yellow lines need re-panting. After the 29 March 2021, another meeting will be arranged to discuss his findings and solutions. Further Zoom meetings will be hosted by MJ, which will allow more time for the meeting. The problems with the parking around the school is due to the increase in students. In 2011 there was 174 students, there is now 317. Once all the housing developments are built that have been agreed, or waiting decision, it would make the predicted number of students at the school 430. With an increase in students, it increases the traffic and parking problems. By the end of this year parking on the pavement will be decriminalized. JM said the only answer to the parking problem is to get the drop off on the Hall Road development. EPC need to get RG on board and to fight for this to happen. GM said there was land available on the Fairfield development for a new school. | Noted.JM, FL and IC will construct a letter to send to RG. Circulated to all Councillors first.  |
| **Correspondence** |
| **21589** | Portfolio Holder Newsletter January 2021 |  |
| **21590** | Town and Parish workshop 3 February 2021 |  |
| **21591** | Weekly Update Police, Fire and Crime Commissioner  |  |
| **21592** | Scam Alert 29 January 2021 |  |
| **21593** | EALC E Bulletin 29 January 2021 |  |
| **21594** | ECC Covid-19 update 29 January 2021 |  |
| **21595** | Partnership Documents 24 - 30 January 2021 |  |
| **21596** | Local Councils’ Liaison Forum  |  |
| **21597** | Transport and Travel update February 2021 |  |
| **21598** | Vaccination scam  |  |
| **21599** | Police Bulletin 3 February 2021 |  |
| **21600** | UDC Covid-19 update 5 February 2021 |  |
| **21601** | Project team Covid-19 UDC |  |
| **21602** | EALC E Bulletin 5 February 2021 |  |
| **21603** | Weekly update police, Fire, Crime Commissioner 5 February 2021 |  |
| **21604** | Partnership Document 31 January – 7 February 2021 |  |
| **21605** | PCSO’s Report January 2021 |  |
| **21606** | Town and parish Workshops  |  |
| **21607** | Police Bulletin 10 February 2021 |  |
| **21608** | Highways Highlights  |  |
| **21609** | UDC Local Plan Theme 6 Biodiversity  |  |
| **21610** | Training Bulletin  |  |
| **21611** | Project Team Covid-19 briefing notes  |  |
| **21612** | ECC February Edition  |  |
| **21613** | UDC latest Covid-19 data |  |
| **21614** | Weekly update Police, Fire, Crime Commissioner 12 February 2021  |  |
| **21615** | EALC E Bulletin 12 February 2021 |  |
| **21616** | Scams UDC 12 February 2021 |  |
| **21617** | Police Bulletin 17 February 2021 |  |
| **21618** | EALC E Bulletin 19 February 2021 |  |
| **21619** | Weekly update Police, Fire, Crime Commissioner 19 February 2021 |  |
| **21620** | UDC Covid-19 briefing notes  |  |
| **21621** | Partnership Document 14 – 21 February 2021 |  |
| **21622** | National Insurance scam  |  |
| **21623** | UDC Local Plan Theme 7 Local Economy  |  |
| **Meeting opened to public participation** |
| **21624** | Allan Hathaway said regarding the vandalism, EPC must let the police deal with the issue. If the police decide to take no further action, then EPC can only then talk to the parents.  |  |
| **21625** | If EPC consider taking the CCTV power out of the playing fields into the play area on Isabel Drive, EPC must talk to ECA, as they may not be happy for the electric power to be taken out of the premises of the playing field.  |  |
| **21626** | Allan Hathaway reminded the Council that ECA do not want any weed killer used on their land. Weed killer had also been used along the tennis court fence. LJ pointed out that this was not ECA land and the tennis club had specifically asked for it to be used along their fence.  |  |
| **Meeting closed to public participation** |
| **Items to go on next agenda** **(at Chairman’s discretion, no decisions can lawfully be made under this item).** |
| **21627** | There were no items to add to next month’s agenda  |  |
| **Meeting closed at 9.45pm, the next Parish Council Meeting will be held via Zoom on 12 April 2021 at 8.00pm.**  |