



**Elsenham Parish Council  
Minutes of the Parish Council meeting  
held in The Memorial Hall at 8.00pm on 7 November 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 Jarvis (PJ), Cllr. P Johnson (PJJ), Cllr. F Lambert (FL),  
Cllr. B Ogilvie (BO) and Mrs. L Johnson (Parish Clerk – LJ).

**Members of the public present at the meeting:**  
3, plus Essex County Cllr. R Gooding (RG), District Cllr. G Le Count (GL).

**Apologies for absence:** Cllr. S Waite (SW) and District Cllr. P Lees (PL).

GM welcomed PJ on to EPC.

**22533. Declarations of Interest:** As a member of the Village Hall Committee, BD declared an interest in number 22542, EPC giving a grant of £150 to help fund first aid training, organised by the Village Hall Committee.  
GB and RF are members of the Bowls Club and declared an interest in number 22548, EPC asking for a contribution from the Bowls Club towards the repairs to Leigh Way.  
PJJ is a member of EALC and declared an interest in number 22548, EPC asking for a contribution from EALC towards the repairs to Leigh Way.

**Open to the public.**

**22534.** A resident complained about the excessive numbers of HGV's who are using the local roads.

GL replied that there are currently 666 new houses with planning permission in the area waiting to be built. Many of the construction vehicles will travel through Elsenham. Plans for forthcoming restrictions through Elsenham and Stansted are being put in place. The legal routes for construction vehicles would be via Hall Road in the direction of the airport and the B1051 to Thaxted onto Saffron Walden. Henham or Ugley have width restrictions, so they are not wide enough for HGVs. BD said these HGVs are not construction vehicles, they are HGV's using the local roads to transport spoils from development sites and dump it in this location. LJ asked residents to send any evidence to her which she will forward on to RG. RG is collating a body of evidence and arranging meetings with other departments to try and stop these vehicles coming from Bishop's Stortford North and dumping their waste in Essex.

FL said people must report it to the police.

**Closed to the public.**

**22535. Actions from previous minutes.**

Update on Fly Parking in the village – to be covered under 22537

**22536. Minutes.**

The Council considered the minutes of the meeting held on 3 October 2022.  
GM signed the minutes as a true and accurate record.

**22537. District Councillor's report.**

GL said there was an excellent article in the Elsenham News by PL giving information as to why the Local Plan had been paused until after May 2023.  
GL said the airport would be providing 'No Airport Parking' signs for Elsenham. However, these would not be enforceable.  
PJ said it would help the parking problem if after repairing a road Highways re-painted the yellow lines.  
RG said that yellow lines are the Parking Partnership responsibility. However, Highways do have a strategy responsibility to re-paint yellow lines after resurfacing a road.

GM said to construct the new path Bloor has taken down the 30mph sign on the right-hand side of the road entering the village from Henham.

GB said the removal of the sign prevents the proper formation of a 'gateway' between the two signs lessening enforcement potential. The removal of a traffic sign is a criminal offence created by 'The new road and street works Act 1991' section 65. It is a maximum fine in the magistrates' court at level 5 (£1,000).

It was agreed that LJ would contact Bloor and ask them to reinstate the sign straight away. RG said he would inform Highway's Enforcement.

GM said there is a specification in the Section 106 that the 30mph speed limit will be moved further east, which will include the Bloor access road. This has still not been done and with all the movement from construction vehicles it is imperative it is done as soon as possible.

RG said this will be in the budgets for the Highways Panel to implement next year.

**22538. County Councillor's report**

Public footpath 21 behind the Crown has been reported to Essex Enforcement.

Two large poles have been erected to stop motorbikes using the path. However, this is a public footpath and it is now not wide enough for buggies or disabled vehicles to use, the poles must be removed.

The public right of way that goes across the cricket field and then in an easterly direction to the sandpit area on Bloor's land has remained open during construction at the request of EPC.

There is a problem with HGV's using local roads to transport spoils from development sites in Bishop's Stortford North to locations in Essex. The impact is unacceptable to local people. This is not necessarily a highways matter because, unless the drivers are infringing a traffic regulation order, there is little the police can do about it. However, they are driving up Grove Hill where they breach the weight limit and through Ugley Green where they breach the width limit. The problem is that unless the police (in the case of the width limit) or trading standards (in the case of the weight limit), are present to prosecute, the drivers get away with it.

RG is working with ECC Minerals and Waste Department because the illegal dumping of spoils on unauthorised land is potentially an offence, there is even a

possibility the spoils could be toxic. However, the locations where the waste is being dumped seems to be constantly moving so it is difficult to keep up with. Once all the evidence is collected a meeting will be held with all the departments, RG asked for a representative from EPC to attend.

North Hall Road is still not open. The new opening date is either the end of November or the middle of December.

GL said all the reasons put forward for calling in the planning application for 5 houses at the Old Vicarage were fine.

### **22539. Planning Committee**

Minutes of the meeting held 7 October 2022 – **Noted.**

Planning Report – **Noted.**

Not one person at the meeting had received an introduction letter from Bloor.

FL said the ransom strip and the new community hall was taking such a long time, wasn't there anything that could be done to speed things up.

GM said an email had been sent to UDC on 20 October, but no reply had been received. EPC had questioned the process of UDC releasing the funds. UDC had stated that EPC is expected to commission the project and its works, take on the responsibility of paying for the work but be totally dependent and reliant upon UDC to transfer the necessary funds in a timely way, for EPC to pay the contractor's invoice. If there is a hold up, EPC will nevertheless be held liable for the payment of the invoice, but given the likely size of the individual invoices, EPC will not have its own available funds to cover payment. In the past EPC had paid for some initial work to be carried out by architects, it had taken UDC 5 months to reimburse the money.

PJ said that the only way to get this sorted was to shame UDC into action.

RG said EPC could ask the contractor for interim applications for the money expended. This would be approved by the Quantity Surveyor and they would make a draw down from the funds held by UDC, with the money being paid directly to the contractor. In this way the contractor would not issue a VAT Invoice until the final account.

### **Planning Applications submitted to UDC Planning**

- I. UTT/22//2875/FUL** Proposed dwelling with detached garage and new access. Land adjacent to 54 New Road, Elsenham. **To be discussed at the next planning meeting.**
- II. UTT/22/2670/HHF** Single storey rear extension. 33 Oak Drive, Elsenham. **No comment.**
- III. UTT/22/2602/LB** Timber frame repairs and associated repair works. Tumble Weed Cottage, Green Street, Elsenham. **No comment.**

**Decisions made by UDC.**

**IV. UTT/22/2067/FUL** Erection of garage for plot 4.4 Eastfield Stables, May Walk, Elsenham Road, Stansted. **Approved.**

**V. UTT/22/2236/HHF** Demolition of existing porch. Erection of single storey front pitched roof extension. 25 Elm Close, Elsenham. **Approved.**

**VI. UTT/22/2362/FUL** Erection of 1 no. detached dwelling with new vehicular access. Land at 54 New Road, Elsenham. **Withdrawn.**

**22540. Playing Field Committee.**

Minutes of the meeting held 3 October 2022. Noted.

Minutes of the meeting held 31 October 2022. Noted.

BD had given Mrs McCreath at Elsenham Primary School contact details for Dania, the school is very keen for a construction visit and a talk on women in construction.

**22541. Rights of Way and Open Spaces Committee.**

Tree Warden's Report - Noted.

Report on the project to increase biodiversity on grassy areas, at New Road/Jenkins Drive - Noted.

**22542. Financial Payments.**

The following cheques and payments required for approval;

S Jones	£20.00
BACS Beltons Gardening	£210.00
BACS Zoom	£14.39
BACS Wages	£2,452.86
ECA	£91.00
L Johnson	£47.70
Castle Water	£97.18
SW Transport	£2,784.00
McAfee Anti-Virus	£39.99
A & J Lighting	£514.80
M Jackson	£88.83
BACS M Burke Landscaping	£902.50
BACS M Burke Landscaping	£276.50
SAW	£100.00
CPRE	£100.00
Dania	£30,000.00
Dania	£21,000.00
HEU Benefice Account	£10.00
S Jones	£22.25
Instant Ink	£22.49
LexisNexis	£131.99
H3G Mobile	£6.00
Safety Signs	£57.27
A & J Lighting	£123.00

Rialtas	£154.80
Zoom	£14.39

All payments approved for signing apart from a claim for printer ink from a councillor. This will have to be investigated further, legislation only states that travel and subsistence can be reimbursed, EPC do not have a policy which gives each councillor a basic allowance, although some councils do.

It was agreed to put a proposal on the next month's agenda for the Finance Committee to draw up a policy of councillor's basic allowances and to report back to Full Council.

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

GM and LJ agreed and signed the summary and receipts form.

Bank Reconciliation Statement **Noted.**

GM and LJ agreed and signed the Bank Reconciliation Statement.

PJ asked Councillors if they thought it was correct to keep taking maintenance fees from the Elsenham Football Club of £2,400 per year, when maintenance has not been fully carried out in the last 6 years, resulting in EPC holding £7,500 of the Football Club's money. An agreement had been made with EPC and the Football Club that they could play on the playing field for free but pay half towards the maintenance of the football pitches, which was agreed at £2,400 per year.

FL said the payment of £2,400 per year was not called a maintenance fee but a charge for allowing the Football Club to use the football pitches on the village playing field. Would the football Club accept this? Otherwise, the Football Club were not paying anything to play on the playing field, which was unreasonable.

There is no legal agreement between EPC and Elsenham Football Club. This is something the Playing Field Committee and the Football Club will have to investigate. EPC are going out to tender for next year's maintenance contract. The agreement could be changed that in the future EPC pay all the maintenance of the football pitches and the football club are charged a fee for the use of the pitches.

**Proposal,** EPC adopt the new Asset Register.

This proposal was put on in error and should have been the Risk Assessment.

It will be carried over to the next agenda.

**Proposal,** EPC employ Mr. Camp to treat the woodwork on the pumphouse at a cost of £180.

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

**Proposal,** EPC give a grant of £150 to help fund first aid training, organised by the Village Hall Committee. This proposal was removed due to PJ arranging free training with a lead trauma medic for the City of London Police, affiliated to the Edinburgh School of surgeons.

**Proposal,** EPC pay £25 towards the poppy wreath plus a £75 donation to the Royal British Legion.

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

**Proposal,** EPC take part in the Christmas Tree festival in the Church at a cost of £5. BD proposed, FL seconded, the vote was carried unanimously.

#### **22543. Clerk's Report.**

**Proposal,** EPC continue with the Standing Orders adopted by Full Council on 6 January 2020.

PJJ said there was an update on Standing Orders from NALC in April 2022. Section 18G needed to be deleted and 18F amended.

GM said that at the end of 19e and 23b there were two superfluous end brackets, which should be removed.

LJ to circulate the amended Standing Orders to be adopted at December's meeting.

It was noted that on 20 October 2022, EPC received an email from UDC formally notifying EPC of UDC's intention, that at the next meeting of the Full Council, scheduled to take place on 6 December 2022 at 7.00pm, a resolution dated 31 January 1989 to adopt Part II of the Local Government (Miscellaneous) Provisions Act 1976 will be on the agenda.

LJ is paid £40 per calendar month for working from home. This is to pay for heating, Broadband, lights, electric and storage. As utility bills have increased, some by 40%, in the last few weeks, LJ asked for an increase.

LJ is to carry out further research asking advice from SLCC and unions.

#### **22544. Flowerbed Committee.**

Minutes of the meeting held 10 October 2022. **Noted.**

**Proposal,** EPC accept the Flowerbed Committee's recommendation and place the memorial to Queen Elisabeth II in the Memorial Garden.

BD proposed, FL seconded the vote was carried 5 in favour, 2 against, 1 abstained.

LJ to obtain quotes for a memorial stone.

#### **22545. Transport.**

ECC are looking at ways to self-improve the service. They are recruiting new drivers as there is currently a shortage and improving the website.

Due to all the road works and closures in the area buses are finding it hard to stay on schedule. One of the main problems of holdups is the Birchanger roundabout.

RF is still trying to arrange a sign for the bus stop by the Crown Public House, informing bus users that they need to wait on the other side of the road if catching a bus to Stansted Airport.

#### **22546. Communication Committee.**

The committee has agreed their budgets for the next financial year.

When trying to log on to the Elsenham Website a message is displayed saying; *'The licence had expired on 1 November, and someone might be trying to steal personal or financial information'*.

This needs to be reported to Netwise.

#### **22547. Allotment Committee.**

A skip had been delivered to the Smith Road allotments. BO and Mick Burke had cleared and trimmed the unallocated plots and they now looked respectable.

There are ten people on the waiting list and nine available plots.

**22548. Contribution – Mr G Bentley.**

The repairs to the Leigh Way path are costing approximately £8,000, plus, quotes are required for the installation of a light.

As this path is used by members of the Bowls Club, Tennis Club and ECA and it would be for their benefit, the following proposal was made.

**Proposal,** EPC ask the Bowls Club, Tennis Club and ECA if they would like to make a contribution towards the repairs to the Leigh Way path.

GB proposed, PJ seconded, the proposal was carried 6 in favour, 1 against, 1 abstention.

**22549. The War Memorial in Church Lane.**

Nobody has claimed ownership of the War Memorial in Church Lane, which has been damaged by lorries delivering soil into the adjacent field. Despite assurances by Mrs. Doreen Taylor that the memorial will be repaired, this has still not happened.

**Proposal,** EPC take ownership and therefore responsibility for the War Memorial in Church Lane once it has been repaired.

PJ proposed, FL seconded, the vote carried unanimously.

EPC taking ownership of the Memorial Cross will be reported in the Elsenham News.

**22550. Warm Hub.**

It was discussed how EPC could help people struggling with their heating by providing a warm and safe place. ECC is offering ‘Community Winter Warmth grants’, but Parish Council would have to match fund it by 50%. The main problem is that EPC do not own any buildings. EPC could however help financially if required. It was agreed that the Communication Committee would highlight to residents what is available in the village, such as the Lunch Club and Coffee Mornings.

**Correspondence.**

**22551.** EALC Police Bulletin 7 September 2022.

**22552.** Rural Engagement Team, September’s Newsletter.

**22553.** Update on North Hall Road.

**22554.** Update regarding Essex Minerals Local Plan Review and notification of a new Call for Sites.

**22555.** PFCC Newsletter 30 September 2022.

**22556.** EALC E Bulletin 3 October 2022.

**22557.** Community Speed Watch Newsletter August 2022.

**22558.** EALC Upcoming Courses.

**22559.** Neighbourhood Watch Newsletter October 2022.

**22560.** Phasing of the Bloor development.

**22561.** Allotment Courses EALC.

**22562.** Parish Liaison Forum 7 November 2022.

**22563.** National Hedgerow Week is here.

**22564.** Uttlesford Design Code.

**22565.** The Rural Bulletin 10 October 2022.

**22566.** Essex Highways Users survey.

**22567.** Unauthorised encampments in Essex.

**22568.** One Hundred Parishes.

**22569.** PFCC Newsletter 14 October 2022.

22570. CPRE Campaigns Update.  
22571. Crime Data 12 October 2022.  
22572. Essex Police Business Crime Team, October 2022.  
22573. PFCC newsletter 19 October 2022.  
22574. Uttlesford Housing Market Report August 2022.  
22575. PFCC Newsletter 21 October 2022.  
22576. Road Safety Speeding.  
22577. Grants for warm hubs.  
22578. Crime Data 25 October 2022.  
22579. Henham Road Closure.  
22580. CPRE 28 October 2022.  
22581. Rural Engagement Team October Newsletter.  
22582. Update on Local Plan timetable.  
22583. PFCC Newsletter Update 28 October 2022.  
22584. Crime Data 31 October 2022.  
22585. North Hall Road update.  
22586. EALC E Bulletin, week commencing 31 October 2022.  
22587. Uttlesford District Council CCTV and Fee Consultation.

#### **Meeting opened to public participation**

22588. Items to go on the next agenda.  
**Proposal**, the Finance Committee research councillors' expenses and draw up a policy of councillors basic allowances, for presenting to Full Council.
22589. Allan Hathaway said that the Parish Council's had the wrong attitude regarding the warm hubs. It was not a situation where the PC could just throw money at it.

#### **Meeting closed to public participation**

#### **Public were asked to leave the meeting**

**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.**

22590. **Schedule of hedges for maintenance, October 2022.**  
The three quotes were discussed  
**Proposal**, EPC accept the quote from Maskalls Tree Surgery.  
GM proposed, BD seconded, the vote was carried unanimously.

**Meeting closed at 10.30pm.**

#### **Date of next meeting.**

The next Parish Council Meeting will be held at 8pm on Monday 5 December 2022 in the Memorial Hall.