



## **Elsenham Parish Council**

### **Minutes of the Parish Council meeting held in the Memorial Hall at 8.00pm on 3 July 2023**

#### **Members of Elsenham Parish Council (EPC) present:**

Cllr. G Mott (Chairman GM), Cllr. B Donald (Vice-Chair BD), Cllr. G Bentley (GB),  
Cllr. B Burlton (BB), Cllr. R Franklin (RF), Cllr. F Lambert (FL)  
and Mrs. L Johnson (Parish Clerk – LJ).

#### **Members of the public present:**

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

#### **Apologies for absence:**

Cllr. P Jarvis (PJ), Cllr. B Ogilvie (BO), Cllr. S Waite (SW) and Cllr. J Minor (JM).

**Declarations of Interest: None.**

#### **Open to the public**

- 22901.** A statement was read out on behalf of BO, who was unable to attend the meeting. BO said that although not against the idea of installing a basketball hoop on the playing field, he was strongly against the proposal to place one in the top car park. EPC have a duty of care and encouraging children to play in a car park is not a good example of care.
- 22902.** Allan Hathaway said he was also not against a new basketball stand, but asked if any research been carried out as to how many people would use it before spending £3,000 of public money. Should EPC obtain three quotes for a purchase over £1,000?
- 22903.** A resident asked about retrospective planning application UTT/23/1087/HHF. As it was refused what will happen now. GM said that the applicant has put in an appeal which could take 30-40 weeks.
- 22904.** A resident asked if the Church allotments grass could be cut. LJ to arrange.
- 22905.** The yellow lines in Station Road are all wearing away. LJ to ask for them to be reinstated.
- 22906.** A resident reported that Stansted Road was currently being closed to traffic so that the potholes could be repaired.

**22907.** A resident said she had two young boys who currently had to travel to Bishops Stortford to play basketball and thought a basketball hoop installed in the playing field was a great idea.

**Closed to the public.**

**22908. Actions from previous minutes**

On behalf of EPC, GM thanked SW and all the residents that took part in the annual litter pick.

**22909. Minutes**

The Council considered the minutes of the meeting held on 5 June 2023. GM signed the minutes as a true record.

**22910. District Councillor's report**

BD reported that she had been on an introduction program on how to be a councillor. BD had attended a Local Plan meeting, the history and the mechanics. Regulation 18 of the Local Plan is now due to be published this autumn. BD had also attended a scrutiny meeting where the lack of local engagement with the Local Plan was raised. UDC said all meetings will be open to the public and as much information that can legally be shared will be put into the public domain. UDC want to show transparency at all stages of the Local Plan. There will be a direct link on Uttlesford's website which will have updates on the Local Plan.

UDC are to address Social Housing, it is taking too much time to bring the houses up to standard and therefore houses are standing empty for too long.

BD had also attended a Code of Conduct training. By law councillors must attend each meeting with no pre-determination on any issues on the agenda, but ready to listen to others and keep an open mind.

UDC are holding a meeting with Bloor Homes on 10 July 2023. The meeting is to discuss the planning application for access off Henham Road for 200 houses, landscaping, open spaces and infrastructure.

GB said Bloor Homes always say they want to engage with residents and yet they bypassed UDC and went straight to PINs, this is not good engagement.

RF asked if the Rush Lane planning application had been withdrawn. GM said that the developer still has until September 2023 to submit their plans. but because of access denial, it was looking unlikely that the development would go ahead.

RF said he had been informed that UDC were going to pay for parish and town councillors to receive Code of Conduct training.

GM said UDC Local Plan Leadership Committee had not held a meeting since the elections and had not yet appointed members. Therefore, it didn't look like UDC was treating the local plan as urgent. BD said that was certainly not the case, she was unclear why members had not been appointed but UDC were very focused on the new Local Plan.

## 22911. Planning Committee

Minutes of the meeting held on 21 June 2023 – Noted.

The new community hall working group held a meeting on 29 June.

The working group would like to change the name to Community Centre.

RG had produced a document that showed the costing and time scale. The total funding required was £2,775,000, with the time scale just under 3 years.

Total of Section 106 money come to £2,026,154. However, it is unknown when and if all the payments will be made.

EPC are looking at fund raising to bridge the shortfall in the funding. If there is anyone in the village who feel they can help with fund raising it would be very appreciated.

A visit is being organised to Duxford to have a look at their community hall

BD said that Takeley also has a community hall that have many of the features EPC are looking for.

UDC have said that EPC will not receive the interest on the payments they are currently holding for the community centre; BD is pursuing this.

Bloor has circulated leaflets in the village with details of their consultation. EPC will be responding; the closing date is 9 July 2023.

### Applications submitted to UDC Planning Nil.

#### Decisions made by UDC.

1. **UTT/23/1094/HHF** Proposed new window to the first floor on the side elevation. 60 Hailes Wood, Elsenham. **Approved.**
2. **UTT/23/1087/HHF** Section 73A Retrospective application for a single storey rear extension. 46 Glebe End, Elsenham. **Refused.**
3. **UTT/23/0464/FUL** Demolition of existing commercial buildings and erection of 4 no. detached dwellings with associated off-street parking (revised scheme to that approved under (UTT/19/2614/FUL). Apple Tree Yard, Fullers End, Tye Green Road, Elsenham. **Approved.**
4. **UTT/22/3507/FUL** Construction of a new free standing annexe building St. Marys Church, Church Lane, Elsenham. **Approved.**
5. **UTT/22/2174/PINS S62A/2022/0007** - Residential development comprising 130 dwellings, together with a new vehicular access from Henham Road, public open space, landscaping and associated highways, drainage and other infrastructure works. Land South of Henham Road, Elsenham. **Approved under S62A provisions.**
6. **UTT/20/2908/OP** Outline application for 50 market and affordable dwellings, public open space and associated highways and drainage infrastructure - all matters reserved except access. Land South of Bedwell Road, Ugley. **Appeal allowed.**

The following planning application had been determined by UDC since the agenda had been published.

**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. **Refused.**

It was refused on its adverse impact upon the overall character of the area and existing neighbouring properties.

#### **22912. Playing Field Committee**

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

BD explained that the new basketball stand will be sited at the far end of the over spill car park. There are no parking spaces marked out on this piece of land and the basketball stand will go on the no parking zone, a yellow grid plus a no parking sign will be painted in front of the gate.

The committee had tried to get other quotes but this kind of basketball hoop with a steel backboard is quite specialised and all enquires had been referred back to the manufacturer.

Supply and installation of a MUGA unsupervised basketball hoop with steel backboard will cost in the region of £3000, this includes a 10% contingency. The Playing Field Committee will apply for grant funding from UDC so would potentially only cost the EPC a total of £1500.

BB asked for clarification that the purchase would only go ahead once grant funding had been agreed, BD confirmed that was correct.

BB asked about the £500 coming from general maintenance budgets which were not intended for this kind of expenditure, did this mean that the Playing Field Committee felt they had too much maintenance money in the budget. BD said EPC had just received the annual RoSPA report and there was nothing major required, plus a lot of the play equipment was new and was under guarantee, therefore they felt comfortable taking £500 from maintenance budgets for this financial year.

**Proposal:** EPC spends up to £1500 on the proviso that it is match funded with UDC grant money.

BD proposed, RF seconded, the vote was carried by 4 in favour, 1 against and 1 abstention.

#### **22913. Rights of Way and Open Spaces Committee**

Tree Warden's report – Noted.

A meeting is to be held on 14 July 2023.

#### **22914. Financial Payments**

The following cheques and payments required for approval:

JGIBL	£1,142.44
Zoom	£15.59
Wages	£2,685.25
S Waite	£30.28
A Wood	£175.00
J Day & Son Ltd	£235.94
1 <sup>st</sup> Henham & Elsenham Scouts	£150.00
Castle Water	£33.28
Acculine Markings Ltd	£909.60
M Burke Landscaping	£1012.50
UDC	£52.47

Sharon Jones	£26.75
M Burke	£405.00
ERG Facilities	£150.00
L Rhodes	£350.00

Minutes of the meeting held 16 June 2023. **Noted.**

Draft minutes of the meeting held on 27 June 2023. **Noted.**

All payments approved for signing.

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

Bank Statement. **Noted.**

Detailed receipts form. **Noted.**

GM and LJ signed the summary and receipts form.

GM signed the Bank - Cash and Investment Reconciliation as at 30 June 2023.

BB had analysed various financial reports published by the Council, including the accounts for 2022-23, and the budgets for 2023. With the information he had created 2 spreadsheets, which had been circulated to all councillors. The spreadsheet shows that at the end of the financial year 2022/2023, EPC had a total bank balance of £138,915.47, made up of £96,175.68 in earmarked reserves, and £42,739.79 of unallocated funds.

The expected income for 2023/24 was £94,650, with expenses, including main reserve of £25,000, totalling £145,570. If all budgets were spent during the year this would result in a deficit of £50,920.

Some budgets have accrued large increases since last year.

It was important that all Councillors are mindful of the situation and limit spending as much as possible, so that, at the end of the year there is still some general reserve remaining. EPC could also review the earmarked reserves and use money from them to pay for spending in the current year, however EMR can only be used for their intended purpose.

Looking ahead to 2024/25, EPC may have to look at increasing their incomings.

RF said that when the budgets were set no one would have thought that inflation would have increased by 10%.

GM asked why our internal and external auditors had not raised this issue. BB said internal auditors had noted on her report that £42,000 general reserve was within the agreed limit. But her remit was more on the procedural side of the finances. EPC were still awaiting a report on the 2022/2023 accounts from the external auditor.

**Proposal:** EPC transfer £85,000 into a Unity Trust Bank Instant Access Saving Account.

BB proposed, FL seconded the vote was carried unanimously.

**Proposal:** EPC renew their membership to the 'Institute of Cemetery and Crematorium Management' at a cost of £95.00.

GM proposed, FL seconded the vote was carried unanimously.

**22915. Clerk's Report**

LJ said she had received correspondence from residents regarding parking in the village. Airport parking was still a big issue on some developments. Parking at Oziers was a problem as there were too many cars and not enough parking spaces, also parking on Station Road was causing problems as the yellow lines had worn away and people were parking all along the road. RG said the yellow lines needed to be reported to Essex Parking Partnership.

**22916. HM Land Registry Allotments on Smith Road**

GM and BD signed the HM Land Registry for part of the land lying to the south of Stansted Road, Elsenham, including the chain-link fence and hedge.

**22917. County Councillors report**

The Highways Panel operational remit is changing. There will still be 4 County Councillors as panel members, but the meetings will be open to all District Town and Parish Councillors. UDC resources will no longer be used. The dates of the meetings will be advertised.

RG had attended a private scrutiny meeting on adult safety guarding. Ten vulnerable people are killed by the spouse every year. ECC have the funds and the support to help, but the problem is getting people to come forward and ask. Help and funding is available, but the message needs to be cascaded down to residents.

RF said RG had done a great job at the U.A.L.C. attempting to explain the reasons why our road surfaces are in such an appalling condition. Citing problems with the lack of construction workers, not funding.

FL said that all the drains in Station Road were blocked and one by Gilbey Cottages had grass growing up from it. RG said he would try and get someone out to clear the drains.

**22918. Flowerbed Committee**

4 plaques had been placed in different flowerbeds showing sponsorship from the Stansted Golf Club, who had donated £500 towards plants. Sam Ashenden, a co-opted member of the Flowerbed Committee, had done an excellent job treating the wood on the flowerbeds in front of the Memorial Garden, Leigh Drive and the Railway Station.

All the perennials have been planted in the flowerbeds at Leigh Drive, the summer bedding plants were to be planted at the beginning of June, it was unsure why they had not been planted yet.

**22919. Allotments**

Some residents of Elsenham are looking to set up a monthly Community/Farmers Market in the village starting in August, where they would like to sell local produce from small independents. In order that the allotment holders may sell some of their produce, the Allotment Gardens Conditions of use and Tenancy Agreement, would need to be amended.

**Proposal:** To change the Allotment Gardens Conditions of use and Tenancy Agreement

**From:**

2.1. *The Plot-holder shall use their Plot as an allotment only (that is to say for the production of vegetable, fruit or flower crops for consumption or enjoyment by the Plot-holder and their family) and for no other purpose.*

2.3 *The Plot-holder shall cultivate the allotment garden Plot in a proper manner for the purpose of raising vegetables, fruit or flowers for use by himself and members of his family.*

**Amend to:**

2.1 *The Plot-holder shall use their Plot as an allotment only (that is to say for the production of vegetable, fruit or flower crops for consumption or enjoyment by the Plot-holder and their family) and for no other purpose, except that sale shall be permitted where the proceeds are returned to the allotments or made available for charitable purposes.*

2.3 *The Plot-holder shall cultivate the allotment garden Plot in a proper manner for the purpose of raising vegetables, fruit or flowers for use by himself and members of his family, except that sale shall be permitted where the proceeds are returned to the allotments or made available for charitable purposes.*

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

**22920. Grant to the Brownies – Mr. P Jarvis**

**Proposal:** EPC give a grant to the brownies of £150. As PJ was not present at the meeting this proposal is to be carried over to next month's meeting.

**22921. Transport**

There has been no official confirmation yet but as from 31 July Stephenson's of Essex will be operating the 7 and 7A busses. There is only one timetable change, the 6.39am to Bishops Stortford will change to 6.30am.

**22922. Communication**

BD asked for a volunteer from each committee and working group, who would be responsible for placing items of interest on social media.

**22923. War Memorial**

Despite promises from the landowner to repair the War Memorial in Church Lane, that was damaged by the lorries delivering earth to her adjacent field nearly 2 years ago, nothing has ever been done. Allan Hathaway is now very kindly reconstructing the War Memorial as closely to the original as he can, using what was left of the original and local material. Allan would like to place a frost-free ceramic poppy where the figure of Christ used to hang, as the figure is no longer usable.

The poppy will cost £60. LJ to write to the landowner asking if she would agree to paying for the poppy.

**22924. Report on U.A.L.C**

The Meeting failed to be quorate, there were 9 councils present when 10 are required. There were reports from Daniel Burford from Stansted Airport Consultative Committee, Stansted Airport is attempting to be carbon neutral by

2038. There was discussion re “Fly Parking” around the local villages including Elsenham, there was no real satisfactory conclusions.

Jackie Cheetam - E.A.L.C. expressed concern on lack of parking at Saffron Walden U.D.C. Offices.

Councillor Ray Gooding - Highways Panel, explained the reasons why our road surfaces are in such an appalling condition.

**22925. Correspondence**

**22926.** Councillor Training available in June & July.

**22927.** Your Essex: your need-to-know this June.

**22928.** PFCC Weekly Newsletter.

**22929.** Elsenham Village Hall AGM Monday 12th June 2023.

**22930.** EALC News e-Bulletin Week Commencing 5th June 2023.

**22931.** NALC Events 6 June 2023.

**22932.** Local Council Liaison Forum.

**22933.** EALC Announcement- NALC Planning Case Study Survey

**22934.** EALC Police, Fire and Crime e-Bulletin Week commencing 5th June 2023.

**22935.** Zero Carbon Communities: Upcoming events, Clean Air Day, Community Energy Project + more.

**22936.** Community Special Constables update.

**22937.** PFCC Weekly Newsletter 8 June 2023.

**22938.** St Clare Hospice Local news - Uttlesford June 2023.

**22939.** EALC Announcement- LGBCE Electoral Review Online Briefing - Wednesday 14th June 2023.

**22940.** PC Planning Session.

**22941.** EALC Announcement - AGM 2023 Notice.

**22942.** Councillor Training available in June & July EALC News e-Bulletin County Update Special June 2023.

**22943.** Standards training for parish councils.

**22944.** The ERO Presents - June 2023.

**22945.** Violence and Vulnerability Unit Newsletter.

**22946.** Essex Electric Vehicle Charge Point Strategy - public consultation launched.

**22947.** EALC Police, Fire and Crime e-Bulletin Week Commencing 12th June 2023.

**22948.** Member update 15 June 2023.

**22949.** PFCC Newsletter.

**22950.** EALC News e-Bulletin Week Commencing 19th June 2023.

**22951.** Minutes from the Local Council Liaison Forum - Monday 5th June.

**22952.** UALC AGM - Wednesday 28th June 7.30pm, Clavering Village Hall.

**22953.** EALC Police, Fire and Crime e-Bulletin Week Commencing 19th June 2023.

**22954.** EALC Announcement - NALC Planning Survey 2023.

**22955.** Elsenham Village Hall Minutes AGM.

**22956.** EALC Weekly News e-Bulletin Week Commencing 26th June 2023.

**Meeting opened to public.**

**22957.** FL said she was going to place another advert for a Special Constable in this month's Elsenham News.

**Meeting closed to public.**

**Meeting closed at 9.55pm**

**Date of next meeting is 7 August 2023.**