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**Elsenham Parish Council**

**Minutes of the Annual Parish Council Meeting held via Zoom**

**at 8pm on 6 May 2021**

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| **Present Elsenham Parish Council (EPC)**  **Public**  **Apologies** | Dr. G Mott (Chairman GM), Mr. A Buonocore (AB), 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. S Waite (SW) and Mrs. L Johnson (Parish Clerk – LJ).  2 plus District Cllr. G LeCount (GL).  Mrs. M Jackson (MJ) Mrs. I Curlewis (IC) and District Cllr. P Lees (PL) | | | |
| **Minute no.** | **Item** | | | **Actions agreed** |
| **21722** | **Election of Chairman**  **Proposal**, GM to be elected Chairman of Elsenham Parish Council for the coming year. | | | RF proposed, SW seconded, the vote was carried unanimously. |
| **21723** | Declaration of Acceptance of Office form was duly signed by the Chairman. | | |  |
| **21724** | **Election of Vice Chairman**  **Proposal,** MJ to be elected Vice-Chairman for the coming year. | | | FL proposed, JR seconded. The vote was carried unanimously. |
| **21725** | **Declarations of Interest;** None. | | |  |
| **Appointment of Committees**  The Chairman and Vice-Chairman are ex-officio of all Committees and Working Groups. | | | | |
| **21726** | **Proposal,** AB becomes a member of the Chapel Working Group. | | | JM proposed, SW seconded, the vote was carried unanimously |
| **21727** | **Proposal** AB becomes a member of the Allotment Working Group. | | | SW proposed, JM seconded, the vote was carried unanimously |
| **21728** | **Proposal** the following appointments to Committees, Working Groups, Representatives to Outside Bodies and Co-Ordinator’s to other rolls, number 6 to 31 on the agenda are agreed. | | | RF proposed, FL seconded, the vote was carried unanimously. |
| **21729** | **Playing Field Committee**  **Proposal**, PEC, JM, FL, IC, AB and SW are elected for the coming year. | | |  |
| **21730** | **Rights of Way and Open Spaces Committee**  **Proposal**, GM, SW, plus co-opted members Mr. P Salvidge, Mrs. H Salvidge, Mrs. M Shaw, Mr. S Pimblett, Mr. D Verlander and Mr. K Wood are elected for the coming year. | | |  |
| **21731** | **Finance Committee**  **Proposal**, PJ, PEC, GM and FL are elected for the coming year. | | |  |
| **21732** | **Planning Committee**  **Proposal**, PJ, MJ, GM, JR and IC are elected for the coming year. | | |  |
| **21733** | **Flowerbed Committee**  **Proposal**, MJ, GM, JR and SW plus co-opted member Mr. A Hathaway are elected for the coming year. | | |  |
| **21734** | **Communication Committee**  **Proposal,** MJ, FL and AB plus co-opted member Mrs. A Gleeson are elected for the coming year. | | |  |
| **21735** | **Personnel Committee**  **Proposal**, PJ, JM, FL and GM are elected for the coming year. | | |  |
| **21736** | **Complaints Committee**  **Proposal**, PJ, GM, JM, and FL are elected for the coming year. | | |  |
| **Appointments of Working Groups**  The Chairman and Vice-Chairman are ex-officio of all Committees and Working Groups. | | | | |
| **21737** | **Emergency Planning Working Group**  **Proposal,** PJ and GM are elected for the coming year. | | |  |
| **21738** | **Grass Cutting Contract (responsible to the Finance Committee)**  **Proposal**, PEC and PJ are elected for the coming year. | | |  |
| **21739** | **Chapel Working Group**  **Proposal,** PEC, RF, SW, and AB are elected for the coming year. | | |  |
| **21740** | **Allotment Working Group**  **Proposal**, PEC, RF, MJ, SW and AB are elected for the coming year. | | |  |
| **Appointment of Representatives to Outside Bodies** | | | | |
| **21741** | **Village Hall Management Committee**  **Proposal**, RF is elected for the coming year. | | |  |
| **21742** | **Representatives for the Wells Charity**  **Proposal**, RF, PJ and PL are elected for the coming year. | | |  |
| **21743** | **Representative for the E.C.A.**  **Proposal**, JM is elected for the coming year. | | |  |
| **21744** | **Representative for the Uttlesford Association of Local Councils.**  **Proposal,** RF is elected for the coming year. | | |  |
| **21745** | **Public Transport Representatives**  **Proposal**, RF is elected for the coming year. | | |  |
| **21746** | **Parish Paths Liaison Officer**  **Proposal,** GM is elected for the coming year. | | |  |
| **21747** | **Neighborhood Watch Representative**  **Proposal**, FL is elected for the coming year. | | |  |
| **21748** | **Representative for the Stop Stansted Expansion Parish and Town Council Liaison Group Meetings**  **Proposal**, GM is elected for the coming year. | | |  |
| **21749** | **Save our Village Joint Parish Council Steering Group**  **This group has been disbanded.** | | |  |
| **Co-ordinator and Other Roles.** | | | | |
| **21750** | **Community Speed Watch Co-ordinators**  **Proposal**, FL and JM are elected for the coming year. | | |  |
| **21751** | **Parish Archivist**  **Proposal**, RF is elected for the coming year. | | |  |
| **21752** | **Tree Warden**  **Proposal**, Mrs. H Salvidge with Mr. P Salvidge assisting, are elected for the coming year. | | |  |
| **Meeting opened to public participation** | | | | |
| **21753** | The leak in Hall Road has now been repaired. | | |  |
| **Meeting closed to public participation** | | | | |
| **21754** | **Action from previous minutes**.  **Dog waste bin in Isabel Drive**  Ben Brown at UDC has now confirmed EPC can  move the bin, however, EPC must wait until the refuse department have agreed to empty it. Despite FL sending many emails, this has still not been confirmed. | | |  |
| **21755** | **Minutes**  It was agreed to consider the minutes of the meeting held on 12 April 2021 and 30 April 2021 together at the next Parish Council meeting. | | |  |
| **21756** | **District Councillors’ report**  All District Councillors are still in purdah due to the local elections.  GL said he would like to assist EPC with the 220 houses application on Bedwell Road.  It had been decided that UDC’s Full Council Meeting will take place on 18 May 2021 in the chamber. There will be 53 people in the chamber all having to abide by the current Government social distancing rules; it was unclear how this would work. | | |  |
| **21757** | **Planning Committee**  Report circulated  It looks hopeful that EPC will soon receive payment for the maintenance of the David Wilson Home play area.  **Application submitted to UDC Planning**  **UTT/20/3288/HHF** Raising of garage roof to form habitable accommodation. 2 Askew Close, Elsenham, CM22 6XU.    **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.  **UTT/21/08889/HHF** Erection of two storey side extension. 3 Stansted Road, Elsenham.  **UTT/21/1245/HHF** Single storey rear extension. 21 Oak Drive, Elsenham.  **UTT/21/1187/FUL** Demolition of outbuildings and erection of 1 dwelling with garage and access. Fullers End Cottage, Tye Green Road, Elsenham.  **UTT/21/1226/CLP** Single storey rear extension and loft extension with two new dormers. 23 Oak Drive, Elsenham.  **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.  **UTT/21/0009/DFO** Details following outline approval UTT/18/3370/OP for erection of up to 9 dwellings land South of the Farmhouse, Old Mead Road, Henham.  (Amendment to existing application)  **Decisions made by UDC Planning**  **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.  **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 Old Mead Road, Henham.  **UTT/21/0306/FUL** Proposed alterations and extension to form residential annex.  Including demolition of existing garage. Broomfield House, Station Road, Elsenham.    **UTT/21/0509/FUL** Proposed erection of entrance gates. Elsenham Hall, Elsenham. | | | Noted.  .  EPC object to this application.  EPC object to this application.  EPC objects to this application.  Refused.  Approved.  Refused.  Approved. |
| **21758** | **Playing Field Committee**  A playing field meeting was held 6 May 2021. Two new cradle swings are to be purchased, plus two new litter bins. The committee are investigating a replacement of the double bin which had been stolen.  The committee are considering replacing or adding new play equipment, this will depend on prices and available space. The play equipment is to be the main priority, so the outdoor gym has been put on hold.  Setting up a charity associated with EPC was still being investigated, this would help to obtain grant funding in the future for the chapel and the running of the community hall on behalf of EPC. | | |  |
| **21759** | **Rights of Way and Open Spaces Committee**  Tree Warden’s report.  The minutes of the meeting held on 23 April 2021. | | | Noted.  Noted. |
| **21760** | **Finance Committee**  The following cheques and payments were approved for payment. | | |  |
|  | BACS | Zoom | £14.39 |  |
|  | BACS | Belton Gardening | £279.95 |  |
|  | BACS | National Allotment Society | £66.00 |  |
|  | BACS | L Johnson | £40.00 |  |
|  | BACS x 2 | Wages | £2,362.80 |  |
|  | BACS | EALC | £673.72 |  |
|  | BACS | Essex Playing fields | £40.00 |  |
|  | BACS | M Burke Landscaping | £276.50 |  |
|  | BACS | M Burke Landscaping | £673.33 |  |
|  | BACS | Beltons Gardening | £191.66 |  |
|  | BACS | 3G Mobile | £13.00 |  |
|  | BACS | Yvonne Morton | £80.00 |  |
| **21761** | A summary of receipts and payments. | | | Noted. |
| **21762** | **Parish Clerk’s Report**  **Proposal,** EPC renew their membership to the Institute of Cemetery and Cremation Management (ICCM) at an annual fee of £95.00.  LJ read out an email from residents of Leigh Drive, who thanked RF for all his support he gave regarding the unauthorized fence. | | | PJ proposed, JM seconded, the vote was carried unanimously. |
| **21763** | **The Annual Return for the year ended 31 March 2021**  The Chairman and the Parish Clerk signed the ‘Annual Governance Statement’ 2020/2021. | | |  |
| **21764** | **The Annual Return for the year ended 31 March 2021**  The Chairman and the Parish Clerk signed the ‘Account Statement’ 2020/2021. | | |  |
| **21765** | **Flowerbed Committee**  **Report circulated**  Summer planting has been delayed as the pansies are still looking wonderful.  Five cherry trees have been planted along the boundary fence of the Memorial Garden; these should give an attractive back drop to the garden over time.  A thank you to Allan Hathaway who has revitalized the bench in the Memorial Garden. | | | Noted. |
| **21766** | **Transport**  A resident had complained about the non-arrival of a scheduled bus, RF informed the company and was told the reason was due to Covid and problems with drivers.  **JR left the meeting.** | | | . |
| **21767** | **Communication Committee**  The following post has been placed on the website,  *After an incident on Friday, April 30, Elsenham Parish Council would like to remind residents that the Public sections of the Parish Council Notice Boards are not for advertising businesses.*  *Any posts advertising businesses will be removed by the Parish Council.*  A reminder will also be put on the notice boards.  Ivy is encroaching onto the Memorial Garden notice board; GM has trimmed some of it, but this could be done in future by the flowerbed maintenance company. | | |  |
| **21768** | **Remote Meetings Court Action**  It was discussed whether EPC should make a financial contribution to help cover the cost of the High Court action regarding online meetings.  RF suggested EPC donate £50.  PEC suggested EPC donate £200.  **Proposal** EPC donate £200 towards the legal costs | | | PEC proposed, FL seconded, the vote was carried by 6 in favour and 3 against. |
| **21769** | **Allotments Smith Road.**  **Proposal** EPC spend up to £400 on a notice  board to be installed in the allotments. | | | SW proposed the vote was carried unanimously. |
| **21770** | **Government consultation on remote meetings.**  EPC had agreed in principle to make a response  to the consultation. GM had circulated a draft response to all councillors, there was no suggestions or amendments from other councillors.  **Proposal** The draft response that had been circulated to all councillors is submitted on behalf of EPC.  All councillors may also respond as individuals. | | | GM proposed, the vote was carried unanimously. |
| **21771** | **Date and arrangements for next meeting**  It was discussed at some length how EPC would hold meetings given the constraints that the Government have imposed.  No further council meetings can be held remotely after 7 May 2021, however, holding an indoor meeting while observing all Covid restriction would also not be possible.  GM suggested EPC form a Working Group, where all councillors are members. An informal meeting would be held, there would be no proposals only suggestions. The following week a Parish Council meeting is held outside where all the suggestions would be address as proposals. The public would be invited to both meetings.  One suggestion was to cancel the Parish Council meeting in June 2021, this seemed to be the consensus of the meeting. However, it was agreed to defer a decision until GL had sent his documentation on how UDC proposes to hold their meetings and for councillors to read the information from EALC. The final decision would be agreed by email. | | | GL is to send the information to LJ on how UDC intend to hold Council meetings with 53 members, whilst observing Covid restrictions |
| **Correspondence Received** | | | | |
| **21772** | Remote meeting Update. | | | Noted |
| **21773** | The passing of Prince Philip. | | | Noted |
| **21774** | EALC A Tribute to Prince Philip | | | Noted |
| **21775** | Police Document 4 -11 April 2021. | | | Noted |
| **21776** | SSE Parish and Town Liaison group meeting. | | | Noted |
| **21777** | Weekly update Police, Fire and Crime Commissioner 12 April 2021 | | | Noted |
| **21778** | District News The Duke of Edinburgh | | | Noted |
| **21779** | Police Bulletin 14 April 2021 | | | Noted |
| **21780** | Scam awareness 16 April 2021 | | | Noted |
| **21781** | Weekly update Police, Fire and Crime Commissioner 16 April 2021 | | | Noted |
| **21782** | EALC E Bulletin 16 April 2021 | | | Noted |
| **21783** | PCSO report March 2021 | | | Noted |
| **21784** | SSE Press release 17 April 2021 | | | Noted |
| **21785** | SSE Press release 19 April 2021 | | | Noted |
| **21786** | UDC Police Bulletin 21 April 2021 | | | Noted |
| **21787** | UDC Development Management planning Meeting, cancelled | | | Noted |
| **21788** | Closure of Station Road, Stansted Road, High Street and Henham Road. | | | Noted |
| **21789** | Weekly report Police, Fire and Crime Commissioner 23 April 2021 | | | Noted |
| **21790** | Fraud Alert 23 April 2021 | | | Noted |
| **21791** | SSE Minutes 21 April 2021 | | | Noted. |
| **21792** | Violence and vulnerability police report | | | Noted. |
| **21793** | Police Bulletin | | | Noted. |
| **21794** | News bulletin SLCC 28 April 2021 | | | Noted. |
| **21795** | Weekly update Police, Fire and Crime Commissioner 30 April 2021 | | | Noted. |
| **Meeting opened to Public Participation** | | | | |
| **21796** | The owners of The Paddocks next to Elsenham Hall, which is a grade 2 listed building, have built a motorcycle and quad bike circuit, this is causing disturbance to the residents of Elsenham Hall. UDC Enforcements and Environmental Health have not been of any help in trying to resolve the problem. | | | GL will investigate. |
| **21797** | There is a plot of land up for sale in Henham opposite Sandpits, the land is coming up for auction in June 2021, it is an area of 2 -3 acres. | | | GM to send details to GL to investigate. |
| **21798** | Either due to the heavy rain or the natural springs, water has been running down Robin Hood Road and forming a flood at the level-crossing gate.  This information has already been passed onto Essex County Cllr. Gooding | | | LJ to remind Cllr. Gooding. |
| **Meeting closed to Public Participation** | | | | |
| **Items to go on next agenda**  (at Chairman’s discretion, no decisions can lawfully be made under this item). | | | | |
| **21799** | There were no items for the next agenda | | |  |
| **Meeting closed at 9.45pm, the next Parish Council Meeting to be arranged.** | | | | |