



Elsenham Parish Council

Minutes of the Parish Council meeting held in The Memorial Hall at 8.00pm on 2 October 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. P Jarvis (PJ), Cllr. F Lambert (FL),
Cllr. A Mowbray (AM), Cllr. J Minor (JM), Cllr. S Waite (SW) and
Mrs. L Johnson (Parish Clerk – LJ).

Members of the public present:

2, plus District Councillor P Lees.

GM welcomed Anna Mowbray to Elsenham Parish Council.

Apologies for absence: Cllr. P Davis (PD).

Declarations of Interest: FL declared an interest on item 8.6. this is a neighbouring property of FL. PJ declared an interest on item 9.1, PJ has connections with the Football Club.

Open to the public.

23063. Allan Hathaway asked about item 22 on the agenda. Although he agreed the Parish Clerk should not have to work all day and then attend meetings in the evenings, would it not be more cost effective for a member of the committees to take the minutes.

Closed to the public.

23064. Actions from previous minutes. None

23065. Minutes.

The Council considered the minutes of the meeting held on 4 September 2023. GM signed the minutes as a true record.

23066. District Councillors reports.

UDC have now received their share of the £15 million, given to ECC from the Government to help the people of Ukraine.

UDC had acquired several property assets across a range of sectors as part of their investment programme. The Government has now stopped the District Council from using the profits of £25 million for 20 years.

UDC are holding a budget consultation asking people what their spending priorities should be in the financial year from April 2024 to March 2025. The consultation runs until the 5 November 2023.

The draft local plan was published on 26 September 2023. The plan will be presented to the Full Council for approval on 30 October 2023.

Zéro Carbon Communistes Grant schème. Non-profit groups or organisations, including any town or parish council, can apply for funding for new projects that are focussed on carbon emission reduction.

PL has been successful in procuring £150,000 from Bloor Homes. This is to pay for funding an engineering solution to reduce noise for residents of homes built by Bloor Homes, from a pre-existing industrial electricity substation. Dozens of nearby homes are being blighted 24 hours a day, 365 days a year by a loud, low hum. UDC sent a robust letter to Bloor Homes, saying UDC would pay. After which Bloor agreed to pay.

BD had attended a Scrutiny Committee meeting to view the Draft Local Plan.

23067. Planning Committee.

A meeting is to be held on 4 October with Bloor Homes.

EPC's objections to Bloor Homes phase 2 development, are now on the UDC website.

EPC have submitted objections to the Rush Lane detailed application of 40 dwellings, UTT/19/0437/OP. Objecting to inadequate visitor parking, affordable housing all clustered together, concerns that Wells Cottages have no foundations and the duty to preserve listed buildings. There is no mention of the natural spring, the attenuation pond will have a permanent wet area which is not acceptable this close to Stansted Airport, because of the risk of bird strikes which also applies to the berry-bearing plants to be included in the hedges. The LAP is not acceptable, it does not even have one swing.

The New Community Centre working group meeting had to be cancelled, the next meeting is on 16 October 2023.

The Vistry development in Hall Road has now started. The PRoW is fenced off very impressively right the way through, with a separate spur down to the bridge over the brook. Vistry had assured EPC that the PRoW will remain open during the duration of the construction.

The draft Local Plan 2021 – 2041 has now been published. Regulation 18 consultation will be held from 3 November – 15 December 2023.

The draft Local Plan has this description of Elsenham;

Elsenham is a small village centre located approximately two miles north-east of Stansted Mountfitchet. It is located immediately adjacent to a double roundabout which can make accessibility by car challenging.

There are no further developments in the Local Plan for Elsenham.

Applications submitted to UDC:

- I. **UTT/23/2239/FUL** Erection of 3 holiday let cottages. Land At The Stables, May Walk, Elsenham Road, Stansted. **EPC objects to this planning application. There is nothing to show how the development would be confined to holiday lettings.**
- II. **UTT/23/2176/FUL** Retention of existing mobile home as a permanent dwelling. Daisy Mays Farm, Hall Road, Elsenham. **No objections.**

Decisions made by UDC.

- III. **UTT/23/1485/HHF** Demolition of existing single storey garage and erection of new garage with storage in same location as existing. 5 New Road, Elsenham. **Approved.**
- IV. **UTT/23/1874/CLP** Proposed loft conversion with rear dormer and rooflights. 44B Hailes Wood, Elsenham. **Approved.**
- V. **UTT/23/1748/HHF** Erection of two storey rear and side extension, internal alterations and changes to fenestration. 2 The Croft, Elsenham. **Approved.**
- VI. **UTT/23/1087/HHF** Section 73A Retrospective application for a single storey rear extension. 46 Glebe End, Elsenham. **Appeal allowed with conditions that the extension is built to the correct measurements, to be overseen by UDC Enforcements.**

23068. Playing Field Committee.

Minutes of the meeting held on 27 September 2023 – **Circulated.**

Elsenham Youth Football Club (EYFC) has submitted a grant form to the Essex Football Foundation under the Grass Pitch Maintenance Fund.

The Essex Football Foundation said it would be better if the grant application was made jointly between EPC and the EYFC, or solely by EPC, for two reasons;

- The Football Federation requires invoices from the contractor who is carrying out the work including proof of payment, EPC would be able to supply these directly.
- EPC would be able to claim back the VAT.

Successful applicants will need to provide ongoing, twice-yearly PitchPower inspections over the following ten-year period, which PJ and the Chair of EYFC will carry out. The Foundation also requires a minimum of two members of the organisation to complete the Grounds Management Association (GMA)'s online

Level 1 Football Grounds Maintenance course. PJ and the EYFC Chair will take this course at a cost of £46, EYFC will pay the fees.

The Football Foundation objective is to transform the quality of grass pitches across the country with a tapered six-year grant. The grant is not to fund routine maintenance works, such as grass cutting, hedge cutting, line-marking or the purchase of capital items.

Whether EPC would be able to reclaim the VAT is questionable. The football club has no affiliation with EPC except it plays matches on land belonging to EPC. There is no contract between them. LJ to research if this would be legal.

BB said if the VAT cannot be claimed back one of the reasons for a joint application falls away. Plus, PJ had always stated the maintenance contract that was currently in place was for maintenance and the grant would be for improvement to the pitches.

BD said that EYFC had based the pitch maintenance contract this year on a PitchPower report that had already been issued.

PJ said that funds would be paid directly to EPC, with the expectation that EPC no longer invoices EYFC for pitch maintenance works over the six-year period of the grant. BB said EPC could not accept this. EYFC is the principal benefactor of the grant and EPC would need to discuss the cost share between EPC and EYFC. PJ omitted he had made a mistake in thinking the grant covered all the pitch maintenance costs, which it doesn't, PJ agreed that EYFC would have to pay some money towards future costs.

FL said she was for EPC taking out the grant solely. There would be a shortfall for years 1 and 2 of £3,277 which if EPC and EYFC split 50/50, would only be just over £1,600 each. It would mean extra work for the Parish Clerk, plus the invoices would need to be itemised fully.

JM said if the maintenance contract ran back-to-back for the 6 years duration, this would exceed the £25,000 limit and would need to go on the Government Finders Website. Would EYFC allow EPC to rent out the playing field after having all this extra maintenance carried out?

GM said the Village fete would still be able to hire the playing field, any other requests would be discussed by the Playing Field Committee.

Proposal: The Parish Council apply jointly with Elsenham Youth Football Club (EYFC) to the Football Foundation for a grant under the Grass Pitch Maintenance Fund.

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

23069. Rights of Way and Open Spaces Committee.

Tree Warden's report – **Noted.**

Minutes of the meeting held with Vistry on 18 September 2023 – **Noted.**

23070. Financial Payments.

The following cheques and payments required for approval:

Wages x 3	£2,471.01
Inland revenue	£1,702.27
M Burke	£2,021.50
Amenity Services	£320.00
Allan Hathaway	£41.60

Zoom	£15.59
Home Start Essex	£100.00
L Johnson	£88.23
M Burke	£55.00
S Smith	£12.95
M Burke	£105.00

All payments approved for signing.

A summary of receipts and payments – Noted.

Detailed receipts form – Noted.

GM and LJ signed the summary and receipts form.

BB and GM had attended two courses, budgeting and a precept.

A meeting is being held on 5 October to start looking at the budgeting process.

All Committees are asked to submit their budget forecasts before the end of November. BB asked that any financial requests are deferred until after the budget decision making. Requests would have to be considered although this may make the precept higher than some councillors would like.

If committees have a 5-year plan, then money could be built up and ear-marked in year one and two to be spent in year 3.

23071. Finance proposals.

Proposal: EPC give a grant of £400 to Essex & Herts Air Ambulance.

SW proposed JM seconded, the vote was not carried by 4 in favour, 5 against 1 abstention.

Proposal: EPC give a grant of £250 to Essex & Herts Air Ambulance.

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

Proposal: EPC purchase a litter bin for the Spinney at a cost of £310.

BB proposed, FL seconded the vote was carried unanimously.

23072. Clerk's Report.

GM and RF signed the bank form for removing Ben Ogilvie as a signature.

UDC are holding an airport parking meeting lead by Cllr Neil Hargreaves, Deputy Leader of Uttlesford District Council, for key partners to discuss the off-airport parking problems, on Thursday 2 November 10:30am – 12:30pm.

EPC have offered to host it in The Memorial Hall. Each Parish Council can send two representatives.

Proposal: FL and JM attend the meeting representing EPC.

The vote was unanimous.

23073. Flowerbed Committee.

The Flowerbed Committee held a meeting on 2 October. Moyra Jackson was elected Chair.

The 5-year plan is proceeding to schedule. The Golf Club has sponsored the diamond flowerbeds plus the flowerbed on the corner of Robin Hood Road.

The winter pansies will be planted before Remembrance Sunday. The peace roses in the Memorial Garden are going to be replaced due to the roses deteriorating.

23074. Allotment Committee.

A meeting was held on 29 September, Ben Ogilive was elected Chair.

The allotments on Smith Road have been broken into. A lot of sheds had their doors removed; some items were taken. This has been reported to the police. LJ to contact all allotment holders reminding them not to keep valuables in their sheds, not to share the gate code with anyone and if they haven't already done so to investigate getting insurance cover.

The Allotment Committee have a new co-opted member, Jack Tickner. Jack is running the stall at the Farmers Market selling excess produce from the allotments. All proceeds will go back to the allotments, Jack is currently negotiating buying 5-year-old manure with some of the funds.

LJ is going to organize a skip at the end of November. EPC have not received a water bill since March 2023.

The invoices for 2023/24 have been sent out to the tenants.

23075. Transport.

Support Local Bus Services 2024-2028 consultation, which was launched in July is scheduled to conclude on October 5, 2023.

The 7 and 7a buses are at risk. In 2 years, the contract will be reviewed, this may result in different routes, different times or Elsenham could lose the bus services completely. RF has written an article saying that it is unfair to gage the service at present with all the traffic problems and some people still do not feel confident to use the buses since covid. GM said he would find out how much money had been given to improve the Elsenham bus service through local development Section 106s. David Wilson Homes alone had contributed £150,000.

23076. Communication Committee.

This committee needs new members.

BD suggested that each committee nominates a member to be made an admin on Facebook and then they can upload articles before and after each meeting.

23077. Special Constable.

Elsenham has been without a PCSO for over a year. Even though EPC have advertised for a Special Constable for Elsenham, no one has applied. Even if someone does apply it will still take 18 months before there are fully trained.

Proposal: As no one has applied for the position to become a Special Constable for the village. EPC allocate funds in the budget for 2024/2025 to part fund a PCSO for Elsenham.

BB proposed that the proposal is amended to;

Proposal: As no one has applied for the position to become a Special Constable for the village. EPC consider allocating funds in the budget for 2024/2025 to part fund a PCSO for Elsenham.

FL said she was prepared to accept the amendment.

BB proposed the amendment, FL seconded, the amendment was carried unanimously.

The Parish Clerk said that she was not satisfied that the motion has been sufficiently debated and once debated a vote should be taken on the proposal, there were some councillors that did not want the funding of a PCSO even considered. GM overruled.

BB said councillors would have a say about employing a PCSO when the budgets were presented to Full Council at a future meeting.

23078. The Essex Waste Partnership's Waste Strategy for Essex – Consultation Launch.

GM had been unable to open this consultation. GM asked councillors to see if they could be more successful. The closing date is 22 November 2023.

23079. EPC Boundaries.

BB asked if EPC had a general principle on checking their boundaries to make sure they were not encroaching on private properties? GM said he had studied UDC boundaries map and was satisfied that EPC only had one hedge that was close to buildings, this was the cemetery hedge.

JM said that hedges can also damage fencing. GM said JM could put a proposal regarding EPC hedges and damaging fencing on next month's agenda.

23080. What's App.

It was agreed to set up a What's App group for all the committees. It would only be used to create a poll for arrange meetings. All Councillors agreed for their phone numbers to be uploaded onto the What's App Group.

23081. Taking and producing minutes at evening meetings.

GM withdrew this proposal. A new proposal will be discussed at November's meeting which is to increase the Parish Clerk's working hours by 2.5 hours per week, back dated from the 1 October 2023.

23082. Correspondence.

23083. Local Plan News: Uttlesford Design Code, Conservation Area appraisal & Essex Green Infrastructure Standards.

23084. Your Essex: your need-to-know this September.

23085. EALC Police, Fire and Crime e-Bulletin - Week Commencing 28th August 2023.

23086. Transport letter.

23087. News Bulletin - 4 September 2023.

23088. PFCC Weekly Newsletter 8th September 2023.

23089. EALC AGM Announcement 2023 - The Parkinson Partnership LLP, Blachere Illuminations and more.

23090. District News: Food waste recycling, Annual Canvass, Start-up September, Raising money for Accuro + more.

23091. Off - airport problem parking summit invitation.

23092. EALC AGM Announcement 2023 - Aubergine, CCLA, Playquip and more

23093. Member Update 11 September 202, 100 parishes.

23094. Community Special Constable update.

23095. EALC Police, Fire and Crime e-Bulletin - Week Commencing 11th September.

23096. AGM Business Agenda, OOD and Speaker Profile Announcement 2023.

23097. The Essex Waste Partnership's Waste Strategy for Essex - Consultation Launch.

23098. Thank You from Home-Start Essex.

23099. Zero Carbon Communities: Grant scheme open for applications, No Waste Walden, Food recycling project. Have your say on new Waste Strategy, Bus network consultation.

23100. Presentation from Local Council Liaison Forum.

- 23101. Waste Strategy for Essex - EALC invitation to information event - 19th September 2023.
- 23102. Draft Noise Action Plan 2024-2028 Consultation.
- 23103. EALC AGM & Conference- Documents inc. Annual Report 2022-23 and Speakers.
- 23104. Community Special Constable update.
- 23105. Violence and Vulnerability Unit Newsletter.
- 23106. NALC Events.
- 23107. Uttlesford District Council playing pitch and outdoor sports strategy survey.
- 23108. Waste Strategy for Essex - Comms toolkit & assets.
- 23109. Tree Planting Initiative 2023-24.
- 23110. PFCC Weekly Newsletter 22nd September 2023.
- 23111. Uttlesford District Council - have your say on the council's spending in 2024/25.
- 23112. EALC News e-Bulletin Week Commencing 25th September 2023.
- 23113. NALC Events.
- 23114. Allotment Course Sessions - October/November.
- 23115. Release of new Nimble online course September 2023.

- 23116. **Items to be added to next month's agenda.**
Increase in hours for the Parish Clerk.

- 23117. **Open to the Public (if time allows).**
There were no questions.

Public 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.

- 23118. **Tye Green Pond.**
To discuss the three quotes and agree on a course of action.
It was agreed to defer this until the November's meeting.

- 23119. **New Play Equipment for the Isabel Drive Play area.**
The Playing Field Committee recommendation that EPC accepts Dania's quote for the new equipment in the Isabel Drive play area. Members of the committee had held an onsite meeting with Dania who was arranging a revised plan, taking on board the members comments and concerns.
GM said that he favoured Timotay and as a meeting had been held with Dania then a meeting should also be arranged with Timotay. The plans for Timotay did not include removing the trim trail and therefore making more pieces of play equipment than the other tenders.
Proposal: EPC accept Dania's quote for the new play equipment in the Isabel Drive play area.
SW proposed, AM seconded, the vote was agreed by 7 in favour, 1 against and 2 abstentions.

Meeting closed at 10.15pm

Date of next meeting

The next meeting will be 6 November 2023.