



## **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 on **9 May 2022** 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.

- 1) **Election of Chairman.**
- 2) **Chairman to sign 'Declaration of Acceptance of Office'.**
- 3) **Election of Vice Chairman.**
- 4) **To receive and approve apologies for absence.**
- 5) **Declarations of interest.**
- 6) **Appointments.**
  - a) **Proposal** Mrs B Donald is appointed a member of the Playing Field Committee.
  - b) **Proposal** Mr. B Ogilvie is appointed a member of the Communication Committee.
  - c) **Proposal** Mr Ray Gooding is appointed a member of the New Community Hall Working Group.
  - d) **Proposal** Dr. G Mott is appointed a member of the Grass cutting contract.

### **APPOINTMENT OF COMMITTEES**

- 7) **Proposal** the following appointments to Committees, Working Groups, Representatives to Outside Bodies and Co-Ordinator's to other roles, number 8 to 32 on the agenda are approved.

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

**8) Election of Playing Fields Committee.**

**Up to 6 Council members and 2 co-opted members. Quorum 3 Council members.**

At present Mrs. S Waite and Mrs. B Donald.

**9) 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.

**10) Election of Finance Committee.**

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

At present Mr. P Johnson and Dr. G Mott

**11) Election of Planning Committee.**

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

At present Mr. P Johnson, Dr. G Mott and Mrs S Waite.

**12) Flowerbed Committee.**

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

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

**13) Communication Committee.**

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

At present Mrs. B Dobson, Mr. P Johnson, Mr. B Ogilvie plus co-opted member Mrs. A Gleeson.

**14) Election of Personnel Committee.**

**Up to 4 Council members and 1 co-opted. Quorum 3 Council members.** At present Mr. P

Johnson and Dr. G Mott.

**15) Election of Complaints Committee.**

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

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

**APPOINTMENT OF WORKING GROUPS.**

**16) Emergency Planning Working Group.**

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

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

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

**18) Chapel Working Group.**

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

**19) Allotment Working Group.**

At present, Mrs. B Donald, Mr. R Franklin, Mr. B Ogilvie and Mrs. S Waite.

**20) New Community Hall Working Group. (Responsible to the Planning Committee)**

At present Mrs. B Donald, Mr. B Ogilvie, Mr. P Johnson, Dr. G Mott, plus co-opted members Mr. A Hathaway, Mr. P Jarvis, Mrs. E Terry, Mr. R Gooding.

**APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

**21) Representatives for the Village Hall Management Committee.**

At present Mr. R Franklin.

**22) Representative for the Wells Charity.**

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

**23) Representative for the E.C.A.**

At present Mrs. S Waite.

**24) Representative for the Uttlesford Association of Local Councils.**

At present Mr. R Franklin.

**25) Public Transport Representative.**

At Present Mr. R Franklin.

**26) Parish Paths Liaison Officer.**

At present Dr. G Mott.

**27) Neighbourhood Watch Representatives.**

At present Mrs. F Lambert.

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

At present Dr. G Mott.

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

At present Mr. P Johnson.

**CO-ORDINATORS AND OTHER ROLES.**

**30) Community Speed Watch Co-ordinator.**

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

**31) Parish Archivist.**

At present Mr. R Franklin.

**32) Tree Warden.**

At present Mrs. H Salvidge

**33) Open to the Public.**

**34) Actions from previous minutes.**

Sign by mini roundabout.

Ponds on allotments to be added to Allotments Condition of Use Policy.

The cleaning of the plaque on the memorial bench in the Spinney.

Cataloguing the potholes in the village.

**35) To approve the minutes of the meeting held on Monday 7 March 2022 and Tuesday 19 April 2022.**

**36) District Councillor's Reports.**

**37) County Councillor's Reports.**

**38) Planning Committee – Dr. G Mott.**

Minutes of the meeting held on 4 May, **circulated**

**Application submitted to UDC Planning**

- a) **UTT/22/1128/LB** Demolition of existing single storey garage. New one and a half storey side extension with glazed link. Tye Green Cottage Tye Green Lane Tye Green.
- b) **UTT/22/1081/CLP** Single storey rear extension and loft conversion to including 3no.dormers to the front elevation and 2no. pitched roof dormers on the rear elevation, 24 Orchard Crescent Elsenham.
- c) **UTT/22/1054/HHF** First floor extension at the rear. 49 Hailes Wood Elsenham.
- d) **UTT/22/1050/FUL** Demolition of garage and rear extension and erection of a two-storey dwelling together with associated access, car parking and amenity space, 13 Broom Farm Road Elsenham.
- e) **UTT/22/0952/LB** Proposed works to floor in living room and main bedroom, works to plinth and lowering of ground level and works to sole plate and junction between plinth and hard render on wall, 1 Wells Cottages Robin Hood Road Elsenham.
- f) **UTT/22/0876/HHF** New driveway, parking area and cart lodge, White Cottage Tye Green Lane Tye Green Elsenham.

**Decisions made by UDC**

- g) **UTT/21/2212/HHF** (Erection of a part one and a half-storey and part-single storey extension to rear and recladding of exterior of original building) in order to change rear extension material to facing brick. 56 New Road Elsenham. **Approved.**
- h) **UTT/19/0707/PAQS** Replacement structure to provide 1 no. new dwelling following prior approval ref UTT/19/0707/PAQ3 (resubmission of application ref UTT/19/3043/FUL). Opposite The Haven (Site 1) Tye Green Road Elsenham. **Approved.**
- i) **UTT/22/0473/CLP** Loft dormer and single storey rear extension, 39 Isabel Drive Elsenham. **Approved.**
- j) **UTT/22/0429/HHF** Proposed first floor rear extension, 49 Hailes Wood Elsenham. **Refused.**
- k) **UTT/22/0426/LB** Proposed side and rear extensions and minor external alterations to existing building, White Cottage Tye Green Lane Tye Green Elsenham. **Refused.**
- l) **UTT/21/3711/FUL** Change of use from a detached garden storage area and outbuilding to create a children's pre-school, Lyndhurst Station Road Elsenham. **Refused.**
- m) **UTT/22/0206/FUL** Proposed erection of 1 no. detached dwelling (amendment to previously approved application UTT/16/3599/FUL) addition of single car port, Land Adj. White Cottage Fullers End Tye Green Road Elsenham. **Approved.**
- n) **UTT/21/3670/HHF** Conversion of attached side garage into a habitable room, 5 De Mandeville Road Elsenham CM22 6LR **Approved.**
- o) **UTT/21/1299/FUL** Change of use of land from agricultural to residential and erection of 2 no. semi-detached single storey dwellings, Eastfield Stables May Walk Elsenham Road Stansted. **Appeal allowed.**

**39) Playing Fields – Mrs. S Waite**

**Proposal** EPC spend £375 to install new wooded framework and cement in the three slabs at the top of the slide in the children's play area. **Photographs circulated.**

**40) Rights of Way and Open Spaces Committee Report – Dr. G Mott.**

Tree Warden's report. **Circulated.**

Minutes of the meeting held on 8 April 2022. **Circulated.**

**41) Finance Committee Report – Mr. P Johnson**

To agree cheques for payment. **Circulated.**

Summary of receipts and payments. **Circulated.**

**Proposal** EPC adopt the Investment Policy and Annual Investment Strategy.

**Proposal** EPC appoint Ann Wood as their Internal Auditor.

**Proposal**, EPC give authority to the Chairman, Clerk and members of the Finance Committee working group, to allow them to make the final choice of insurer, based upon the quotes received and to make the payment for the renewal.

**42) Parish Clerk's Report**

The football club would like to hold a presentation day on the Recreation Ground on Saturday, June 26. It will be much in line with past presentation days, with food, music and some bouncy castles.

The Teen Shelter window replacement.

**Proposal**, Sue Waite attend the EALC Planning Course at a cost of £70

**Proposal**, EPC pay Data Protection renewal fee of £35 so EPC may process and store personal data.

**43) The Flowerbed Committee – Mrs. S Waite**

**44) Transport – Mr. R Franklin.**

**45) Communication Committee – Mr. P Johnson**

Minutes of the meeting held on 3 May, circulated

**46) PCSO's Contract**

**Proposal**, EPC continues with the PCSO's contract or gives three months' notice to UDC to terminate it.

**47) Amend the Financial Regulations – Dr. G Mott**

The Financial Regulations currently reads

*In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £750. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.*

**Proposal**. Amend Financial Regulations 4.5 by replacing 'In case of extreme risk to the delivery of Council services' with 'In case of emergency'

**Proposal**. Amend Financial Regulations 4.5 by replacing the limit of £750 with £1,000.

**48) Uttlesford Shopfront Design Guide. Dr. G Mott**

**49) Correspondence.**

- I. EALC E Bulletin 4 March 2022.
- II. Uttlesford Newsletter 4 March 2022. Annual Return for the year ended 31 March 2022.
- III. The annual governance statement 2021/22 to be signed by the Chairman and Parish Clerk.

- IV. Annual Return for the year ended 31 March 2022.
- V. The accounting statements 2021/22 to be signed by the Chairman and Parish Clerk.
- VI. PFCC Report Update 4 March 2022
- VII. Parish Forum 29 March 2022.
- VIII. Re-alignment of parish boundaries.
- IX. PCSO Report February 2022
- X. Violence and Volubility 8 March 2022.
- XI. Local Council Liaison Forum.
- XII. Police Bulletin 8 March 2022.
- XIII. EALC Platinum Jubilee.
- XIV. PFCC Report Update 11 March 2022.
- XV. EALC Bulletin 11 March 2022.
- XVI. Commercial Burglary crime prevention advice.
- XVII. Crime Data 14 March 2022.
- XVIII. Ukraine situation.
- XIX. NALC Briefing on Ukraine.
- XX. Local Council Liaison Forum Agenda
- XXI. Network Rail Essex and Others Level Crossing Reduction) Order.
- XXII. Police Bulletin 16 March 2022.
- XXIII. EALC Bulletin 18 March 2022.
- XXIV. PFCC Report Update 18 March 2022.
- XXV. Monthly News St. Clare Hospice.
- XXVI. Crime data 21 March 2022.
- XXVII. PFCC Report Update 25 March 2022.
- XXVIII. Crime Data 28 March 2022.
- XXIX. Highways Update on North Hall Road.
- XXX. Police Bulletin 30 March 2022.
- XXXI. UDC new director of planning.
- XXXII. PFCC Report Update 1 April 2022.
- XXXIII. Founder Pond Conservation project.
- XXXIV. EALE E Bulletin 1 April 2022.
- XXXV. Update for parishes on arrivals from Ukraine.
- XXXVI. UDC Report 4 April 2022.
- XXXVII. Crime Data 4 April 2022.
- XXXVIII. Police Monthly Newsletter April 2022.
- XXXIX. Violence and Volubility 5 April 2022.
- XL. Ukraine response update.
- XLI. EALC Bulletin 8 April 2022.
- XLII. PFCC Report Update 8 April 2022.
- XLIII. PCSO's report for March 2022.
- XLIV. Crime Data 11 April 2022.
- XLV. Latest Environmental Update from UDC.
- XLVI. Local Plan Timetable.
- XLVII. Police Bulletin 14 April 2022.
- XLVIII. PFCC Report Update 14 April 2022.
- XLIX. EALC E Bulletin 14 April 2022.

- L. Police Bulletin 20 April 2022.
- LI. Update on Refugees.
- LII. National Highways Presentation-M11.
- LIII. PFCC Report Update 22 April 2022.
- LIV. EALC Bulletin 22 April 2022.
- LV. EALC Police Bulletin 27 April 2022.
- LVI. EALC Courses.
- LVII. EALC E Bulletin 29 April 2022.
- LVIII. UDC's Planning update.
- LIX. PFCC Report Update 29 April 2022.
- LX.

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

**51) Open to the public.**

Mrs Louise Johnson.

Clerk to Elsenham Parish Council 4 May 2022