

**Elsenham Parish Council**

**Minutes of Parish Council Virtual Meeting**

**held at 8.00pm on 12 April 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), Ms. J Rayment (JR), Mrs. S Waite (SW) and Mrs. L Johnson (Parish Clerk – LJ). 3, plus District Cllr. G LeCount (GL), District Cllr. P Lees (PL) and Essex County Cllr. R Gooding (RG).None.  |
| **Minute no.** | **Item** | **Actions agreed** |
| **21628** | **Declarations of Interest;** SW declared an interest in item 12 on the agenda, Safeguarding Course. |  |
| **Open to the public** |
| **21629** | Despite the issue being raised at the last meeting, water was still running down Hall Road. This could be the result of a burst water pipe.  | Mr. Bush said he would report it to Infinity Water.  |
| **21630** | The broken drain in Hall Road has still not been repaired by Highways.  | LJ and GL to chase.  |
| **Closed to the public** |
| **21631** | **Actions from previous minutes****Fence in Leigh Drive – UDC Enforcement have been notified.**Some residents of Leigh Drive were disappointed that when EPC had been informed that no 2 Leigh Drive was being advertised for sale, EPC did not act immediately and inform the Estate Agent that the property had an enforcement notice on it. The residents saw this as a serious road safety issue and not a private matter. EPC were due to discuss what, if any, action to take at this meeting, but as the fence has now been rectified the matter is now closed. **Dog waste bin in Isabel Drive**Remus has given permission for EPC to erect a dog waste bin on their land. Still awaiting a response from UDC to agree that they will empty the bin if it was moved to this new position. **Stansted Airport**GL did not have an update on whether the Airport had made a claim for costs. However, GM said that the Airport had submitted a claim for costs at the end of the appeal enquiry.  | Despite many emails and phone calls made by FL to Ben Brown at UDC, no reply has been received. FL to continue to chase.  |
| **21632** | **Minutes**Council to consider the minutes of the meeting held on 1 March 2021. | The minutes were approved by EPC, as a true and accurate record. To be signed at a later date. |
| **21633** | **District Councillor’s report** Technically District and County Councillors are now in purdah and should not be doing or saying anything to give them an advantage over anybody else. The ward initiative fund for this financial year has been restarted and the District Councillors now have £2,000 to give to good causes in Elsenham and Henham.UDC have declared a climate emergency with two million pounds being allocated to environmental issues in the new budget. Two cross-party working groups have been formed; a plan will be set up by the end of April, with smart targets by September 2021.All the committee members had visited the proposed development site for the 220 new houses on Bedwell Road, a briefing had been given and determination would be decided at UDC’s Planning Committee meeting on 14 April 2021. RG will be speaking at this planning meeting on behalf of Highways. UDC Officers will be going back into the chambers at Saffron Walden in May, as after the 7 May 2021 the Government have announced it will be illegal to hold Zoom meetings. UDC employees are moving to other offices, this is to help them be more accessible to the public, plus the current offices are not compatible with the current Government guidelines. Government guidelines for political and council indoor meetings are different to the restrictions on public meetings.  |  |
| **21634** | **County Councillors’ report** Report circulatedEssex Covid figures are the lowest rate in the eastern region. People who are asked to shield due to Covid are to receive a payment of £500 whilst they are shielding.JM asked about the traffic problem at the school which will only increase as more houses are built in and around the village. The answer would be the construction of a drop off point, using the land and funding from the S106 agreements from the Hall Road development. RG said he is trying to bring forward the gifting of the land, which is usually only after a percentage of the housing has been sold. JM said he would like monthly reports on the progress of the drop off point.PJ reminded RG that at a previous meeting he had said that ECC did not support drop off points for schools and it was therefore unlikely that it would be included in the school land from the Hall Road development. RG said ECC would prefer children to walk to school but he would support a drop off point in Elsenham if the roads permitted. RG said he would be objecting to the Bedwell Road development on the grounds that it is not a sustainable option, and the site is too far for young children to walk, resulting in more car congestion in the village. The problem with the closure of North Hall Road is because the requirement of many outside bodies needs to be incorporated; it is an overly complex project. FL asked why Highways had given a large sum of money to residents to repair Brewery Lane, which is a private road in Stansted. RG said that the last fifteen feet of Brewery lane is in Highway’s remit.  | Noted. RG to send through dates, time scales on the drop of point. JM is to send RG information he had collated regarding facts and figures of vehicles length and weight. RG to send a map showing all Highways adopted roads.  |
| **21635** | **Planning Committee**Minutes of the meeting held on 2 March 2021.Minutes of the Community Hall Working Group meeting held on 10 March 2021.Community Hall Presentation.Minutes of the meeting held on 7 April 2021.The £155,000 maintenance money from David Wilson Homes is for the play area on Isabel Drive. There are various views on the final position of the new community hall, all options will be discussed. **UTT/21/1018/HHF** Single storey rear extension (alternative to the approved under planning permission UTT/20/2149/HHF) The Grange, Park Road, Elsenham.**UTT/21/0852/FUL** Replacement structure to provide 1 dwelling following prior approval ref UTT/19/0707/PAQ3. Opposite The Haven (site 1), Tye Green Road, Elsenham.**UTT/21/1025/HHF** Proposed rear extension and alterations to interior and exterior. 1 Wells Cottage, Elsenham.**Applications submitted to UDC.****UTT/21/415/CLP** Garage conversion, 15 De Mandeville Road, Elsenham. **UTT/21/0104/HHF** s73a retrospective application for the erection of a single storey side and rear extension. 39 New Road, Elsenham. **UTT/21/0072/HHF** Single storey side and rear extension. 6 Ridley Gardens, Elsenham.**UTT/21/0036/HHF** Demolition of existing extensions and erection of new extension, to be joined to existing house, 56 New Road.**UTT/20/1643/FUL** Erection of 11 dwellings including alterations to existing access, formation of new internal road, landscaping, and associated infrastructure. Land at the Stables May Walk, Stansted. | Noted.Noted.Noted.Noted. No Comment.No Comment.No Comment.Approved.Approved.Approved.Refused.Refused.  |
| **21636** | **Playing Field Committee**The benches in the playing field have now been treated with preservatives. The litter bins cannot cope with the amount of rubbish that is generated and are often overflowing. A Playing field Committee meeting is to be arranged to discuss purchasing two extra bins and some form of replacement to store the full waste sacks in, the previous double litter bin purchased from UDC had been stolen. An update had been received from the police on the vandalism in the play area on Isabel Drive. The police are going to interview the boys and see if they admit responsibility. If they do, then the police propose that a community resolution is issued with payments for the repairs to the gates from the boys. EPC agreed to this The police also wanted to know if EPC would be supportive of a prosecution and be prepared to attend court, they did say however that the lack of evidence could be an issue. The consensus was EPC wanted compensation for the damaged caused but would not pursue taking these boys to court. PEC said he would visit the resident that reported the incident as there are inconsistencies as to what was said.  | LJ to forward the police email onto the resident that witnessed the incident.  |
|  **21637** | **Rights of Way and Open Spaces Committee**Tree Wardens report.The next meeting is scheduled for 23 April 2021.  | Noted. |
| **21638** | **Finance Committee** The following cheques and payments required for approval. | All payments approved for signing.  |
|  | BACS | Higgs Designs | £525.00 |  |
|  | BACS | EALC  | £84.00 |  |
|  | BACS x 3 | Wages  |  £2,355.74 |  |
|  | BACS | M Burke Landscaping  |  £276.50 |  |
|  | BACS | M Burke Landscaping  | £660.00 |  |
|  | BACS | L Johnson  |  £21.90 |  |
|  | BACS | Zoom  | 14.39 |  |
|  | BACS | Crace Building  | £678.00 |  |
|  | BACS | Belton Gardening  | £191.66 |  |
|  | BACS | H M Revenue  | £1371.45 |  |
|  | BACS | Instant Ink  | £22.49 |  |
|  | BACS | Mobile 3G  | £30.53 |  |
|  | BACS | Zoom  | £14.39 |  |
|  | BACS | L Johnson  | £21.90 |  |
|  | BACS | Instant Ink  | £22.49 |  |
|  | BACS | Mobile 3 G  | £13.00 |  |
| **21639** | A summary of receipts and payments. Minutes of the meeting held on 7 April 2021.The proposal is to increase the lower limit from £100 to £500 **Proposal.** EPC Financial Regulations number 11h is amended to read; The clerk or RFO shall obtain 3 quotations on contracts above £1,500, when the value is below £1,500 and above £500 the Clerk or RFO shall strive to obtain at least 2 quotes.  | Noted.Noted.PJ proposed, FL seconded, the vote was carried unanimously. |
| **21640**  | **Clerk’s Report** **Proposal** EPC renew their annual membership subscription to The National Allotment Society, £66.00.**Proposal** EPC renew their annual membership subscription to Essex Playing Fields £30.00, plus £10 to enter the Best Kept Playing Field Competition 2021. **Proposal** EPC renew their membership to EALC at an annual fee of £673.72. SW asked to go on the Safeguarding course, to update her knowledge, plus it may be helpful as a Parish Councillor when mixing with the residents in the village as she is involved with many organizations. **Proposal,** Mrs. S Waite attends the Safeguarding course at £90. PJ said that EPC needs to examine the question of safeguarding and if EPC decided to carry it forward how it could be implemented. Other Parish Councils that had put safeguarding in place had policies which stated aims and objectives and a Safeguarding Councillor is appointed. The legislation for Councils to hold virtual meetings is due to expire on the 7 May 2021, after which it will be illegal for Parish Councils to hold meetings via Zoom. Following the government’s present guidelines, it is not possible to hold any face-to-face meetings until after the 21 June 2021, at the earliest. The Annual Parish Council meeting is due to be held on Monday 10 May 2021. To keep within the Government legislation, LJ suggested that EPC bring the date of the meeting forward to either. Tuesday 4 May, Wednesday 5 May,Thursday 6 May, The June’s meeting may have to be canceled. Any decisions made at meetings held on Zoom after 7 May could be challenged as not being legal. There should be an update on Zoom meetings around the 28 April 2021. GM views were that EPC should still hold the meeting on 10 May 2021. GM proposed, that if EPC were told that by holding a meeting on 10 May, any decision made could be challenged, would Councillors still be prepared to go ahead with a meeting in those circumstances PL said that EPC are asking their Proper Officer to go against the rules of the Government, putting her in a difficult position, it is not in EPC gift to do so. PL or GL would not be attending any meeting outside of the Government guidelines. PJ said that if a meeting did take place on the 10 May, he would not be prepared to attend the meeting and break Government legislation. GM therefore asked Councillors which alternative date could they make for the Annual Parish Council meeting, the 4th, 5th, or 6th of May PJ called a point of order, EPC standing orders state that once a resolution has been past it cannot be reversed within 6 months, except by a special motion which requires written notice by at least half the council. LJ said to reverse the resolution, she would need written notices by at least 6 councillors. An extraordinary meeting would then have to be held to pass a new resolution. GM asked members what dates they could make if LJ could not attend a meeting on 10 May 2021.Tuesday 4 May, 9 Councillors.Wednesday 5 May, 9 Councillors.Thursday 6 May, 8 Councillors. If legislation on holding Zoom meeting does not change, and LJ receives six written notices asking to re address the resolution an extraordinary meeting would be held, to change the day of the Annual Parish Council meeting to Wednesday 5 May 2021. **Proposal,** the meeting continues until 10.30pm.  | MJ proposed, SW seconded, the vote was carried unanimously. MJ proposed, FL seconded, the vote was carried unanimously.MJ proposed, JR seconded, the vote was carried unanimously.RF proposed, AB seconded, the vote was not carried by 3 votes in favour and 6 votes against. GM proposed, the vote was carried by 6 in favour, 5 against. RF proposed, the vote was carried by 7 in favour. |
| **21641** | **Flowerbed Committee** Minutes of the meeting held on 30 March 2021.MJ had nothing further to add.   | Noted.  |
| **21642** | **Transport**LJ had responded to an email received by a resident regarding the wearing of face masks on the buses. The resident was exempt from wearing a face mask but had not been allowed on the bus, this is now being investigated by RG.  |  |
| **21643** | **Communication Committee**Minutes of the meeting held on 7 April 2021. MJ read out a statement that had been placed on the Parish Council website. HRH The Duke of Edinburgh 10 June 1921 – 9 April 2021. We are deeply saddened by the passing of HRH The Duke of Edinburgh; on behalf of EPC, we would like to express our sincere condolences to The Queen and the royal family at this time. Married for 73 years, Prince Philip demonstrated extraordinary dedication and commitment to public duty and as a devoted consort to Her Majesty The Queen. Our sorrow is shared by people across the world as we have remembered with affection and gratitude a lifetime of service by HRH.Residents are encouraged to safely pay their respects through the virtual book of condolence that will be available on the official website of the royal family from 10 April. The laying of flowers is not recommended at this time and we would ask people to remember the current Government guidelines in place to keep us all safe. | Noted. |
| **21644** | **Fence in Leigh Drive** This had been addressed on minute 21631. |  |
| **21645** | **Smith Road Allotments****Proposal** EPC spend up to £500 on a notice board to be installed in the allotments. SW decided to withdraw the proposal to reconsider and carry out further research.  |  |
| **21646** | **North Hall Road** Henham Parish Council has organized a petition regarding the amount of time it is taking to repair North Hall Road.  |  |
| **21647** | **NALC Online Courses** NALC had advertised two online courses, ‘How to get young people involved in Local Councils’ and’ Planning and Power’; the courses were £30 each. | To be deferred.  |
| **21648** | **Government consultation on remote meetings**The consultation closes on 17 June 2021. GM had circulated some suggested answers as a starting point. **Proposal,** EPC makes a response to Government consultation on remote meeting. | GM proposed, the vote was carried unanimously.To be deferred to June’s agenda.  |
| **Correspondence** |
| **21649** | Police Bulletin 24 February 2021 |  |
| **21650** | EALC Training Bulletin 25 February 2021 |  |
| **21651** | Essex Fraud Alert 26 February 2021 |  |
| **21652** | Local Plan News Consultation |  |
| **21653** | UDC New event available theme 7 local economy |  |
| **21654** | Local Council Liaison Forum meeting 11 February 2021 |  |
| **21655** | Weekly update, Police, Fire and Crime Commissioner |  |
| **21656** | UDC Roadmap out of Lockdown |  |
| **21657** | EALC E Bulletin 26 February 2021 |  |
| **21658** | Partnership Document 22 -27 February 2021 |  |
| **21659** | March 2021 Edition of the Elsenham News |  |
| **21660** | Elsenham Community Association AGM agenda |  |
| **21661** | EALC Police Bulletin 3 March 2021 |  |
| **21662** | North Hall Road Website |  |
| **21663** | Holiday Fraud Scam |  |
| **21664** | Weekly update, Police, Fire and Crime Commissioner 5 March 2021 |  |
| **21665** | EALC E Bulletin 5 March 2021 |  |
| **21666** | Partnership Document 18 February – 6 March 2021 |  |
| **21667** | UDC Local Plan Theme 8 Homes |  |
| **21668** | Essex Highways Highlights February addition |  |
| **21669** | PCSO’s Report for February 2021 |  |
| **21670** | EALC Police Bulletin 10 March 2021 |  |
| **21671** | Uttlesford District Council new event available |  |
| **21672** | Covid-19 update issue 73 |  |
| **21673** | Weekly update Police, Fire and Crime Commissioner 12 March 2021 |  |
| **21674** | EALC E Bulletin 12 March 2021 |  |
| **21675** | Partnership Document 7 – 13 March 2021 |  |
| **21676** | Local Plan News from UDC  |  |
| **21677** | ECA Annual General Meeting  |  |
| **21678** | Essex, March Addition  |  |
| **21679** | Covid-19 update issue 94  |  |
| **21680** | Weekly update Police, Fire and Crime Commissioner 15 March 2021.  |  |
| **21681** | SSE Press release 15 March 2021 |  |
| **21682** | Police Bulletin 17 March 2021 |  |
| **21683** | Essex Minerals Local Plan Review  |  |
| **21684** | EALC Training 18 March 2021 |  |
| **21685** | EALC E Bulletin 19 March 2021 |  |
| **21686** | Local Council liaison forum  |  |
| **21687** | Partnership Document 14-20 March 2021 |  |
| **21688** | Essex Playing field Association spring addition  |  |
| **21689** | UDC Local Plan final theme |  |
| **21690** | UDC update Climate and Biodiversity  |  |
| **21691** | Police Bulletin 24 March 2021 |  |
| **21692** | UDC new event available theme 9  |  |
| **21693** | Weekly update Police, Fire and Crime Commissioner 26 March 2021 |  |
| **21694** | EALC E Bulletin 26 March 2021 |  |
| **21695** | EALC Covid update issue 76 |  |
| **21696** | Remote meetings  |  |
| **21697** | Partnership Document 28 March – 3 April 2021 |  |
| **21698** | EALC Training Bulletin 29 March 2021 |  |
| **21699** | Weekly update Police Fire and Crime Commissioner 1 April 2021 |  |
| **21700** | UDC Local Plan Consultation Resources  |  |
| **21701** | Partnership Document 28 March 2021.  |  |
| **21702** | UDC Covid-19 road map changes from 29 March 2021 |  |
| **21703** | EALC E Bulletin 31 March 2021 |  |
| **21704** | EALC Certificated Courses |  |
| **21705** | Police Bulletin 31 March 2021 |  |
| **21706** | Police Bulletin 7 April 2021 |  |
| **21707** | UDC Planning Committee Agenda |  |
| **Meeting opened to public participation** |
| **21708** | Mr. Bush said he had reported the water leak on Hall Road during this meeting.  |  |
|  **21709** | The notice on EPC website stated the incorrect date for the Annual Parish Meeting, the meeting is on 22 April not 23 April 2021.  |  |
| **21710** | The litter on the playing field may not be all down to the football club, many people were now meeting and having picnics on the playing fields.  |  |
| **21711** | On the 26 March 2021, the ECA held their AGM. No representative from EPC attended the meeting. JM said he was the representative but had been unable to attend, he had not informed the ECA secretary.All outside representatives will be determined at the Annual Parish Council meeting in May.  |  |
| **Meeting closed to public participation** |
| **Items to go on next agenda** **(at Chairman’s discretion, no decisions can lawfully be made under this item).** |
| **21712** | There were no items to add to next month’s agenda  |  |
| **Meeting closed at 10.34pm, the next Parish Council Meeting will be held via Zoom on** **10 May 2021 at 8.00pm.**  |