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**Elsenham Parish Council**

**Minutes of Parish Council**

**held in The Memorial Hall at 8.00pm on 4 October 2021**

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| **Members of Elsenham Parish Council (EPC):**  **Public:**  **Apologies for absence** | Dr. G Mott (Chairman GM), Mr. A Buonocore (AB), Mr. R Franklin (RF),  Mr. P Johnson (PJ), Mr. J Minor (JM), Mrs. S Waite (SW) and Mrs. L Johnson (Parish Clerk – LJ).  7, plus District Cllr. G LeCount (GL) and District Cllr. P Lees (PL).  Mr. P Clear (PEC). | | | |
| **Minute no.** | **Item** | | | **Actions agreed** |
| **21975** | **Declarations of Interest. None.** | | |  |
| **Open to the public** | | | | |
| **21976** | More information was requested on Essex Highways closure of Stansted Road, Station Road, High Street and Henham Road in Elsenham, on 1 November 2021. | | | LJ to send out information. |
| **21977** | A pile of sticks have been left in the Memorial Garden. | | | LJ to arrange for them to be removed. |
| **21978** | PL said that windows and doors in the Memorial Hall should be open to follow UDC Covid guidelines. | | |  |
| **21979** | Allan Hathaway said part on the agreement on hiring the Memorial Hall was that windows and doors remain open. | | |  |
| **21980** | People are still walking their dogs in the Elsenham playing field. No dogs are allowed in the playing field, including the road and car parks. | | |  |
| **21981** | The leak has still not been repaired at St. Mary’s Church. LJ has contacted Affinity Water three times. | | | LJ to chase. |
| **21982** | A complaint was raised regarding the bin installed at the entrance of Alsa Wood. The bin is an open-top bin and some of the residents living in Marcham Road can smell the dog waste. This had not been helped by UDC, who did not empty the bin last week. Some of the residents would like the bin removed and said it was not required. | | | LJ to contact UDC about emptying the bin. |
| **Closed to the public** | | | | |
| **21983** | **Actions from previous minutes**  PEC was to modify the Grass Cutting Contract, adding that all the grass along the road in the playing field is to be blown away. | | | On-going. |
| **21984** | **Minutes**  Council to consider the minutes of the meeting held on 6 September 2021. An amendment was made to minute 21630, to read ‘UDC are looking to appoint a new Assistant Director to replace Gordon Glenday, who has resigned.’ | | | The minutes were approved by EPC and signed as a true and accurate record. |
| **21985** | **District Councillor’s report**  UDC do not have a policy regarding a requirement for false chimneys.  UDC are currently looking at changes to their policy on litter and dog waste bins.  The courts have rejected UDC’s legal challenge against the Stansted Airport planning appeal decision. UDC are holding a meeting on Wednesday 6 October 2021, to decide if UDC should contest it. Over £175,000 has already been spent on defending this planning application. A further one million may have to be paid to Stansted Airport for costs.  A Local Plan takes 5 years to establish, UDC hopes to have their 5-year plan in place by 2023.  GM stated that at the Local Plan Leadership Group meeting, it had been announced that the Call for Sites would now be going out to Parish/Town Councils in Autumn 2021, this had originally been scheduled for August 2021.  PL said that a lot of sites had been submitted and Officers were behind. The Call for Sites would only be going out to Town/Parish councils where clarity was required.  A meeting is being held on Wednesday 6 October 2021 on forming a policy for solar farms in the district.  A family of travellers have purchased a piece of land on North Hall Road and built some wooden buildings without planning permission. Enforcement had started to investigate, but the owners have now submitted a planning application. | | |  |
| **21986** | **Planning Committee**  Minutes of the meeting with Clive Theobald.  Minutes of the meeting with Dandara.  Planning Report.  The Planning Committee are to decide at their next meeting on 12 October 2021, whether to make a contribution to Henham Parish Council towards the costs of engaging a consultant and a transport report for the Gladman appeal inquiry. Without this, road access would not have been taken into consideration by the inspector as Highways had removed their objections.  An onsite meeting was held with Bloor Homes (BH) on  1 October 2021. The first stage is the access and road infrastructure of the development, and will comprise of  enabling work. The construction vehicles will be able to park off road from the start of the work.  A contribution to the new community hall was raised, but Bloor Homes would not commit to anything.  There are to be play areas on the site. Bloor Homes have asked if EPC could submit a list of play equipment, they would like to see in the play area, taking into consideration what other play equipment was already in the village.  There is a provision in the Section 106 agreement for Bloor Homes to move the 30mph speed limit back towards Henham, this has been agreed with Essex Highways. A possibility of a 20mph speed limit was raised at the meeting, but Bloor said this would be up to Essex Highways, and it would be unlikely as the guidelines for a 20mph could not be fulfilled for this limit to be installed on this road.  There is to be a site for a new primary school and early years provision. ECC can call for either the early years site or the primary school site at any time between  commencement and 10 years after completion.  BH must provide an appropriate site within 6 months of ECC calling for the site.  BH must provide the utilities, access, footways and traffic signage to service the site within 18 months of ECC calling for the site.  **Applications submitted to UDC Planning.**  **UTT/21/2867/CLE** Stable Building. Gaunts End, Home Farmhouse, Green Street, Elsenham.  **UTT/21/2920/FUL** Demolition of garage and erection of 1 two storey dwelling together with associated access, car parking and amenity space. 13 Broom Farm Road, Elsenham.  **UTT/21/2799/DFO** Details following outline approval UTT/17/3573/OP (approved under appeal reference APP/C1570/W/19/3243744) for access road infrastructure to serve up to 350 new homes and associated uses – details of appearance, landscaping, layout and scale. Land on Henham Road.  **UTT/21/26787/FUL** Improvement of existing vehicular access point and the construction of a single storey wellness hub building and associated car, cycle and motorcycle parking area, Eastfield Stables, May Walk, Elsenham Road, Stansted.  **UTT/21/2938/HHF** Erection of single storey side extension. Barkwood, 2 Robin Hood Road, Elsenham.  **Decisions made by UDC Planning.**  **UTT/21/2285/OP** Outline application with all matters reserved for erection of 6 dwellings. 2 Loppingdales Cottages, Gaunts End, Green Street, Elsenham.  **UTT/21/2359/FUL** Proposed demolition of garage and erection of 1 dwelling. Land rear of 35 New Road, Elsenham. | | | Noted.  Noted.  Noted.  Playing field Committee to create a list of play equipment for the new areas.  A meeting to be set up with Essex Highways.  Refused.  Refused. |
| **21987** | **Playing Field Committee**  Minutes of the meeting held on 15 September 2021.  It has now been agreed with David Wilson Homes and UDC that a percentage of the Section 106 payment towards the cost of maintaining the Isabel Drive play area, can be used to purchase new play equipment for the children’s play area in the playing field. SW, AB and JM are to arrange a meeting to look at the suggestions already received from residents as to the kind of play equipment they would like installed. Another notice asking for more suggestions may need to go in this month’s Elsenham News.  The pop-up Christmas market has been given permission to use half of the lower car park in the playing field for food vans, the other half is for public parking. | | | Noted. |
| **21988** | **Rights of Way and Open Spaces Committee**  Tree Wardens report.  A meeting is to be held on Friday 15 October 2021.  Cutting the paths on the public rights of way needs to be addressed.  The closure of the footpath over the motorway has now been withdrawn. | | | Noted. |
| **21989** | **Finance Committee**  The following cheques and payments required for approval. | | | All payments approved for signing. |
|  | BACS | Zoom | £14.39 |  |
|  | BACS | Stansted Airport Watch | £100.00 |  |
|  | BACS x 3 | Wages | £2,362.80 |  |
|  | BACS | M Burke Landscaping | £276.50 |  |
|  | BACS | M Burke Landscaping | £673.33 |  |
|  | BACS | Bin shop | £48.70 |  |
|  | BACS | Zoom | £14.39 |  |
|  | BACS | HM Revenue | £1,389.45 |  |
|  | BACS | Belton Gardening | £200.00 |  |
|  | BACS | M Burke Landscaping | £245.00 |  |
|  | BACS | A & J Lighting | £192.54 |  |
|  | BACS | Pest Assured | £108.00 |  |
|  | BACS | Easy Gate | £1,939.20 |  |
|  | BACS | Instant Ink | £22.49 |  |
|  | BACS | Mobile 3 G | £13.00 |  |
| **21990** | A summary of receipts and payments.  All Committees to set their detailed budgets for 2022 – 2023.  As PEC may not be able to attend finance meetings for a few weeks, it was agreed to continue as a working party with PJ and GM with any decisions being presented to Full Council.  One item that may have a significant effect on the precept for 2022-2023 is the new community hall. EPC has still not received any classification as to when UDC will release the Section 106 monies. Therefore, EPC may have to spend considerable amounts from the parish precept, to move the project forward before the section 106 monies are transferred over. | | | Noted. |
| **21991** | **Clerk’s Report**  EPC give permission for St. Mary’s Church to hold a Remembrance Service on Saturday 13 November 2021 and a Christmas Eve Carol Service in and around the Memorial Garden. At both services EPC ask that for health and safety reasons marshals are appointed.  **Proposal**, EPC renew their membership to  The Countryside Charity (CPRE) at a cost of £100.  EPC give permission for the Elsenham WI to have a field of Remembrance in the Memorial Garden, the week before and the week after the service.  It was agreed to purchase a new closed bin to replace the open bin at the entrance of Alsa Wood.  UDC have agreed that EPC may have a further two bins in the village.  UDC are currently looking at changing their litter and dog waste bin policy, to agree to emptying extra bins if required. However, EPC would have to pay for the bins and for installment.  PJ asked PL if UDC would be changing their planning policy, making developers install litter and dog waste bins on their developments. PL said that this had not been discussed.  There may be some plots on both the allotment gardens that will need strimming and covering. Many of the taps on the Smith Road allotments may also need replacing.  Candidates have up to 15 October 2021 to send back their applications for being co-opted onto the Parish Council**.** An extra meeting is to be arranged for interviewing the candidates, hopefully before the next Pairsh Council meeting on 1 November 2021.  If members of the public want to contact the Parish Clerk, they should do so by either email or telephone. It is not acceptable to approach the Parish Clerk when she is off duty.  GM asked that a letter of ‘thanks’ is sent to Frances Lambert for all she had contributed over many years on the Parish Council. | | | RF proposed, JM seconded, the vote was carried unanimously.  LJ to purchase litter bin.  LJ to establish the costs of extra bins and ownership of land, for installment.  An allotment Group working party meeting is to be held, to discuss these issues and bring a firm proposal to Full Council.  LJ to write a letter. |
| **21992** | **Flowerbed Working Group**  Minutes of the meeting held on 10 September 2021.  **Proposal,** EPC spend up to £50 to purchase bug boxes for the Memorial Garden.  **Proposal**, EPC spend up to £300 on membrane and soil for the Leigh Drive flowerbed. | | | Noted.  SW proposed, RF seconded, the vote was carried unanimously.  SW proposed, AB seconded, the vote was carried 5 in favour, 1 abstained. |
| **21993** | **Transport**  There are some updated buses now serving the village.  Bus users are increasing. | | |  |
| **21994** | **Communication Committee**  The Communication Committee now only has 2 members and 1 co-opted member. GM would need to attend all meetings in his role as ex-officio, to make the meeting quorate.  All the documents on the website are now in their correct places.  The address for domain [elsenham-pc.gov.uk](http://elsenham-pc.gov.uk/) has been changed to the Parish Clerk’s. | | |  |
| **21995** | **Draft Housing Strategy**  PL is the Portfolio Holder, Housing.  EPC will respond to the Housing Strategy stating that  there is a shortage of bungalows within the district for both market purchase and affordable rent. The requirement for 5% of properties to be bungalows upon new housing developments should be the minimum amount and there should be a mix of bungalows, private, affordable and rented. | | | PJ to write a response |
| **21996** | **Neighbourhood Watch**  Nobody on the Parish Council volunteered to become the representative for Neighbourhood Watch. It was therefore agreed to ask for a volunteer in the Elsenham News. | | | LJ to place request in the Elsenham News. |
| **Correspondence** | | | | |
| **21997** | PFCC Weekly update 27 August 2021 | | |  |
| **21998** | EALC E Bulletin 27 August 2021 | | |  |
| **21999** | Essex multi topic briefing | | |  |
| **22000** | Police Bulletin 1 September 2021 | | |  |
| **22001** | Highways Matters | | |  |
| **22002** | Road Work Information M11 | | |  |
| **22003** | E Bulletin 3 September 2021 | | |  |
| **22004** | PFCC weekly update 3 September 2021 | | |  |
| **22005** | EALC Annual General Meeting | | |  |
| **22006** | Stansted Airport Watch 6 September 2021 | | |  |
| **22007** | Local Council Liaison Forum | | |  |
| **22008** | M11 Motorway footbridge waterproofing | | |  |
| **22009** | Police Bulletin 8 September 2021 | | |  |
| **22010** | District News 10 September 2021 | | |  |
| **22011** | PFCC Weekly report 10 September 2021 | | |  |
| **22012** | EALC E Bulletin 10 September 2021 | | |  |
| **22013** | Highways Highlights August 2021 | | |  |
| **22014** | Stansted Airport Watch press release | | |  |
| **22015** | New climate crisis course | | |  |
| **22016** | Housing Market report | | |  |
| **22017** | Police Bulletin 15 September 2021 | | |  |
| **22018** | PCSO’s report August 2021 | | |  |
| **22019** | Big Green week | | |  |
| **22020** | Draft Housing Strategy | | |  |
| **22021** | E Bulletin 17 September 2021 | | |  |
| **22022** | PFCC Weekly update 17 September 2021 | | |  |
| **22023** | Upcoming courses for October 2021 | | |  |
| **22024** | Bloor Homes leaflet drop | | |  |
| **22025** | Local Council Liaison meeting minutes | | |  |
| **22026** | EALC Police Bulletin 22 September 2021 | | |  |
| **22027** | PFCC Weekly update 24 September 2021 | | |  |
| **22028** | Local Plan news 24 September 2021 | | |  |
| **22029** | EALC E Bulletin 24 September 2021 | | |  |
| **22030** | Crime Figures 27 September 2021 | | |  |
| **22031** | Stansted Road Closure | | |  |
| **22032** | Stage 2 Consultation Period | | |  |
| **Meeting opened to public participation** | | | | |
| **22033** | Allan Hathaway said that 3 people have come forward from the village to help take over the Elsenham News. However, more volunteers were still needed. | | |  |
| **22034** | GM had given an exceptional performance at the Gladman appeal and must have done a remarkable amount of work to be so conversant with the application. | | |  |
| **Meeting closed to public participation** | | | | |
| **Items to go on next agenda**  **(at Chairman’s discretion, no decisions can lawfully be made under this item).** | | | | |
| **22035** | There were no items to add to next month’s agenda | | |  |
| **In accordance with section 1 of the Public Bodies (admissions to meeting) Act 1960, the public and press will be excluded from the remainder of the meeting because publicity**  **would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.** | | | | |
| **22036** | **Proposal.** The contract to install the two gates at the Isabel Drive play area is given to M Burke Landscaping. | | | JM proposed, SW seconded, the vote was carried unanimously. |
| **22037** | It was agreed to defer installing the safety surface until after the instalment of the new play equipment. | | |  |
| **Meeting closed at 10.10pm, the next Parish Council Meeting will be held at 8pm on**  **1 November 2021 in The Memorial Hall** | | | | |