



**Elsenham Parish Council**  
**Minutes of the Parish Council meeting**  
**held in The Memorial Hall at 8.00pm on 4 July 2022**

**Members of Elsenham Parish Council (EPC) present at the meeting:**  
Cllr. G Mott (Chairman GM), Cllr. B Donald (Vice-Chair BD), Cllr. G Bentley (GB),  
Cllr. R Franklin (RF), Cllr. P Johnson (PJ), Cllr. F Lambert (FL), Cllr. B Ogilvie (BO),  
Cllr. S Waite (SW) and Mrs. L Johnson (Parish Clerk – LJ).

**Members of the public present at the meeting:**  
6, plus District Cllr. P Lees (PL)

**Apologies for absence:** Essex County Cllr. R Gooding and District Cllr. G LeCount.

**22378 Co-option onto the Parish Council**

Mrs. F Lambert and Mr. G Bentley signed the 'Acceptance of Office' form.  
GM welcomed them both onto the Parish Council.

**22379** Declarations of Interest: None.

**Open to the public**

**22380** The footpath on Bedwell Road in Ugley is very overgrown.

**Action** - LJ to mention this at the next Ugley Parish Council meeting.

**22381** Allan Hathaway answered the questions which had been put on EPC's Facebook page.

- a) The teen shelter should be removed completely.
- b) Using the car park for commercial use was not a good idea.
- c) Is the clothing bank offering a payment?
- d) Henham war victims' names could be used for the 17 street names on the Bloor development.

**22382** The bus sign by the Crown Public House is on the wrong side of the road.

Passengers do not realise they have to cross the road to catch the bus to Stansted Airport.

**Action** - RF is looking into this issue.

**22383** There are two sunken manhole covers in Hall Road.

**Action** - LJ to report them to Essex Highways

**Closed to the public**

**22384 Actions from previous minutes**

**Vistry**

An update on the delay of signing the Section 106. EPC have received an email from Madeline Jones who said she would let EPC know the delay of signing the Section 106 once she returned from sick leave.

**22385 Minutes**

The Council considered the minutes of the meeting held on 6 June 2022. After the amendment to 22371 was changed from 'contact the police' to 'contact Look East', the minutes were approved by EPC and signed as a true and accurate record.

**22386 District Councillor's report**

UDC are raising awareness of the environment in support of Clean Air Day. PL encouraged residents to respond to the Local Council Tax Support consultation.

The census shows that between 2011 and 2021 Uttlesford District saw the second biggest increase in households in the country – up 18.2%. The only larger growth anywhere was in metropolitan Tower Hamlets, as a direct result of huge housing development following the brown-field redevelopment of the London Olympic Park. Uttlesford is nearly all loss of green fields.

The airport review is due to be published soon.

FL asked if UDC could supply black strips that go across the road to record the amount of traffic and the speed they are traveling. The Traffic Police had recommended that these strips are placed both ends of Stansted Road in Elsenham. The data can then be collated, which may help if ever traffic calming was an option on Stansted Road.

**22387 Planning Committee**

Minutes of the meeting held on 28 June 2022. **Noted.**

There is to be a site visit for the Bedwell Road planning application for 50 houses which GM will attend. The application will be heard at UDC's Planning Meeting on 6 July 2022, GM is speaking at the meeting against the development on behalf of Elsenham and Ugley PCs.

**Planning Actions submitted to UDC Planning**

**I. UTT/22/1563/HHF**

Proposed conversion of barn to office/study with W/C facility. Hall Cottage, Elsenham Hall, Elsenham. **No Comment.**

**II. UTT/22/1502/FUL**

Proposed demolition of existing dwelling and erection of 2 new dwellings including parking. Bardox, Stansted Road, Elsenham. **No Comment.**

**III. UTT/22/1488/FUL**

Section 73a retrospective application for the formation of earth bunds and erection of timber gates to secure land. Land to the East of May Walk, Elsenham Road, Stansted.

**EPC objected to the application on the grounds of impact on the countryside.**

**RF said he would be submitting an objection on the grounds that the earth bund had been placed on top of a working ditch.**

**Decisions made by UDC**

**IV. UTT/22/1081/CLP**

Single storey rear extension and loft conversion to include 3 no. dormers to the front elevation and 2 no. pitched roof dormers on the rear elevation. 24 Orchard Crescent, Elsenham. **Approved.**

**V. UTT/22/1054/HHF**

First floor extension at the rear. 49 Hailes Wood, Elsenham. **Approved.**

**VI. 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. **Approved.**

**VII. UTT/22/0876/HHF**

New driveway, parking area and cart lodge. White Cottage Tye Green Lane, Tye Green, Elsenham. **Approved.**

**VIII. UTT/21/3269/DFO**

Approval of reserved matters (layout, scale, appearance and landscaping) relating to outline application UTT/17/3573/OP for the erection of 350 dwellings, Land to the Northwest Of Henham Road, Elsenham. **Approved.**

**22388 Playing Field Committee**

Minutes of the meeting held on 20 June 2022. **Noted.**

The tenders for the new play equipment have been placed on the Government's Contracts Finders website, the closing date is 11 August 2022.

To replace the window in the teen shelter would cost £795, to remove the adjacent window would cost £150.

**Proposal**

EPC do not replace the window on the teen shelter and remove the adjacent window. Proposed by SW, seconded by FL, the vote was carried unanimously.

Mr. Allan Hathaway said he would remove the window free of charge. GM thanked him on behalf of EPC.

**22389 Rights of Way and Open Spaces Committee**

EROWOS are holding a meeting on 8 July 2022. Heather Salvidge is replanting the wildflowers that are growing in the borders of the Leigh Way path, as the path is to be cemented, including the borders.

## 22390 Financial Committee

Minutes of the meeting held on 27 June 2022. **Noted.**

## 22391 Finance

The following cheques and payments required for approval:

|                          |           |
|--------------------------|-----------|
| BACS P Salvidge          | £9.05     |
| BACS P Salvidge          | £64.80    |
| BACS Wages               | £2,423.05 |
| BACS M Burke Landscaping | £45.00    |
| BACS B Ogilvie           | £34.99    |
| BACS Ann Wood            | £175.00   |
| BACS HM Revenue          | £1,508.38 |
| BACS A & J Lighting      | £198.00   |
| BACS RoSPA               | £222.60   |
| BACS Belton Gardiners    | £210.00   |
| BACS Zoom                | £14.39    |
| BACS M Burke Landscaping | £902.50   |
| BACS M Burke Landscaping | £276.50   |
| BACS L Johnson           | £4.50     |
| BACS Castle Water        | £42.40    |
| BACS Beltons Gardening   | £125.60   |

All payments approved for signing.

FL thought that £125.60 was a lot of money to spend on geraniums.

A summary of receipts and payments. **Agreed.**

GM and LJ signed the summary and receipts form.

Reconciliations to bank account. **Agreed.**

The budgets set for 2022/2023 were circulated to all councillors and agreed unanimously.

### Streetlight

The quote to replace the streetlight which was knocked down in Station Road was £1,850 for the column, plus £1,500 - £2,000 for the power transfer.

**Proposal** - EPC replace the streetlight that had been knocked down in Station Road outside the doctor's surgery by claiming through EPC's insurance.

SW proposed, GB seconded the vote was carried unanimously.

### Clothing Bank

The Alford Storage and Textile Company (ASTCO) have contacted EPC regarding placing a clothing bank in the playing field car park. It is completely free of charge with no contract. The bank is emptied once a week and EPC will receive monthly 30p per kilo of clothing.

**Proposal** - EPC agree to ASTCO placing a clothing bank in the top car park of the playing field.

SW proposed, BD seconded, the vote was carried by 5 votes in favour 2 votes against.

### We buy any car

EPC have been contacted by 'We buy any car' who wanted to use 12 parking spaces in the playing field's car park. They would pay EPC on average £14,000 per year.

**Proposal** - EPC do not allow 'We buy any car' to use the car park.

GM proposed, PJ seconded, the vote was carried unanimously.

#### **Litter picker's trolley**

**Proposal** - EPC reimburse the village litter picker for the purchase of a trolley to collect the litter, at a cost of £28.75.

GM proposed, BD seconded, the vote was carried unanimously.

#### **22392 Clerk's Report**

The Internal Audit report 2021/2022 was circulated to all councillors.

The report was discussed at the Finance meeting on 27 June 2022.

The Finance Committee are looking and addressing all the issues raised by the internal auditor.

#### **22393 Flowerbed Committee**

Minutes of the Flowerbed Committee meeting held on 13 June 2022. **Noted.**

The committee is to set up a five-year plan, to help make the village look prettier.

FL said that most of the bushes at the back of the flowerbed on the left-hand side have overgrown, all of them required pruning back properly; the bushes were also covering up many bulbs that had been planted some years ago.

#### **22394 Transport**

RF said he had used the bus 3 times recently and each time the bus was on time going and returning. There has been a slow increase of the number of passengers using the buses since Covid lockdown was lifted.

#### **22395 Communication Committee**

To take some of the workload off EPC's co-opted member Annie Gleeson, the Communication Committee decided to employ someone to administrate EPC's website, starting date 6 July 2022. It is anticipated that the monthly cost will be no more than £50.00 per month.

**Proposal** - Sharon Jones is employed by Elsenham Parish Council to maintain the Parish Council's website.

PJ proposed, SW seconded, the vote was carried unanimously.

#### **22396 Allotment Working Group**

Minutes of the meeting held on 23 June 2022. **Noted.**

BD suggested that hedging is re-planted to cover the gate that had been installed without permission.

**Proposal** - The allotment working group becomes an Allotment Committee.

PJ proposed, BD seconded, the vote was carried unanimously.

**Action** - PJ to write a term of reference for the committee.

**22397 Emergency entrance at Elsenham Vale**

The post at the emergency entrance to Elsenham Vale had been knocked down again. Some drivers were now using the entrance to exit and enter Elsenham Vale.

**Action** - LJ to write to Remus Management Company asking them to re-instate the post, suggesting that the post is put at the top of the ramp, this would stop drivers thinking it is an entrance.

**22398 Street names for the Bloor Homes development.**

Bloor Homes had asked EPC to decide on 17 street names for their new development. Some of the suggestions were local nobility, flowers and names from Henham's War Memorial.

**Proposal** - The names of flowers to be used as street names for the Bloor Homes development.

SW proposed, GM seconded the vote was carried by 7 in favour 1 against.

It was decided that wildflowers would be more appropriate.

**Action** - FL to send round a list of wildflowers, councillors to add to the list, then a decision would be made on the final 17.

**22399 Special Constables**

PJ and LJ held a meeting with Les Hawkins, Specials Supported Policing Coordinator.

Special Constables are volunteer Police Officers. They have the same powers, uniforms and equipment as regular Police Officers, but they are volunteers. They do not get paid but are reimbursed for expenses. Community Special Constables will get the same training as regular officers, which could take up to 2 years. The special constable is guaranteed to police their designated village for 16 hours per month.

**Proposal** - EPC inform Les Hawkins that they would like to proceed with finding a volunteer to work as a special constable in Elsenham.

PJ proposed, BO seconded, the vote was carried unanimously.

**Action** - LJ to contact Les Hawkins.

**22400 Appointments**

**Proposal** - Mrs F Lambert is appointed onto the Playing Field Committee.

SW proposed, BD seconded, the vote was carried unanimously.

**Proposal** - Mrs F Lambert is appointed onto the Finance Committee.

BD proposed, RF seconded, the vote was carried unanimously.

**Proposal** - Mrs F Lambert is appointed onto the Personnel Committee.

BD proposed, SW seconded, the vote was carried unanimously.

**Proposal** - Mrs F Lambert is appointed onto the Complaints Committee.

BO proposed, GB seconded, the vote was carried unanimously.

**Proposal** - Mrs M Jackson is co-opted onto the Allotment Working Party.

BD proposed, SW seconded, the vote was carried unanimously.

**22400 - 22418 Correspondence**

**22401** Crime Data 31 May 2022.

**22402** Essex Police Rural Engagement Team.

- 22403 PFCC Police Update 10 June 2022.
- 22404 EALC E Bulletin 10 June 2022.
- 22405 Crime Data 13 June 2022.
- 22406 Ukraine Update.
- 22407 PFCC Update Report 17 June 2022.
- 22408 Significantly revised timetable for Uttlesford Local Plan.
- 22409 UK Shared Prosperity fund Project Template.
- 22410 Uttlesford District Council - have your say on the Local Council Tax Support scheme.
- 22411 Crime Data 21 June 2022.
- 22412 Stansted Airport Watch Member's Letter.
- 22413 M11 Junction 8 update 22 June 2022.
- 22414 Car Park Allocation.
- 22415 PFCC report update 24 June 2022.
- 22416 Crime Report 28 June 2022.
- 22417 Parish Town & UDC Climate & Biodiversity update.
- 22418 Essex Police Rural Engagement Team June Newsletter.

**22419 Items to go on next agenda**

There were no items for the next agenda.

**Meeting opened to public participation**

**22378 Terms of Reference**

It was explained that the Terms of Reference being written was for the allotment committee not the allotment holders.

**22379 Special Constables**

EPC should note that the police will, even more than the PCSO, take the special constables away from the village to cover other duties.

**22380 Road Sign**

The sign on Stansted Road near the mini roundabouts showing directions to Thaxted, Ugley and Elsenham Station, is on 2 poles, one of the poles has completely corroded away, this is now very dangerous. At March's Parish Council meeting RG said he would put in an emergency request to Highways.

**22381 Finger Post**

The finger post at Elsenham Cross has been hit by a lorry again.

**Action** - LJ to inform Essex Highways.

**22382 Leigh Way**

When quotes are obtained for the path in Leigh Way, would they also quote for installing a light where the path turns?

**22383 Trim Trail**

It was asked why EPC had not taken on the trim trial and open spaces on Elsenham Vale. GM explained that Crest Nicholson had not brought the area up to the standard specified on the Section 106.

**Meeting closed to public participation**

**Meeting closed at 10.10pm**

**Date of next meeting**

The next Parish Council Meeting will be held on Monday 1 August 2022 at 8pm in the Memorial Hall.

DRAFT