



## **The Annual Parish Council Meeting**

### **Members of the Council**

You are hereby summoned to attend the Annual Parish Council Meeting to be held at 8.00pm, via Zoom on **Thursday 6 May 2021** for the purpose of transacting the following business:

### **Members of the Public**

You are invited to attend and address the Council during the 'Open to the Public' sections.

### **AGENDA**

**Meeting ID: 870 1946 0200**

**Passcode: 493499**

- 1. Election of Chairman.**
- 2. Chairman to sign 'Declaration of Acceptance of Office'.**
- 3. Election of Vice Chairman.**  
At present Mrs. M Jackson.
- 4. To receive and approve apologies for absence.**
- 5. Declarations of interest.**

### **APPOINTMENT OF COMMITTEES**

**The Chairman and Vice Chairman are ex-officio of all Committees and Working Groups.**

- 6. Election of Playing Fields Committee.**  
**Up to 6 Council members and 2 co-opted members. Quorum 3 Council members.**  
At present Mr. P Clear, Mr. J Minor, Mrs. F Lambert, Mrs. I Curlewis, Mr. A Buonocore and

Mrs. S Waite.

**7. Election of Rights of Way and Open Spaces Committee.**

**Up to 6 Council members and 6 co-opted members. Quorum 3 members at least 1 shall be a Council member.**

At present Dr. G Mott and Mrs. S Waite plus co-opted members, Mr. P Salvidge, Mrs. H Salvidge, Mrs M Shaw, Mr. S Pimblett, Mr. D Verlanders. And Mr. K Wood.

**8. Election of Finance Committee.**

**Up to 5 Council members. Quorum 3 Council members.**

At present Mr. P Johnson, Mr. P Clear, Dr. G Mott and Mrs. F Lambert.

**9. Election of Planning Committee.**

**Up to 5 Council members and 2 co-opted members. Quorum 3 Council members.**

At present Mr. P Johnson, Mrs. M Jackson, Dr. G Mott, Ms. J Rayment. And Mrs I Curlewis.

**10. Flowerbed Committee.**

**Up to 5 Council members and 2 co-opted members. Quorum 3 Council members.**

At present Mrs. M Jackson, Dr. G Mott, Ms. J Rayment and Mrs. S Waite, plus co-opted members Mr. A Hathaway.

**11. Communication Committee.**

**Up to 4 Council members and 2 co-opted members. Quorum 3 Council members.**

At present Mrs. M Jackson, Mrs. F Lambert and Mr. A Buonocore, plus co-opted member Mrs. A Gleeson.

**12. Election of Personnel Committee.**

**Up to 4 Council members and 1 co-opted PJ, AW, MJ, JM and GM are members.**

**Quorum 3 Council members.** At present Mr. P Johnson, Mr. J Minor, Mrs. F Lambert and Dr. G Mott.

**13. Election of Complaints Committee.**

**Up to 4 Council members and 1 co-opted member. Quorum 3 Council members.**

At present Mr. P Johnson, Dr. G Mott, Mr. J Minor, and Mrs F Lambert.

**APPOINTMENT OF WORKING GROUPS.**

**14. Emergency Planning Working Group.**

At present Mr. P Johnson and Dr. G Mott.

**15. Grass Cutting Contract Working Group. (Responsible to the Finance Committee)**

At present Mr. P Johnson and Mr. P Clear.

**16. Chapel Working Group.**

At present Mr. P Clear, Mr. R Franklin and Mrs. S Waite.

**Proposal** Mr. A Buonocore becomes a member of the Chapel Working Group.

**17. Allotment Working Group.**

At present Mr. P Clear, Mrs. M Jackson, Mr. R Franklin and Mrs. S Waite.

**Proposal** Mr. A Buonocore becomes a member of the Allotment Working Group

**18. New Community Hall Working Group. (responsible to the Planning Committee)**

At present Mr. P Johnson, Dr. G Mott and Mr. P Clear.

**APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

**19. Representatives for the Village Hall Management Committee.**

At present Mr. R Franklin.

**20. Representative for the Wells Charity.**

At present Mr. R Franklin, Mr. P Johnson and Mrs. P Lees.

**21. Representative for the E.C.A.**

At present Mr. J Minor

**22. Representative for the Uttlesford Association of Local Councils.**

At present Mr. R Franklin

**23. Public Transport Representative.**

At Present Mr. R Franklin.

**24. Parish Paths Liaison Officer.**

At present Dr. G Mott.

**25. Neighbourhood Watch Representatives.**

At present Mrs. F Lambert.

**26. Representative for the Stop Stansted Expansion Parish and Town Council Liaison Group Meetings.**

At present Dr. G Mott.

**27. Save Our Village Joint Parish Council Steering Group.**

At present Mr. P Johnson and Dr. G Mott.

No Nominations required, group no longer active

**28. Representative to Inter-Parish Liaison Committee (sub-District 3).**

At present Mr. P Johnson.

**CO-ORDINATORS AND OTHER ROLES.**

**29. Community Speed Watch Co-ordinator.**

At present Mrs. F Lambert and Mr. J Minor.

**30. Parish Archivist.**

At present Mr. R Franklin.

**31. Tree Warden.**

At present Mrs. H Salvidge with Mr. P Salvidge assisting.

**32. Open to the Public.**

**33. Actions from previous minutes.**

Dog waste bin.

**34. To approve the minutes of the meeting held on Monday 12 April 2021.**

**35. District Councillor's Reports.**

**36. County Councillor's Reports.**

**37. Planning Committee – Dr. G Mott.**

Report circulated.

**Application submitted to UDC Planning**

37.1. **UTT/20/3288/HHF** Raising of garage roof to form habitable accommodation. 2 Askew Close, Elsenham, CM22 6XU.

37.2. **UTT/21/1306/FUL** Proposed erection of 3-bay stable and manege including change of use of agricultural land. Land opposite The Haven, Tye Green, Elsenham.

37.3. **UTT/21/08889/HHF** Erection of two storey side extension. 3 Stansted Road, Elsenham.

37.4. **UTT/21/1245/HHF** Single storey rear extension. 21 Oak Drive, Elsenham.

37.5. **UTT/21/1187/FUL** Demolition of outbuildings and erection of 1 dwelling with garage and access. Fullers End Cottage, Tye Green Road, Elsenham.

37.6. **UTT/21/1226/CLP** Single storey rear extension. 21 Oak Drive, Elsenham.

37.7. **UTT/21/1299/FUL** Change of use of land from agricultural to residential and erection of 2 semi-detached single storey dwellings. Eastfield Stables, May Walk, Elsenham Road, Stansted.

37.8. **UTT/21/0009/DFO** Details following outline approval UTT/18/3370/OP for erection

- 37.9. of up to 9 dwellings land South of the Farmhouse, Old Mean Road, Henham.  
(Amendment to existing application)

**Decisions made by UDC Planning**

- 37.10. **UTT/19/2266/OP** Outline planning application for the erection of up to 220 dwellings including affordable housing with public open spaces, structural planting and landscaping and sustainable drainage system with vehicular access point from Bedwell Road. All matters reserved except for means of access. Land North of Bedwell Road and East of Old Mead Road, Ugley and Henham. **Refused.**
- 37.11. **UTT/19/2692/OP** Outline planning application with all matters reserved except scale and access, for the erection of up to 6 dwellings and associated work. Land at Mead Road, Henham. **Approved.**
- 37.12. **UTT/21/0306/FUL** Proposed alterations and extension to form residential annexe. Including demolition of existing garage. Broomfield House, Station Road, Elsenham. **Refused.**
- 37.13. **UTT/21/0509/FUL** Proposed erection of entrance gates. Elsenham Hall, Elsenham. **Approved.**

**38. Playing Fields – Mr. P Clear.**

**39. Rights of Way and Open Spaces Committee Report – Dr. G Mott.**  
Tree Warden’s report. **Circulated.**

**40. Finance Committee Report – Mr. P Johnson**  
To agree cheques for payment. **Circulated.**  
Summary of receipts and payments. **Circulated.**

**41. Parish Clerk’s Report**  
**Membership of Institute of Cemetery and Cremation Management**  
**Proposal**, EPC renew their membership to the Institute of Cemetery and Cremation Management (ICCM) at an annual fee of £95.00. **Decision.**

**42. Annual Return for the year ended 31 March 2021**  
The annual governance statement 2020/21 to be signed by the Chairman and Parish Clerk.

**43. Annual Return for the year ended 31 March 2021.**  
The accounting statements 2020/21 to be signed by the Chairman and Parish Clerk.

**44. The Flowerbed Committee – Mrs. M Jackson.**  
**Report circulated.**

**45. Transport – Mr. R Franklin.**

**46. Communication Committee – Mrs. M Jackson.**

**47. Remote Meetings Court Action**

Does EPC want to make a financial contribution to help cover the costs of the court action?

**48. Allotments Smith Road**

**Proposal** EPC spend up to £400 on a notice board to be installed in the allotments.

**49. Government consultation on remote meetings**

Consultation deadline 17 June 2021.

**50. Date and arrangements for next meeting.**

**51. Correspondence.**

- i. Remote meeting Update.
- ii. The passing of Prince Philip.
- iii. EALC A Tribute to Prince Philip
- iv. Police Document 4 -11 April 2021.
- v. SSE Parish and Town Liaison group meeting.
- vi. Weekly update Police, Fire and Crime Commissioner 12 April 2021.
- vii. District News Duke of Edinburgh.
- viii. Police Bulletin 14 April 2021.
- ix. Scam awareness 16 April 2021.
- x. Weekly update Police, Fire and Crime Commissioner 14 April 2021.
- xi. EALC E Bulletin 16 April 2021.
- xii. SSE Members letter 16 April 2021.
- xiii. PCSO report March 2021.
- xiv. SSE Press Release 17 April 2021.
- xv. SSE Press Release 19 April 2021.
- xvi. UDC Development Management Planning meeting – Cancelled.
- xvii. Police Bulletin 21 April 2021.
- xviii. Closure of Station Road, Stansted Road, High Street and Henham Road.
- xix. Weekly update Police, Fire and Crime Commissioner 23 April 2021.
- xx. Fraud Alert 23 April 2021.
- xxi. Police Bulletin Crime Figures.
- xxii. EALC E Bulletin 23 April 2021.
- xxiii. SSE Minutes 21 April 2021.
- xxiv. Violence and vulnerability Police report.
- xxv. Police Bulletin 28 April 2021.
- xxvi. News Bulletin SLCC 28 April 2021.
- xxvii. Weekly update Police, Fire and Crime Commissioner 30 April 2021.

**52. Open to the public.**

**53. Items to go on next agenda (at the Chairman's discretion, no decisions can lawfully be made under this item).**

Mrs Louise Johnson.

Clerk to Elsenham Parish Council 30 April 2021