



Elsenham Parish Council

Minutes of the Parish Council meeting held in The Memorial Hall at 7.45pm on 6 November 2023

Members of Elsenham Parish Council (EPC) present:

Cllr. G Mott (Chair GM), Cllr. B Donald (BD, Vice-Chair), Cllr. G Bentley (GB),
Cllr. P Davis (PD), Cllr. R Franklin (RF), Cllr. P Jarvis (PJ), Cllr. F Lambert (FL),
Cllr. A Mowbray (AM) and Cllr. S Waite (SW).

Members of the public present:

5, plus District Councillor Petrina Lees (PL)

In the absence of the Clerk, the minutes were taken in the first instance by GM.

Apologies for absence: Cllr. B Burlton (BB), Cllr. J Minor (JM), County Councillor Ray Gooding (RG) and Mrs L Johnson (Parish Clerk, LJ).

Declarations of Interest: PJ declared that he is associated with Elsenham Youth Football Club.

Open to the public

23121. A resident reported that the potholes in the vicinity of Elsenham Hall are frightening. PL undertook to refer to RG.

Mr Gary Williams (GW) spoke as a member of the *Elsenham News* editorial team. The magazine will run out of money at the end of the calendar year 2024. More funds are needed if it is to be delivered to new estates, and he made a plea for help from the Parish Council.

Various suggestions for reducing costs were made by councillors.

FL suggested that a forthcoming publication should include a big article to cut out and return, which would indicate whether recipients wanted to continue to receive the magazine. GW replied that delivery to selected households would be difficult.

AM and BD both asked if advertisers could make a larger contribution. GW replied that 6 out of 10 advertisers use the magazine in order to support the community, and that cheaper options are available, such as the Stansted Flyer.

GM stated that emails from GW have been distributed to councillors. GW confirmed that the magazine can survive during the present financial year, ending 31 March 2024, and that a grant from the PC is requested for the following year, 2024-25. GM explained that any grant could only be for one year, and would need to be considered afresh as part of the exercise to set each year's precept.

GW confirmed that requests have been made to developers Bloor Homes, Dandara and Vistry, with minimal response. No deliveries have been made to the occupied houses on the Bloor development.

GB referred to S106 contributions - some contributions have been paid towards the new Community Centre.

PJ asked whether it had been considered that consumption of media has changed, with younger generations looking more online and senior residents preferring hard copy.

Closed to the public.

The minutes for the following items were taken by PL

23122. Teresa Buglass, the Practice Manager for Elsenham & Stansted Surgeries.

Ms Buglass gave an update on the Surgery mergers. Information has been sent out to all patients of the practice. Ms Buglass confirmed that the Elsenham Dispensary will not be affected regarding the merger. It was confirmed that if an appointment was at Stansted Surgery, prescriptions could be dispensed from Elsenham Surgery. There have been three separate investigative reports regarding the Surgery at Elsenham, Infection Control, Health and Safety, and Fire. The Surgery failed all three. At this time there are investigations on how to update the building to be compliant with all required regulations, updating the building including purchasing the site.

23123. Actions from previous minutes

None.

23124. Minutes

The Council considered the minutes of the meeting held on 2 October 2023. GM signed the minutes as a true record.

The Council considered the minutes of the extraordinary meeting held on 12 October 2023. GM signed the minutes as a true record.

23125. District Councillors' reports.

Draft Local Plan Consultation goes live. Cllr Lees and Cllr Donald encouraged councillors and the public to respond to the Public Consultation. Uttlesford Business Awards 2024 has opened for nominations this week. Applications can be made up to 14 January.

The Police Fire and Crime Commissioner has opened a precept survey for 2024. All district councillors have been asked to promote the National Honours and Awards, and to explain that the Lord Lieutenant is keen for local communities to give serious consideration to the Honours scheme. The aim is to remove the perception that making a nomination is a daunting task.

Traffic on North Hall Road was raised by a member of the public. The district councillors advised that this is a county matter and to contact Cllr Gooding.

23126. County Councillor's report.

RG tendered his apologies for absence.

23127. Planning Committee

Minutes of the meeting held with Bloor Homes on 4 October – **Noted.**

Minutes of the Community Centre meeting held on 16 October – **Noted.**

Minutes of the Planning Meeting held on 1 November – The minutes were not to hand. GM said that the Committee dealt with the applications as I to VI below

UDC Local Plan consultation

GM gave a summary of the Local Plan timeline:

Draft Plan (Regulation 18) Consultation: Autumn 2023

Publication of Submission Plan (Regulation 19) June/July 2024

Submission to Secretary of State Dec 2024

Examination 2025

Adopted Mid-2026

Proposal: AM becomes a member of the Community Centre Working Group.

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

Application submitted to UDC Planning

- I. UTT/23/2520/FUL** Demolition of existing building and erection of 2 no. detached dwellings with associated car parking, private gardens and access. Barn At Old Mill Farm, Stansted Road, Elsenham.
Objection sent
- II. UTT/ 23/2501/HHF** Detached storage barn/outbuilding. Granary Barns, Green Street, Gaunts End, Elsenham.
- III. UTT/23/2193/PINS** Consultation on S62A/2023/0023 - Proposed erection 5 residential dwellings and associated infrastructure. Land At Eastfield Stables, May Walk, Elsenham Road, Stansted, Essex.
PINS are accepting this as a major applications as the site area is over 1 hectare. Objections to be sent to the Inspectorate by 24 November.
- IV. UTT/23/1877/HHF** Removal of external wood and render. Replace with wooden effect composite cladding. 30 Leigh Drive, Elsenham.
- V. UTT/23/2598/AG** Galvanised Steel Agricultural Portal Frame Barn. Horseshoe Design to create central sheltered area. Agricultural Roller shutters for plant access. Steel PA doors for pedestrian access. Single storey building with 10-degree apex roof. 4m to eaves to allow height required for roller shutter for farm plant access. Land At Garrols Farm, Brick End, Broxted.
50 yards into Elsenham Parish.
- VI. UTT/22/1050/FUL, APP/C1570/W/23/3322695.** Demolition of garage and rear extension and erection of a two-storey dwelling together with associated access, car parking and amenity space. 13 Broom Farm Road, Elsenham. **Appeal lodged - EPC to object.**

Decisions made by UDC.

VII. UTT/23/2239/FUL Erection of 3 holiday let cottages. Land At The Stables, May Walk, Elsenham Road, Stansted. **Refused.**

VIII. 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. **Approved.**

IX. UTT/22/1610/FUL Section 73A Retrospective application for earthworks infill. The Stables, Elsenham Hall, Elsenham. **Approved.**
EPC has written to UDC regarding the unacceptable state of the trees.

23128. Playing Field Committee

Minutes of the meeting held on 25 October – **Noted.**

PFC would like to thank UDC for the Sports Grant for the Basketball Hoop, which has been well received.

Isabel Drive – Work on the Play Area has commenced.

FL tendered her apologies and left the meeting.

23129. Rights of Way and Open Spaces Committee

Tree Warden's report – **Noted.**

Minutes of the meeting held on 22 September – **Noted.**

23130. Financial Payments

The following cheques and payments required for approval:

3G Mobile	£24.00
Glasdon	287.61
A & J Lighting	£208.80
OMG	£546.78
EALC	£180.00
3G Mobile	£20.61
Zoom	£15.59
EALC	£90.00
Wages x 3	£2,470.81
S Jones	£23.60
M Burke	£1,021.50
S Jones	£53.00
ECA	£200.00
Beltons Gardening	£548.05
Beltons Gardening	£220.50
3 Mobile	£20.61
M Burke	£205.00

HEU Benefice	£102.50
ECA	£200.00
Beltons Gardening	£216.25
Dania Construction Ltd	£15,000.00
Digger Boats Ltd	£750.00
Inland Revenue	£571.05
Digger Boats	£2,600.00
L Johnson	£53.22
Instant Ink	£22.49

All payments approved for signing.

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

Detailed receipts form **Noted**.

GM signed the summary and receipts form.

Proposal: EPC adopt the Annual Investment Strategy – **Circulated**

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

Three documents were circulated regarding the Precept, 2024-25

Finance Committee meetings are to be held on 17 November, 6 December and 18 December.

All committees should inform Finance Committee (via the Clerk) of their budget proposals by the end of November 2023.

Allotment Committee will need to send their budget.

8 January 2024. Budgets and precept will be agreed at the PC meeting.

23131. Finance proposal

Proposal: EPC pay £25 for the poppy wreath plus a donation to the Royal British Legion.

Proposal: EPC to pay Royal British Legion a total of £100.

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

23132. Clerk's Report

St. Mary's Fabric Christmas Tree cost £5.

Setting up Thursday 30 November and dismantling Sunday 3 or Monday 4 December.

Coffee van – on the verge by the Memorial Garden – **email and report circulated**.

Proposal: EPC defer making a decision pending further information..

PJ proposed, there was no seconder and the proposal was therefore defeated.

Proposal: EPC refuse permission on grounds of safety and inappropriate site.

SW proposed, RF seconded, the vote was carried, 5 for, 1 against, 2 abstained.

It was pointed out that the van can park in the playing field lower car park if preferred to the top car park.

23133. Flowerbed Committee

Proposal: The Flowerbed Committee Terms of Reference are amended to include hanging baskets and bulbs.

4C) Determine and approve expenditure associated with the ongoing maintenance and upkeep of the flower beds that fall within the committee's responsibilities and within the limits of the committee's approved annual budget.

Determine and approve expenditure associated with the ongoing maintenance and upkeep of the flower beds, hanging baskets and bulbs that fall within the committee's responsibilities and within the limits of the committee's approved annual budget.

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

4f) In accordance with council policy and operating in conjunction with the Clerk and/or RFO, the committee has responsibility for all matters relating to the Flower Beds and their maintenance and upkeep.

In accordance with council policy and operating in conjunction with the Clerk and/or RFO, the committee has responsibility for all matters relating to the Flower Beds, Hanging Baskets and Bulbs and their maintenance and upkeep.

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

23134. Allotments Committee

Work to be carried out regarding a hole in the fence and water difficulties are out to tender.

Invoices have all been paid.

23135. Transport

RF reported that the Transport Consultation has been so popular that all transport meetings have been cancelled for this year, in order to address the numerous responses.

23136. Communication Committee

BD is addressing the issues of the EPC Facebook page.

Schedule of Consultations for November are being prepared.

23137. Off Airport Parking Summit

Reports have been submitted by FL and JM. The meeting on 2 November was well attended, and many matters were discussed.

The meeting was held in the Memorial Hall. Thanks were expressed to the ECA, to LJ and to the WI, who provided tea, coffee and cake.

23138. Correspondence

23139. Latest Planning Committee Decisions.

23140. EALC Police, Fire and Crime e-Bulletin- Week Commencing 25th September 2023

23141. Rural Engagement Team September Newsletter.

23142. Uttlesford Local Plan presented to councillors ahead of consultation.

23143. PFCC Weekly Newsletter 29th September 2023

- 23144.** Local Plan News: Consultation approaches for new draft local plan
- 23145.** Local Council Liaison Forum - Tuesday 12th September.
- 23146.** Polling District and Polling Places Review.
- 23147.** Violence and Vulnerability Unit Newsletter.
- 23148.** EALC News e-Bulletin Week Commencing 2nd October 2023.
- 23149.** EALC Police, Fire and Crime e-Bulletin Week Commencing 2nd October 2023.
- 23150.** News Bulletin - 5 October 2023.
- 23151.** PFCC Weekly Newsletter 6th October 2023
- 23152.** Chief Executive's Bulletin NALC.
- 23153.** NALC Events.
- 23154.** New Course Announcement - Councillor Refresher Course.
- 23155.** Zero Carbon Communities Grants.
- 23156.** EALC Announcement- *NEW* Councillor Training Bursary Launch.
- 23157.** EALC News e-Bulletin Week Commencing 9th October 2023.
- 23158.** EALC Police, Fire and Crime e-Bulletin- Week Commencing 9th October 2023.
- 23159.** Press Release - Stansted Airport Watch - 9 October 2023.
- 23160.** Community Special Constables update.
- 23161.** PFCC Weekly Newsletter 13 October 2023.
- 23162.** 100 Parishes Member Update 13 October 2023.
- 23163.** EALC News e-Bulletin Week Commencing 16th October 2023.
- 23164.** Warm Hubs.
- 23165.** EALC Police, Fire and Crime e-Bulletin- Week Commencing 16th October 2023.
- 23166.** NALC 17 October 2023.
- 23167.** New Councillor Training dates for January & March 2024.
- 23168.** PFCC Weekly Newsletter 20th October 2023.
- 23169.** EALC News e-Bulletin Week Commencing 23rd October 2023
- 23170.** EALC Announcement- PFCC Op Stronghold 2023.
- 23171.** NALC Events 24 October.
- 23172.** EALC Police, Fire and Crime e-Bulletin Week Commencing 23rd October 2023.
- 23173.** Waste Strategy for Essex Information Event - Monday 6th November.
- 23174.** PFCC Weekly Newsletter 27th October 2023.
- 23175.** EALC Legal e-Bulletin October 2023.
- 23176.** NALC Chief Executive's Bulletin.
- 23177.** Rural Engagement Team October Newsletter.
- 23178.** Stansted Area Parish Meeting - 23 November 2023.
- 23179.** Stansted Airport Community Flyer - Autumn Edition.
- 23180.** EALC News e-Bulletin Week Commencing 30th October 2023.
- 23181.** EALC Announcement- PFCC Precept Survey 2024/25.
- 23182.** UDC Parish Briefing.
- 23183.** Violence and Vulnerability Unit Newsletter.
- 23184.** EALC Police, Fire and Crime e-Bulletin- Week commencing 30th October 2023.

- 23185. Items to be added to next month's agenda.**
 - RF proposed that £500 be donated to Touchpoint to purchase toy vouchers for children in need for Christmas 2023.

PJ proposed to add Application to the Football Foundation for a grant under the Grass Pitch Maintenance Fund

Meeting opened to public

23186. The Council was informed that workmen have been looking at the drains on the railway bridge.

The positions have been agreed on the playing field of three trees to be provided by UDC.

The minutes for the remaining item were taken by GM

Meeting closed to public

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.

23187. Parish Clerk - increase in hours

Proposal The Parish Clerk's hours are increased by 2.5 hours per week.
Back dated to the 1 September 2023.

AM proposed, SW seconded, the vote was carried unanimously

Proposal The Personnel Committee works with the Clerk in the continuous improvement of her role.

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

Meeting closed at 10.10 pm

Date of next meeting

The next meeting will be 4 December 2023.