



Elsenham Parish Council

Minutes of the Annual Parish Council meeting held in the Memorial Hall at 8.00pm on 15 May 2023

Members of Elsenham Parish Council (EPC) present:

Cllr. G Mott (Chair GM), Cllr. B Donald (Vice-Chair BD),
Cllr. G Bentley (GB), Cllr. B Burlton (BB), Cllr. R Franklin (RF), Cllr. P Jarvis (PJ),
Cllr. F Lambert (FL), Cllr. J Minor (JM), Cllr. B Ogilvie (BO), Cllr. S Waite (SW)
and Mrs. L Johnson (Parish Clerk – LJ).

Members of the public present:

5 plus, Essex County Cllr. R Gooding (RG).

Before the meeting started all members signed the Declaration of Office.

22824 Election of Chair

Proposal: GM to be elected Chairman of Elsenham Parish Council for the coming year.

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

'Declaration of Acceptance of Office' form was duly signed by GM.

22825 New Councillors

GM welcomed new member Bob Burlton (BB) and returning member John Minor (JM).

Both Councillors gave a short introduction on their backgrounds.

22826 Peter Johnson

After 35 years on EPC, Peter Johnson has decided to step down. Peter will be greatly missed. He has always contributed to any discussion with moderation, common sense and economical prudence. Peter was chairman on the Finance Committee and played an important role on the Planning Committee. Peter took on writing EPCs policies and other documents. Peter also carried out research and wrote the specification and documents when EPC had to use the Government Finders Website for the first time. At meetings Peter always conducted himself quietly and professionally, raising his hand and waiting for the Chair to acknowledge his turn, after thanking the Chair, Peter would say his points in a clear precise manner and then stop, never repeating points. Peter had a great knowledge of parish council's procedures if EPC was unclear about any issue, the answer was 'ask Peter'.

22827 Election of Vice Chair

SW proposed BD, RF seconded.

JM proposed JM, FL seconded.

The vote was BD 7 in favour, JM 1 in favour, 2 abstentions.

BD is elected Vice Chair of Elsenham Parish Council for the coming year by 7 in favour, 1 against and 2 abstentions.

22828 Declarations of Interest

RF declared an interest in number 36.6 on the agenda, planning application UTT/23/1083/FUL, as he lives in Stansted Road.

PJ declared an interest in number 38 on the agenda, Pro-Forma agreement, as he holds a position on the Elsenham Youth Football Club.

FL declared an interest in number 36.2, UTT/23/1087/HHF, as she lives in Glebe End.

BO declared an interest on number 46, Allotments, on the agenda, as he has an allotment.

22829 Appointments

6.1 Proposal: Mr. B Burlton is elected onto the Finance Committee.
BO proposed, BD seconded, the vote was carried unanimously.

6.2 Proposal: Mr. B Burlton is elected onto the Planning Committee.
PJ proposed, SW seconded, the vote was carried unanimously.

6.3 Proposal: Mr. J Minor is elected onto the Playing Field Committee.
FL proposed, GB seconded, the vote was carried unanimously.

6.4 Proposal: Mr. J Minor is elected onto the Personnel Committee.
BO proposed, BD seconded, the vote was carried unanimously.

6.5 Proposal: Mr. J Minor is elected onto the Complaints Committee.
BD proposed, GB seconded, the vote was carried unanimously.

22830 Proposal: the following appointments to Committees, Working Groups, Representatives to Outside Bodies and Co-Ordinator's to other roles, number 8 to 30 on the agenda are approved.
BO proposed, BB seconded, the vote was carried unanimously.

Appointment of Committees

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

22831 Playing Field Committee

Proposal: SW, BD, FL, JM and PJ are elected for the coming year.

22832 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.

22833 Finance Committee

Proposal: GM, FL, BO and BB are elected for the coming year.

- 22834 Planning Committee**
Proposal: GM, SW, GB and BB are elected for the coming year.
- 22835 Flowerbed Committee**
Proposal: GM, BD and SW plus co-opted member Mr. A Hathaway and Mrs. M Jackson and Mrs. S Ashenden are elected for the coming year.
- 22836 Communication Committee**
Proposal: BD and BO, plus co-opted member Mrs. A Gleeson are elected for the coming year.
- 22837 Allotment Working Group**
Proposal: BD, RF and BO, plus co-opted member Mrs. M Jackson.
- 22838 Personnel Committee**
Proposal: GM, FL and JM are elected for the coming year.
- 22839 Complaints Committee**
Proposal: GM, FL and JM are elected for the coming year.

Appointments of Working Groups

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

- 22840 Emergency Planning Working Group**
Proposal: GM is elected for the coming year.
- 22841 Chapel Working Group**
Proposal: RF and SW are elected for the coming year.
- 22842 New Community Hall Working Group (Responsible to the Planning Committee)**
Proposal: BD, BO, PJ, GM, plus co-opted members Mr. A Hathaway, Mrs. E Terry, Mr. R Gooding are elected for the coming year.

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

- 22843 Representatives for the Village Hall Management Committee**
Proposal: RF is elected for the coming year.
- 22844 Representative for the Wells Charity**
Proposal: RF and co-opted members Mr. P Johnson and Mrs. P Lees are elected for the coming year.
- 22845 Representative for the E.C.A.**
Proposal: SW is elected for the coming year.
- 22846 Representative for the Uttlesford Association of Local Councils**
Proposal: RF is elected for the coming year.

- 22847 Public Transport Representative**
Proposal: RF is elected for the coming year.
- 22848 Parish Paths Liaison Officer**
Proposal: GM is elected for the coming year.
- 22849 Neighbourhood Watch Representatives**
Proposal: FL is elected for the coming year.
- 22850 Representative for the Stop Stansted Expansion Parish and Town Council Liaison Group Meetings**
Proposal: GM is elected for the coming year.

CO-ORDINATORS AND OTHER ROLES

- 22851 Community Speed Watch Co-ordinator**
Proposal: FL and JM are elected for the coming year.
- 22852 Parish Archivist**
Proposal: RF is elected for the coming year.
- 22853 Tree Warden**
Proposal: Co-opted member Mrs. H Salvidge is elected for the coming year.
- 22854 Apologies for absence:** none.

Open to the public

- 22855** A resident raised objections to retrospective planning application UTT/23/1087/HHF. GM explained that planning applications are determined by UDC. EPC will be discussing this application at the Planning Committee meeting on 17 May and submitting their response to UDC. EPC will take into account the points raised at this meeting. UDC Officers will look at the application as a new planning application and judge it on its own merits. If UDC refuse it, then the extension will have to be taken down.
- 22856** Mr Chris Bush said, on behalf of the member of the public just how much Peter Johnson was appreciated and respected.

Closed to the public

- 22857 Actions from previous minutes**
There were no actions from previous minutes.
- 22858 Minutes**
The Council considered the minutes of the meeting held on 3 April 2023. GM signed the minutes as a true record.

22859 District Councillors Reports

GM congratulated PL and BD for being elected District Councillors for the next 4 years.

BD thanked everyone who voted for her. BD had attended an induction meeting, with two further meetings being held next month. The first Full Council meeting is on Thursday 25 May 2023. BD is currently looking at the problem of potholes.

RF asked why you cannot always pay your council tax at the Council Offices in Saffron Walden. Could they please install a machine similar to Hertford Council Offices, which is available everyday and has the facility to accept cash?

22860 County Councillors Reports

RG thanked FL for all the information she had sent on the potholes in the area.

RG said this is a national problem and there is a shortage of people to fix the potholes. Essex has committed more cash to this problem and has employed 12 extra teams to repair the potholes.

RG said he agreed with the statement of the letter that EPC are proposing to send to The Rt Hon Mark Harper MP Secretary of State for Transport, the developments vehicles are damaging the roads. However, Section 106 mitigating which planning development vehicles had caused the damage is problematic and the money may have to be returned to the developer if it cannot be proven who is at fault.

BO said everyone agrees that developers should pay towards the damage they cause on the roads so why is there not a blanket formula based on the size of the development?

JM said until Highways can stop construction vehicles using Grove Hill and Ugley Green the problem will continue.

BD asked about the suggestion which was raised at the Annual Parish Meeting of placing a sign just beyond where the cars are parked on Grove Hill, asking drivers to wait there until it is clear to go. RG said this was all part of the process that Highways are looking at.

A resident stated that lots of the drains in Elsenham are full of debris. RG said he now has a Highway 'buddy', they are due to visit Elsenham to see the problems.

22861 Planning Committee

Minutes of the meeting held on 12 April 2023 – **Noted.**

Minutes of the meeting with Bloor 27 April 2023 – **Noted.**

Minutes of the meeting with Emma Blazeby on 25 April 2023 – **Noted.**

Planning Report – **Noted.**

The following applications will be discussed at the Planning Committee meeting on 17 May 2023.

Applications submitted to UDC.

UTT/23/1094/HHF Proposed new window to the first floor on the side elevation. 60 Hailes Wood, Elsenham.

UTT/23/1087/HHF Section 73A Retrospective application for a single storey rear extension. 46 Glebe End, Elsenham.

UTT/23/0947/FUL Erection of 1 no. Dwelling. Land At Elsenham Meadows Green Street, Elsenham.

UTT/23/0780/HHF Erection of two storey rear and side extension, internal alterations and changes to fenestration. 2 The Croft, Elsenham.

UTT/23/1148/HHF Removal of existing Conservatory and erection of single storey extension. Turner House, Station Road, Elsenham.

UTT/23/1083/FUL Demolition of existing building and erection of 3 number detached dwellings with associated car parking, private gardens and access. Barn at old Mill Farm, Stansted Road, Elsenham.

UTT/23/0847/HHF Conversion of integrated garage, internal alterations and addition of dormer window to the front elevation. The Limes, Robin Hood Road, Elsenham.

Decisions made by UDC.

UTT/23/0539/CLP Loft Conversion with side dormer. 60 Hailes Wood, Elsenham. **Approved.**

UTT/22/2760/PINS Consultation on S62A/2022/0012 Outline Planning Application with all matters Reserved except for the Primary means of access for the development of up to 200 residential dwellings along with landscaping, public open space and associated infrastructure works. Land East Of Station Road, Elsenham. **Approved by Planning Inspectorate, S62A.**

UTT/22/2184/FUL Erection of 5 no. dwellings with associated garages, landscaping and a new vehicular access. The Old Vicarage, Hall Road, Elsenham. **Refused.**

UTT/21/2461/DFO Reserved Matters (Appearance, Landscaping, Layout and Scale) for 99 residential dwellings (Use Class C3), and associated works to include details required by Conditions; 17 (sound insulation measures) and 19 (Surface water drainage scheme) of planning permission ref: UTT/19/2470/OP. Land To The West Of Isabel Drive and Off Stansted Road Elsenham. **Approved.**

22862 Playing Field Committee

Minutes of the meeting held on 26 April 2023 – **Noted.**

After the success of the new play equipment in the children's play area in the playing field, it had been decided to upgrade the Isabel Drive play area. The amount of maintenance money required to maintain the play area for the next 8 years had been calculated, which had left £40,000 from the Section 106 money for the upgrade. A specification needs to go on the Government Finders Website informing the potential contractors that EPC have up to £40,000 to spend.

Proposal: EPC spend up to £40,000 upgrading the Isabel Drive play area, with funds being taken from Section 106 money.

SW proposed, BD seconded, the vote was carried by 8 in favour, 1 against and 1 abstention.

The playing field committee would like to install a heavy-duty basketball stand at the far end of the top car park. Previous basketball stands have been damaged by people swinging on them. It was hoped with a heavy-duty one this would not happen.

Some members wanted further information, the cost of installing the basketball stand and manufacturers guarantee of its durability if any one did swing on it.

Proposal: EPC defer purchasing a heavy-duty basketball stand until further information is obtained, the cost of installing and its durability.

GM proposed, RF seconded, the vote was carried by 9 in favour and 1 abstention.

22863 Pro-Forma agreement – Pro-Forma, Site Owner and Site User Grass Pitch Maintenance Agreement Guidance Notes, EYFC development, Assessment Report and Nockolds assessment, noted.

PJ explained that EPC maintenance contract maintains the pitches but with this funding the pitches will be improved.

Proposal: Permission to apply for grant funding under Football Foundation grass pitch maintenance fund, and conduct improvements to the pitches at Elsenham’s recreational ground.

PJ proposed, BD seconded, the vote was carried by 9 in favour 1 against.

GM and BD signed the pro-forma.

22864 Rights of Way and Open Spaces Committee

Tree Warden’s report. **Noted.**

Minutes of the meeting held on 28 April 2023 – **Noted.**

FL said that public footpath 31 that runs along Alsa Wood has been closed off by Dandara; GM had registered this unlawful closure today.

22865 Financial Payments

The following cheques and payments required for approval:

Beltons Gardening	£220.50
Zoom	£15.99
Wages	£2,685.05
Collier Turf Ltd	£4,698.48
ECA	£150.00
Beltons Gardening	£548.05
HEU Benefice account	£40.00
ECA	£110.00
3G Mobile	£12.54
Hp Ink	£22.49
UK Power Network	£2,005.20
M Burke Landscaping	£1,021.50
S Jones	£24.25
ENC Electrical LTD	£1,980.00
Elsenham Village Hall	£12.00
Castle Water	£170.00
M Burke	£145.00
Riata Business Solutions Ltd	£123.83
A & J Lighting	£163.20
Belton Gardening	£548.05
Belton Gardening	£220.50

Heartbeat Trust	£105.60
M Jackson	£237.92
S Jones	£22.25

All payments approved for signing.
A summary of receipts and payments – Noted.
Detailed receipts form – Noted.
Bank Statement – Noted.
GM and LJ signed the summary and receipts form.

Proposal: EPC renew their subscription to EALC for 2023/24 at a cost of £697.73.
GM proposed, FL seconded, the vote was carried unanimously.

Proposal: EPC renew their subscription to ICCM at a cost of £95.00.
GM proposed, JM seconded, the vote was carried unanimously.

22866 Annual Return for the year ended 31 March 2023

The annual governance statement 2022/23 was signed by the Chairman and the Parish Clerk.

22867 Annual Return for the year ended 31 March 2023

The accounting statements 2022/23 was signed by the Chairman and the Parish Clerk.

22868 The General Power of Competence

The General Power of Competence gives a Council ‘the power to do anything that an individual may do as long as they do not break any laws. The criteria to exercise the power is at least two-thirds of the Council are elected members and the Clerk must hold a CiLCA.

Proposal: EPC agree that they meet the criteria for eligibility and can continue to exercise the ‘General Power of Competence’ for the following year.
GM proposed, PJ seconded, the vote was carried unanimously.

Proposal: EPC give a grant to Elsenham and Henham First Scouts Group of £150.
BO proposed, FL seconded the vote was carried by 6 in favour, 3 against and 1 abstention.

22869 Parish Clerk’s report

Under EPC’s Members Allowance Scheme, councillors are entitled to 0.55% of UDC’s members basic allowance, which for 2023/2024 stands at £5,506.88, making the payment for EPC members for 2023/24 £30.28. LJ reminded members that this payment may be taxable depending on personal circumstances. At the end of the year the amount paid to each councillor will be made public. Each councillor was asked to complete an allowance declaration slip, where they could opt in and receive the Parish Basic Allowance or opt out and forgo the payment.

If during the year councillors claim for milage while on Parish Council duty a claim form must be completed.

22870 Flowerbed Committee

Minutes of the meeting held on 3 April 2023 – **noted.**

Some of the rotted wood on the flowerbed at the top of Robin Hood Road has now been replaced. Unfortunately, it is now apparent that more of the wood than initially thought needs replacing. As this has not been budgeted for, the Flowerbed Committee requested up to an extra £500 to spend on repairing this flowerbed in the autumn.

Proposal: EPC give permission in principle for the Flowerbed Committee to spend up to £500 on replacing some of the wood on the flowerbed on the corner of Robin Hood. SW proposed, BD seconded the vote was carried by 9 in favour and 1 abstention.

22871 Allotment Committee

Two amendments were proposed to the Allotment Gardens Conditions of Use. 5.1 to read:

5.1 The Council will provide a supply of water by means of standpipes equipped with double check valves. The Council will shut off the water supply from 1st November to 28th February to protect the pipes from frost. The council may also temporarily shut off the water supply for any good reason.

Add 12.7

All personal property of the Plot-holder must be removed from the plot prior to the termination date. Any property that remains on the plot after this date will be disposed of by the Parish Council as per clause 12.5.

Proposal: EPC adopts the amended Allotment Terms and Conditions Policy. BO proposed SW seconded; the vote was carried unanimously.

It was agreed by the Allotment Committee that if tenants wanted to give half their plot to a friend to cultivate that would be acceptable, but the plot would remain officially as one plot with one tenant.

22872 Transport

BD asked if it was possible to change the route of a bus, to a more direct route from Elsenham to Saffron Walden. RF said it was very difficult to change a route as other bus users may not want it changed, but the suggestion could be emailed to the bus company.

RF said that as Elsenham was classed as a rural bus route, if residents put their hand out the busses should stop to pick them up.

22873 Communication Committee

BD said that BO had very successfully, by using social media, involved residents with the new community hall, and the Isabel Drive play area, receiving valuable feedback on both.

22874 Potholes

The potholes in and around Elsenham are a big problem. Highways have a legal obligation to repair the roads and they are failing to do so. GB had therefore constructed a letter to send to the Secretary of State for Transport asking that action is taken.

Proposal: EPC write to the Secretary of State for Transport informing him that ECC (our Highway Authority) has failed to maintain our public highways in accordance with its legal obligation under the Highway Act 1980.

GB proposed, RF seconded the vote was carried unanimously.

It was agreed to put a copy of the letter on social media and EPC's website.

22875 Citizens Advice video link into Elsenham

BD said she wanted to get the message to all residents in Elsenham that the Citizen Advice are looking for an accessible community space in Elsenham which is regularly open to the public but allows anyone using the service to speak confidentially. Local residents can simply touch a screen to be able to talk to trained Citizens Advice Advisers This is a great idea and if anyone can help please contact the Parish Clerk.

22876 Special Constable

EPC did not renew the PCSO's contract last year and had decided to go down the route of employing a Special Constable. However, so far Elsenham had been unsuccessful. FL attended a meeting on Special Constables, all the other villages represented at the meeting had also been unsuccessful.

It is up to each village to find a prospective volunteer and then pass them onto the police. There is then an 18-months training course, which some do not pass.

FL said we must advertise regularly, social media, notice boards, website and Elsenham News.

Proposal: EPC make a concerted effort to publicise and promote becoming a Special Constable for Elsenham.

FL proposed JM seconded; the vote was carried unanimously.

22877 Pesticides Policy

Proposal: EPC adopts the Pesticides Policy – noted.

BD had updated the Pesticides Policy and would like EPC to adopt it. The Flowerbed Committee already have a similar one in place.

GM said that he hadn't had much time to study this policy and would like it deferred until the next Parish Council meeting.

Proposal: the adoption of the Pesticides Policy is deferred until June's Parish Council meeting.

GM proposed, BO seconded the vote was carried 6 in favour 3 against and 1 abstention.

22878 Environmental Policy

Proposal EPC adopt the Environmental Policy.

As this policy is related to the Pesticides Policy the following proposal was made.

Proposal: The adoption of the Environmental Policy is deferred until next month's Parish Council meeting.

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

22879 Items to be added to next month's agenda.

JM asked that when quotes for repainting the white lines in the bottom car park could the spaces be made wider.

Environmental Policy.

Basketball post.

22880 Correspondence

- I. Rural Engagement Team March Newsletter.
- II. Update from the Police, Fire and Crime Commissioner for Essex.
- III. Weekly News e-Bulletin Week Commencing 27th March 2023.
- IV. EALC Police, Fire and Crime e-Bulletin Week commencing 27th March 2023.
- V. Weekly News e-Bulletin Week Commencing 27th March 2023.
- VI. Community Special Constable's Marketing/Advertising Workshop.
- VII. EALC Police, Fire and Crime e-Bulletin Week Commencing 3rd April 2023.
- VIII. EALC Weekly News e-Bulletin Week Commencing 3rd April 2023.
- IX. Update from the Police, Fire and Crime Commissioner for Essex.
- X. Community Special Constable Update.
- XI. 100 Parishes member update 12 April 2023.
- XII. Update from the Police, Fire and Crime Commissioner for Essex.
- XIII. EALC Weekly News e-Bulletin week commencing 17th April 2023.
- XIV. Violence and Vulnerability Unit Newsletter.
- XV. EALC Police, Fire and Crime e-Bulletin Week Commencing 17th April 2023.
- XVI. Police, Fire and Crime Commissioner for Essex, weekly update.
- XVII. Local Councils Liaison Forum.
- XVIII. News e-bulletin week commencing 24th April 2023.
- XIX. EALC Police, Fire and Crime e-Bulletin Week Commencing 24th April 2023.
- XX. This week's update from the Police, Fire and Crime Commissioner for Essex
- XXI. CSC recruitment.
- XXII. Rural Engagement Team April Newsletter
- XXIII. EALC News e-Bulletin Week Commencing 1st May 2023.
- XXIV. Community Special Constable recruiting update.
- XXV. Uttlesford Newsletter.
- XXVI. EALC Police, Fire and Crime e-Bulletin- RET Special 2023.
- XXVII. The Hundred Parishes Society - a short message.
- XXVIII. This week's update from you Police, Fire and Crime Commissioner for Essex.
- XXIX. Parish Standards and Planning Training.
- XXX. Volunteering at Audley End House and Gardens.

22881 Open to the public if time allows.

As the meeting had exceeded its allotted time of 2 hours, there was no time to open the meeting up to the public again.

Item 57 on the agenda, To discuss an issue raised by the auditor, was brought forward to be discussed in the public meeting.

22882 To discuss an issue raised by the auditor.

EPC's auditor was asked if money from the precept could be used to purchase a leaving present for councillors. The answer she gave was that some councils do use public money, but she would not recommend it.

It was agreed that it would be a more personal gift from councillors and the parish clerk if donations were donated.

Proposal: EPC do not use public money to purchase a gift. Councillors and the Parish Clerk can donate money if they wish.

BB proposed, BO seconded the vote was carried unanimously.

Meeting closed at 10.30pm

Date of next meeting

The next meeting will be held at 8pm on Monday 5 June 2023 in the Memorial Hall.