



Elsenham Parish Council

**Minutes of the Parish Council meeting
held in The Memorial Hall at 8.00pm on 7 August 2023**

Members of Elsenham Parish Council (EPC) present:

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

Members of the public present: 5

Apologies for absence: Cllr. B Burlton (BB).

Declarations of Interest: None.

GM welcomed Patrica Davis as a new councillor to Elsenham Parish Council.

Open to the public

22958. A member of the public asked about co-opting a new Parish Councillor to replace Ben Oglivie. This is to be covered under the Parish Clerk's report.

Closed to the public.

22959. Actions from previous minutes. There were no actions from the last meeting.

22960. Minutes

The Council will consider the minutes of the meeting held on 3 July 2023 and the minutes from this meeting on 7 August 2023, at the next Parish Council meeting to be held on 7 September 2023.

22961. District Councillors' reports.

BD reported that UDC had sent a letter to the Secretary of State regarding their concerns about removing Ticket Offices from train stations.

The waste bins were not collected on the usual day last week due to staff sickness.

The Design Code consultation ends on 22 September 2023. The Design Code aims to reinforcing the character, identity, heritage, and culture of Uttlesford, while reducing carbon emissions and enhancing biodiversity. It is for everyone who is planning and implementing new developments.

UDC are still looking at the problem of airport parking.

UDC have implemented a household support scheme which will provide a rebate of council tax to some households. These households have been identified as most vulnerable and in need of additional support with the cost of food and utilities.

A question page has now been set up on the Local Plan website.
The next Local Plan meeting is to be held on 4 October 2023; it will be addressing site allocations.

UDC are asking for a new level on sat-navs. So that sat-nav's when fitted into larger vehicles take into consideration the size and width of the vehicle, then calculate the route that the vehicle can legally take.

BD and Cllr. Lees have £4,000 to give to charities in Elsenham and Henham.

JM said that many drivers use google maps to plan their routes, which is free, so changing the sat-navs will not help.

LJ asked about the wildflower area in New Road, which had recently been cut by UDC and then weedkiller had been applied. This seems to defeat the object of growing wildflowers to attract the bees and insects. Does UDC have a policy regarding using weedkiller?

BD agreed to research this, she suggested EPC send UDC their Pesticides Policy. LJ to liaise with Margaret Shaw, secretary of EROWOS.

22962. Planning Committee

Minutes of the New Community Centre meeting held on 29 June 2023 – **Noted.**

Minutes of the meeting held on 19 July 2023 – **Noted.**

BB is stepping down from the Planning Committee.

On Friday 11 August some members of the New Community Centre working group are visiting Duxford Community Centre, to gain ideas, including tendering and managing a community centre.

Proposal: Ben Ogilvie is co-opted onto the Community Centre Working Group. GM proposed, PJ seconded, the vote was carried unanimously.

Applications submitted to UDC.

- I. UTT/23/1874/CLP** Proposed loft conversion with rear dormer and rooflights. 44B Hailes Wood, Elsenham. **This planning application will be reviewed at the Planning Committee meeting on 16 August 2023.**

The following four planning applications were discussed at the Planning Committee meeting on 19 July 2023.

- II. UTT/23/1748/HHF** Erection of two storey rear and side extension, internal alterations and changes to fenestration. 2 The Croft, Elsenham.

- III. **UTT/23/1743/DOC** Application to discharge condition 20 (footpath diversion) of UTT/19/0462/FUL. Land West Of Hall Road, Elsenham.
- IV. **UTT/23/1742/DOC** Application to discharge condition 12 (construction method statement) of UTT/19/0462/FUL. Land West Of Hall Road, Elsenham.
- V. **UTT/23/1682/FUL** Proposed demolition of existing dwelling and erection of replacement two storey dwelling together with associated operational development and landscaping. The Haven, Tye Green Road, Elsenham.

Application UTT/23/1174/OP had been submitted since the agenda was circulated and will be reviewed at the Planning Committee meeting on 16 August 2023.

- VI. **UTT/23/1174/OP** Outline application with all matters reserved for the erection of 4 no. detached dwellings. Elsenham Sawmill, Fullers End, Elsenham.

Decisions made by UDC.

- VII. **UTT/23/1083/FUL** Demolition of existing building and erection of 3 no. detached dwellings with associated car parking, private gardens and access. Barn at Old Mill Farm, Stansted Road, Elsenham. **Refused.**
- VIII. **UTT/23/0947/FUL** Erection of 1 no. dwelling land at Elsenham Meadows, Green Street, Elsenham. **Approved.**

Currently there are six major approved developments at different stages of implementation: two where construction work has commenced (Bloor Phase 1 and Dandara); one where commencement is imminent (Bovis/Vistry); three where outline approval has been given and a detailed application is awaited (Bloor Phase 2, south of Bedwell Road and south of Henham Road).

UDC used to have a set format, with the S106 and the conditions in a single document, but now it is difficult to search for a particular S106. GM had therefore constructed a table showing all the S106 and conditions that were of consequence to Elsenham. At each Planning Committee meeting this document can be reviewed and action taken if necessary.

RF asked about the house being built at the bottom of May Walk. GM said that planning development had been approved.

The earth bund on May Walk had still not been removed. Enforcement at UDC said it had to be removed and the landscape restored. As May Walk is in Stansted, LJ is to ask Stansted Parish Council if there have any information. If not LJ to ask UDC's Enforcements for an update.

22963. Playing Field Committee

Minutes of the meeting held on 2 August 2023. **Noted.**

A resident had asked if EPC would consider allowing dogs on leads to walk on the paths in the playing field from the Leigh Drive gate to the Station Road gate. The playing field committee had agreed, although it was not a majority, not to change the present rule of no dogs on the playing field. If further information is received, the present rule would be re-addressed.

JM said the rule of No Dogs was unenforceable. This had been brought to light when research was carried out regarding guide dogs on the playing field. EPC could lose their credibility by continuing to ban dogs on the playing field. LJ had asked for clarification from the National Association of Local Councils (NALC). Once a reply is received from NALC action will be taken if necessary.

Proposal: EPC purchase an infant swing to replace the broken one, at a cost of £149.19 from Wicksteed.

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

22964. Rights of Way and Open Spaces Committee

Minutes of the meeting held on 14 July 2023. **Noted.**

Tye Green Pond. **Information circulated.**

EPC own the pond at Tye Green. Over the last two years the pond has flooded three times, each time threatening to damage properties. EPC have paid £450 each time for the pond to be pumped out. A permanent solution needs to be looked at.

There are three possible solutions:

1. There may be blockages, which could readily be cleared.
2. Establish if the ditch to the north of Barley Cottage is functional, as water is never seen in it.
3. To continue along the field edge to discharge the water into the ditch at the boundary of Barley Cottage.

To carry out the investigative work by Roes would cost £2,425 per day, the work could take one or two days. This would have to be done after the harvest, but before the rain comes.

Once the cause is established the rough estimate for putting it right, is between £20,000 and £30,000.

Other possibilities are, the pond could be dredged, or the pond could be extended, both would increase the capacity. However, this may only be a temporary solution. Other things to be considered were reports of great crested newts in the pond, trees growing near the pond may have to be felled and what to do with all the dredged material.

After much discussion it was agreed that this could cost EPC thousands, to first consult EPC's solicitors to what EPC's responsibilities are. The pond belongs to EPC, but the cause of the flooding could be that ditches or drains have been blocked in the past in the nearby properties. Also, the road that runs by the pond is subsiding.

Proposal: EPC consult Nockolds Solicitors as to what EPC's responsibilities are for the pond and to defer any further action until EPC know the full extent of their responsibilities.

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

LJ to contact ECC Flood Management Team, who were very helpful a few years ago regarding the ditch at the bottom of the playing field.

LJ to inform Cllr. Ray Gooding about the subsidence of the road.

There is a considerable amount of grass at Tye Green which belongs to EPC.

However, it is regularly cut by Mr. Ray Turner, a local resident.

LJ to send a letter at the end of each cutting season, thanking Mr. Turner for cutting the grass.

22965. Financial Payments

The following cheques and payments required for approval:

Beltons Gardening	£220.50
ICCM	£95.00
M Burke	£385.00
G Mott	£16.20
Sharon Jones	£27.50
ECA	£210.00
Beltons Gardening	£548.05
G Mott	£30.28
Zoom	£15.59
R Franklin	£5.40
3G Mobile	£20.61
Wages x 3	£2,684.85
Instant Ink	£22.49
Beltons Gardening	£220.50
Beltons Gardening	£548.05
M Burke	£1041.50
HEU Benefice	£60.00
3G Mobile	£36.29

All payments approved for signing.

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

Detailed receipts form – Noted.

GM and BD signed the summary and receipts form and the bank reconciliation statements.

Proposal: EPC make Bob Burlton a signature on EPC's Co-op Bank account and remove Ben Ogilvie.

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

22966. Financial proposals

Proposal: GM attends Budget & Precept course at a cost of £75 on 28 September 2023.

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

Proposal: GM attends Council Finance course at a cost of £75 on 2 November 2023.

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

Proposal: GM attends Understanding Precepts online course, at a cost of £15 (dtbc). GM proposed, RF seconded, the vote was carried unanimously.

Proposal: BB attends Budget & Precept course at a cost of £75 on 28 September 2023.

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

Proposal: BB attends Council Finance course at a cost of £75 on 28 September 2023.

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

Proposal: BB attends Understanding Precepts online course, at a cost of £15 (dtbc). GM proposed, JM seconded, the vote was carried unanimously.

Proposal: EPC increase Sharon Jones hourly rate, who administers our website, from £20 to £22 from 1 September.

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

Proposal: EPC pay Nockolds £500 for the transfer and Land Registry of the play area on Isabel Drive.

It was agreed that further investigation was needed as to whether David Wilson Homes should pay the transfer fee. LJ to ask UDC's S106 Officer, Emma Blazeby.

FL proposed an amendment to the following proposal, as the legal document was for the benefit of the Elsenham Youth Football Club, Elsenham Youth Football Club pay Nockolds fees.

Proposal EPC pays £240 to Nockolds for the reviewing and advising on the Football Funding agreement.

GB seconded the amendment.

Proposal: Elsenham Youth Football Club are asked to pay £240 to Nockolds for the reviewing and advising on the Football Funding agreement.

FL proposed, GB seconded, the vote was carried by 6 in favour, 2 against 1 abstention.

22967. Clerk's Report

It was agreed to allow the committee of the Farmers Market to place advertising signs on the grass area by Leigh Drive, a week before each market.

UDC have now informed EPC that they may go ahead and advertise for a suitable candidate to co-opt onto EPC. A closing date of 11 September was agreed. Adverts are to be placed in the Elsenham News, noticeboards, Facebook and EPC website.

GM said that although Ben Ogilvie had not been on EPC very long, he had done some excellent work and his contributions to discussions were always constructive, it was regretful that he had resigned. However, Ben had agreed to continue on the New Community Centre Working Group and the Allotment Committee. LJ to email Ben thanking him for his time on EPC.

Mrs. Taylor had contributed £60 to the purchase of a frost-free ceramic poppy to be placed on the War Memorial in Church Lane.

Proposal: EPC agree for Allan Hathaway to spend £60 to purchase the poppy.

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

22968. Internal Auditor's Report

The auditors report for 2022/2023 had been circulated to all members. The Finance Committee are addressing the issues that have been raised.

22969. Flowerbed Committee

The flowerbeds are all looking lovely.

22970. Allotments

Proposal: The Terms of Reference for the Allotment Committee are changed from. 'Membership shall comprise up to four (4) Council members and up to two (2) co-opted. Members, to 'Membership shall comprise up to four (4) Council members and up to three (3) co-opted members.'

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

Proposal: Jack Tickner is co-opted onto the Allotment Committee.

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

Proposal: Ben Ogilvie is co-opted onto the Allotments Committee.

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

An onsite meeting at the church allotments has been arranged for 8 August 2023 to discuss the unallocated allotment plots.

22971. Transport

On 31 July Stephenson's of Essex took over operating the 7 and 7A busses. There should be a new timetable printed in the next edition of the Elsenham News. The current online transport survey does not relate to Elsenham.

22972. Communication Committee

Proposal: Bob Burlton is appointed onto the Communication Committee.

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

BD has some ideas about changes to how the communication committee works, which she will explain at a future meeting.

22973. Bees and Wasps

After taking advice from a beekeeper in the village, RF felt a procedure should be put in place if any further wasp's nest or a bee swarm are found within either allotment garden.

1. In the event of a bee swarm being found in the allotment, all those present should leave. Possibly a warning notice to be put on the entrance.
2. The Clerk should be contacted immediately.

3. The Clerk is to contact swarms@stortfordbees.org.uk phone number 07901644785 The company will take away a swarm, which must be put in isolation.
4. In the event of a wasp nest being found the allotment should be vacated immediately. the clerk should then be contacted.
5. The clerk will hold an aerosol spray. The Clerk will not be responsible for dealing with the nest.
6. The Clerk will contact RF who will seek assistance from the village Beekeeper.

22974. Grant to the Brownies

Proposal: EPC give a grant to the brownies of £150.

PJ proposed, JM seconded the vote was carried by 8 in favour 1 against.

22975. Correspondence

- 22976. EALC Police, Fire and Crime e-Bulletin- Week Commencing 26th June 2023.
- 22977. NALC EVENTS – **RF hopes to attend with one other. LJ to obtain 2 tickets.**
- 22978. Rural Crime Survey - Badenoch MP Office.
- 22979. Your Essex: your need-to-know this July.
- 22980. Reply from the Department for Transport.
- 22981. Rural Engagement Team June Newsletter.
- 22982. Alcohol Awareness Week - Helpful Infographic Resource.
- 22983. EALC News e-bulletin Week Commencing 3rd July- Health and Wellbeing Special.
- 22984. UDC Parish Briefing.
- 22985. Uttlesford District Council - have your say on the Local Council Tax Support scheme 2024/25.
- 22986. EALC Police, Fire and Crime e-Bulletin Week Commencing 3rd July 202.
- 22987. Highways Briefing - 04/07/2023.
- 22988. Community Special Constables monthly update. **FL said this report was on all the good work the PCSO is doing for Stansted and Henham, it was such a shame Elsenham has missed out.**
- 22989. PFCC Newsletter.
- 22990. District News: Have your say on council tax support.
- 22991. Uttlesford Community Policing Team, June.
- 22992. Finance Courses - September/October 2023.
- 22993. Business News: Uttlesford Business Cost of Living Survey.
- 22994. EALC News e-Bulletin Week Commencing 10th July 2023.
- 22995. EALC Police, Fire and Crime e-Bulletin- Week commencing 10th July 2023.
- 22996. Proposed Terminal Extension – Stansted Airport.
- 22997. The Hundred Parishes.
- 22998. PFCC Newsletter.
- 22999. EALC News e-Bulletin Week Commencing 17th July 2023.
- 23000. Forthcoming Polling Review.
- 23001. Stansted Airport Draft Noise Action Plan (NAP).
- 23002. EALC Police, Fire and Crime e-Bulletin- Week commencing 17th July 2023.
- 23003. August 2023 Highway Reports – Uttlesford.
- 23004. Uttlesford draft Design Code consultation.
- 23005. EALC Annual General Meeting 2023- Business Agenda.
- 23006. Parish Standards Training - Slide Pack.
- 23007. PFCC Newsletter 28th July 2023.
- 23008. Rural Engagement Team July Newsletter.

- 23009.** District News: Annual canvass, Consultations.
- 23010.** Uttlesford District Council - new consultation.
- 23011.** Local Plan News: Dates announced for LPLG meetings.
- 23012.** EALC News e-Bulletin Week Commencing 24th July 2023.
- 23013.** Civility & Respect Project – Essex.

23014. Items to be added to the next agenda.

FL – Special Constable update.

BD said she had just received confirmation that EPC had been successful with the match funding grant towards the new basketball stand.

Meeting opened to public.

- 23015.** Allan Hathaway asked, as Chair of ECA, that he is included in the discussion for any changes in allowing dogs to come in the playing field.

Meeting closed to public.

Meeting closed at 10.05pm

Date of next meeting

The next meeting will be 4 September 2023.