



Elsenham Parish Council

Minutes of the Parish Council meeting held in The Memorial Hall at 7.45pm on 5 February 2024

Members of Elsenham Parish Council (EPC) present:

Cllr. G Mott (Chair GM), Cllr. G Bentley (GB), Cllr. B Burlton (BB), Cllr. P Davis (PD), Cllr. R Franklin (RF), Cllr. P Jarvis (PJ), Cllr. F Lambert (FL), Cllr. J Minor (JM), Cllr. A Mowbray (AM), Cllr. S Waite (SW) and Mrs. L Johnson (Parish Clerk – LJ).

Members of the public present: 5

Apologies for absence: Cllr. B Donald (Vice-Chair BD)

Declarations of Interest:

RF declared an interest, as a lifetime member of the Bowls Club and a volunteer on Touchpoint.

PJ declared an interest in number 10 on the agenda, as he is the Long-term Development Officer at EYFC.

Open to the public

23285. Chris Bush said that he was interested to hear why the precept was being increased by 80%. Villagers will not be happy.

23286. A resident complained about UDC waste collection service. Because of UDC incompetence they had their licence revoked and were unable to put refuse vehicles on the road. This has caused health and safety issues, resulting in 2 weeks of chaos. It has still not been resolved.

It is going to cost the taxpayer tens of thousands of pounds.

GM said this was a UDC issue and therefore the resident should complain to Elsenham's District Councillors. Lorries had been collecting in Elsenham today.

Closed to the public.

23287. Actions from previous minutes: none brought forward.

23288. Minutes

The Council considered the minutes of the meeting held on 8 January 2024. GM signed the minutes as a true record.

23289. District Councillor's report

LJ read out a report from District Cllr. Petrina Lees (LP). The report sincerely apologises for the inconvenience that has been caused by the waste collection service. It was an avoidable error and therefore was unacceptable. Under the terms of the licence, an organisation must have a qualified transport manager. UDC's manager left in July 2023 and UDC failed to arrange for the training of a new manager within the time period and therefore their licence was revoked. A temporary arrangement, involving other councils and private companies carrying out domestic and trade waste collections on the council's behalf, has now been set up and will remain in place until the council can get its own vehicles back on the road.

It was agreed that LJ would write to PL, on behalf of EPC, saying this was not acceptable with many residents very angry. LJ is to also ask if residents would be receiving a rebate for the garden waste collection, residents pay extra for this service and have, so far, had two collections missed. EPC would also like to see going forward, UDC having two qualified transport managers, making this fiasco less likely to happen again.

GM allowed Teresa Buglass to take questions from the councillors and public.

23290. Teresa Buglass (TB) Practice Manager Stansted Surgery.

FL asked if patients could now use both surgeries, Elsenham and Stansted.

TB replied that on the 1 April 2024 the financial merger will take place. On 16 April 2024 the clerical merger will take place and Elsenham and Stansted will be one surgery. Patients will be able to use either surgery.

TB confirmed that there will be no redundancies.

BB said that a pile of leaves, which had been left in front of the door of Elsenham Surgery was giving it a bad image.

TB said the leaves were removed last week and work to clean the surgery has begun.

TB does not want to invest too much in the premises as they are hoping to buy it.

The doctors may swap between the two surgeries, giving them a chance to get to know all the staff.

Minor surgery will have to take place at Stansted Surgery.

TB asked what councillors thought about residents being asked to travel to Stansted Surgery. GM said that some people would not mind, others without transport might. The parking in Stansted may also be a problem.

23291. Planning Committee – Dr. G Mott.

Minutes of the meeting on 20 December 2023 – **noted.**

Minutes of the meeting with UDC Planning Officers on 21 December 2023 – **noted.**

Minutes of the meeting on 17 January 2024 – **noted.**

Minutes of the meeting with Dandara on 24 January 2024 – **noted.**

Minutes of the meeting held on 25 January 2024 – **noted.**

Planning Applications Submitted to UDC, carried forward from January 2024.

1 – V1 The Planning Committee had no comments.

- I. **UTT/23/3160/FUL** Erection of 2 no. semi-detached dwellings (amendment to previously approved scheme UTT/23/0947/FUL). Land At Elsenham Meadows, Green Street, Elsenham.

- II. **UTT/23/3133/FUL S73** application to vary condition 2 (approved plans) of UTT/23/0464/FUL (Demolition of existing commercial buildings and erection of 4 no. detached dwellings with associated off-street parking) for revised plans to be considered. Apple Tree Yard, Fullers End, Tye Green Road, Elsenham.
- III. **UTT/23/2973/LB** Conversion of outbuilding to annexe, including internal and external alterations to curtilage listed building. Priors, Tye Green Lane, Tye Green, Elsenham.
- IV. **UTT/23/2965/OP** Outline application with all matters reserved except access for the demolition of garage and erection of 1 no. dwelling and associated work. Chiming Fives, Gaunts End, Green Street, Elsenham.
- V. **UTT/23/2922/LB** Demolition of existing rear extension and parapet dormer. Erection of rear one and a half storey extension, alterations to rear dormer. Internal alterations to include vaulting internal first floor bedroom, removing modern partitions, converting existing attic. Erection of detached home office in rear garden. Tinkers Cottage, The Cross, Hall Road, Elsenham.
- VI. **UTT/23/2882/FUL** Proposed agricultural barn. Land At Garrols Farm, Brick End, Broxted.

Submitted to UDC February 2024.

Application VII – XIII will be discussed at the next Planning Committee meeting on 21 February 2024.

- VII. **UTT/24/0177/LB** Retention of internal works carried out in relation to conversion of Class C3 dwelling house to Class C1 guest house. 2 Loppingdales Cottages, Green Street, Gaunts End. Elsenham.
- VIII. **UTT/23/3132/FUL** Section 73A Retrospective application for change of use from Class C3 dwelling house to Class C1 guest house. 2 Loppingdales Cottages, Green Street, Gaunts End, Elsenham.
- IX. **UTT/24/0161/FUL** Change of use from agricultural grazing land to land in connection with the commercial use of the wellness hub. Construction of a swimming pool and associated operational development. Eastfield Stables, May Walk, Elsenham Road, Stansted.
- X. **UTT/24/0158/FUL** Installation of external air handling unit chiller, air conditioning condensers, wastewater tank including associated pipework and drainage, ductwork grilles and louvre inside elevation external cladding. Molton Brown Cosmetics, Green Street, Elsenham.
- XI. **UTT/24/0068/FUL** Change of use from agricultural grazing land and construction of a tennis court. Eastfield Stables, May Walk, Elsenham Road, Stansted.

XII. **UTT/24/0016/LB** Proposed alterations to passenger waiting room including the installation of locking mechanisms and infrastructure to the entry door and installation of security cameras. Elsenham Railway Station, New Road, Elsenham.

XIII. **UTT/23/2831/FUL** Conversion of barn to 1 no. dwelling and proposed garage Pennington Hall, Henham Road, Elsenham.

Decisions made by UDC. Carried forward from January 2024.

XIV. **UTT/23/2740/PAQ3** Prior Notification of change of use of agricultural building to 1 no. dwelling. Barn At Evie Rose Cottage, Woodlands, Elsenham Hall, Elsenham. **Prior Approval Refused.**

XV. **UTT/23/2501/HHF** Detached storage barn/outbuilding. Granary Barns, Green Street, Gaunts End, Elsenham. **Approved.**

XVI. **UTT/23/1877/HHF** Removal of external wood and render. Replace with wooden effect composite cladding. 30 Leigh Drive, Elsenham. **Approved.**

Decisions made by UDC – February 2024.

XVII. **UTT/23/2965/OP** Outline application with all matters reserved except access for the demolition of garage and erection of 1 no. dwelling and associated work. Chiming Fives, Gaunts End, Green Street, Elsenham. **Approved.**

XVIII. **UTT/23/2820/HHF** Double storey extension to garage to provide living accommodation. Elsenham Cross Cottage, The Cross, Hall Road, Elsenham. **Approved.**

XIX. **UTT/23/2739/FUL** Proposed demolition of existing dwelling and erection of 1 no. replacement two storey dwelling together with associated operational development and landscaping (amendments to previously approved application UTT/23/1682/FUL). The Haven, Tye Green Road, Elsenham. **Approved.**

On 6 February 2024 GM is attending the S62A hearing on the outline application for the erection of up to 40 dwellings, Land West of Robin Hood Road, Elsenham, GM will speak for ten minutes on how unsuitable the access from Robin Hood Road is.

If the Inspector approves the application EPC hope to receive a contribution towards the New Community Centre, this would be a poor second prize.

23292. The New Community Centre Working Group. Dr. G Mott.
Minutes of the NCCWG meeting held on 18 December 2023 – **noted.**
Minutes to the meeting held on 15 January 2024 – **noted.**

With one amendment to the Terms of Reference, number 2C, three (3) Council members of the committee shall constitute a quorum for meetings, *with one member being a member of the Finance Committee.*

Proposal: to change the New Community Centre Working Group into a committee and adopt the new Terms of Reference with the above amendment.
BB proposed, RF seconded, the vote was carried unanimously.

Proposal: EPC pay £500 to employ Alan Lamb to provide comments and help guide the appraisers on technical matters, so having a better understanding of the tenders.
GM proposed, BB seconded, the vote was carried unanimously.

23293. Playing Field Committee

Minutes of the meeting held on 31 January 2024 – there were no questions.

JM explained that the project of an outdoor gym on the playing field had first been raised in 2020. It had been a very popular idea with councillors and members of the public, but EPC were unable to source the funding. JM wants to resurrect the outdoor gym project along with picnic tables, a table tennis table and extra litter bins and CCTV cameras. JM has already obtained some quotes for funding. The proposal will be added to next month's agenda.

PJ asked how the application for the football grant funding was progressing.

LJ said she had now managed to download a copy of EPC bank statement onto the football grant application's website and has asked for the first payment to be drawn down. However, GM had received an email on the same day, asking him to sign the form again. So, it's unclear if it has been successful.

23294. Rights of Way and Open Spaces Committee.

Minutes of the meeting held on 24 November 2023 – There were no questions.

Some of the hedges on the hedge cutting list have been completed. Once LJ receives the invoice, GM will walk around the village making sure that all the hedges have been done in accordance with the hedge cutting schedule.

The walk on Boxing Day had taken place under blue skies. Unfortunately, less than twenty people attended.

23295. Financial Payments.

The following cheques and payments required for approval:

Carried forward from the Parish council meeting held on 8 January 2024

Netwise	£456.00
ECA	£155.00
Instant Ink	22.49
3G Mobile	£20.61
Christmas bonus x 3	£200.00
S Jones	£45.75
Zoom	£15.59
Air Ambulance	£250.00
Touchpoint	£500.00
Castle Water	£13.42
Castle Water	£75.99
Castle Water	£12.90

Beltons Gardening	£299.50
Lliffe Media	£57.60
M Burke	£1,021.50
Wages X 3	£4,056.34
H M Revenue	£674.04

Payments for February's meeting

Netwise	£456.00
ECA	£155.00
Instant Ink	22.49
3G Mobile	£20.61
Belton Gardening	£548.05
Microsoft	£59.99
3G Mobile	£24.00
Belton Gardening	£220.50
Sharon Jones	£24.70
Touchpoint	£190.00
Zoom	£15.59
Wages x 3	£2,928.19
M Burke	£1,021.50
H M Revenue	£638.64
Castle Water	£6.82
Alan Lamb	£600.00
Dania Construction Limited	£15,000.00
Belton Gardening	£548.05
Belton Gardening	£220.50
3G Mobile	£20.61
Instant Ink	£22.49
3G Mobile	£6.82
C.J.T & Son	£800.00

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.

EPC Finance Committee recommend the following proposal:

BB explained that UDC had given permission for EPC to change their original precept of £125,000 for 2024-2025.

The Finance Committee recommends changing the precept from £125,000 to £150,000. The extra £25,000 would be used to pay for preparation work of the new community centre. Including residents' consultation, refining project details, preparing a business plan and developing a loan application.

If the precept was increased in 2024-2025 then the amount the precept would need to be raised in 2025-2026 would not be so large. The increase would be in two smaller steps rather than one large step.

A precept of £150,000 would be a 0.79p increase per week on a band D household, just over £41 per year.

GM pointed out that compared to other councils in Uttlesford, Elsenham precept has been very low over previous years, increasing it to £150,000 would bring it more in line with other councils.

LJ said she thought the money for the preparation work for the new community centre should be taken from the community centre Section 106 money, which is being held by UDC. This is what the Section 106 money is intended for. By doing this the precept would not have to be increased. Also, if for any reason the community centre did not go ahead, EPC would have spent Section 106 money not public money.

FL agreed that this would be a good idea.

BB said this would make a greater increase in the precept for 2025/26 and residents would be more likely to vote against the increase at the referendum.

GB was shocked at the amount of money that a new community centre could cost, putting EPC in the position of having to pay back £100,000 per year for the next 40 years.

BB said that EPC may have to reconsider the scale of the new centre, which would reduce the amount EPC would have to borrow. also, EPC needs to work with ECA, so the Memorial Hall the Community Centre work in harmony with each other.

If the Community Centre does not proceed for any reason, any remaining funding would go back to the developers.

Proposal: to consider, and if thought fit to approve, that the precept for 2024-25 of £125,000, that has been agreed, be raised to £150,000. This, to facilitate preparation work by the Council, leading to a decision, following consultation with Parish residents, whether to commit to building the new Community Centre.

BB proposed, GM seconded, the vote was carried by 6 in favour, 2 against and 2 abstentions.

GM and LJ signed a new precept form for £150,000.

23296. Finance proposals.

Proposal: GM attends a Zoom course on 28 February on Public Rights of Way & The Role of Local Councils at a cost of £75.

BB proposed, FL seconded the vote was carried unanimously.

23297. Clerk's Report.

Proposal: EPC continue to follow the adopted Standing Orders with no amendments.

GM proposed, RF seconded the vote was carried unanimously.

Proposal: EPC continue to follow the Code of Conduct adopted 9 January 2023.

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

Proposal: EPC Adopt the new Asset Register.

BB proposed, FL seconded the vote was carried unanimously.

LJ informed the meeting that the Annual Parish Meeting is to be held on Thursday 25 April 2024 at 8.00pm in the Memorial Hall.

BB asked if EPC's finances would have been signed off by the internal auditor by this date. LJ said they would not be signed off, but this was not a requirement.

LJ said more members were required on the Communication Committee. EPC needs to keep residents informed on matters, such as the bin collections, which was left to another village organization to communicate. LJ explained that it needed people that were good with social media, they wouldn't have to answer any questions or enter any debates, it was just a matter of posting articles on EPC's social media.

23298. Flowerbed Committee

Minutes of the meeting held on 15 January 2024 – noted.

RF said that it would not be possible to put hanging baskets on the telephone box on the corner of New Road, as the telephone box only has two sides.

SW said that EPC had not heard if their grant application had been successful, for the wildflower project. LJ said she would ask Sue Hayden at UDC.

23299. Allotments Committee

The allotment committee is to hold a meeting soon. The gate requires a new combination lock.

23300. Transport

RF has been trying to get a bus stop installed opposite the public house, as passengers often stand on the wrong side of the road when wanting to catch a bus to the airport. The bus company informed RF that he needs to contact Essex Travel. There were lots of responses from Uttlesford on the recent bus survey, particularly Elsenham. They took on board RF comments regarding Elsenham as a growing village.

23301. Climate Change and Environment Committee

GM asked for one amendment, C2 to be changed from 2 people represents a quorum to 3 people.

Proposal: EPC adopt, with the above amendment, the Terms of Reference for the Climate Change and Environment Committee.

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

23302. The Local Government Boundary Commission – Dr. G Mott

GM met with the Chair of Henham and Stansted to discuss Uttlesford's proposal to add a new division. At present, Uttlesford has four county council divisions: Saffron Walden, Stansted, Thaxted and Dunmow. It is proposed to increase the number of divisions to five, with a new division of Takeley. Elsenham and Henham parishes would be transferred from Stansted division into Thaxted division.

GM had drafted a response pointing out why Elsenham and Henham should stay in Stansted division. Elsenham have far more links with Stansted than they do with Thaxted. The Chair of Henham and Stansted are also responding on the same lines.

Proposal: EPC respond to the consultation by The Local Government Boundary Commission for England.

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

23303. EV charging Point Proposal – circulated.

The ECA has proposed the installation of an electric vehicle (EV) charging point on Elsenham Playing Field, adjacent to Elsenham Memorial Hall, on land owned by EPC. The point would comprise of 1 pedestal with 2 charging sockets. The proposed location for the EV is in the car park outside the south-west corner of the Memorial Hall. With one bay exclusively for EV charging and the 2nd bay for general use. The charger will also require the installation of protective bollards and appropriate signage.

EPC will not have to pay anything towards it, ECA will pay all costs. ECA hope that the EV will bring in a revenue.

JM said he thought it was a good idea and the income from the EV could go to helping the Elsenham News stay in publication. JM also thought that both parking spaces should be exclusively for EV charging.

Proposal: EPC give permission to ECA for the installation of an electric vehicle (EV) charging point on Elsenham Playing Field, adjacent to Elsenham Memorial Hall, on land owned by EPC. The point would comprise of 1 pedestal with 2 charging sockets.

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

23304. UCAN – The Council for Voluntary Service Uttlesford

This charity would like to bring their mobile Hub to Elsenham on a regular basis, to help reduce loneliness and isolation. It was unclear in the letter exactly what this entailed. SW offered to contact the charity for more information.

23305. Correspondence

23306. Your Essex: your need-to-know this January.

23307. EALC Announcement - ECC Climate Action Annual Report 2022-23.

23308. Community Special Constables update.

23309. News Bulletin - 4 January 2024.

23310. PFCC Weekly Newsletter 5th January 2024.

23311. NALC Events.

23312. EALC News e-Bulletin- Week Commencing 8th January 2024

23313. NALC Events.

23314. EALC Police, Fire and Crime e-Bulletin- Week Commencing 8th January 2024

23315. Launch of the EALC Training Calendar 2024.

23316. Local Government Boundary Commission for England.

23317. Violence and Vulnerability Unit Newsletter.

23318. PFCC Weekly Newsletter 12th January 2024.

23319. EALC Legal e-Bulletin January 2024.

23320. Member Update 14 January 2024, 100 Parishes.

23321. Ecology Services Available.

23322. NALC Newsletter 17 January 2024.

23323. Consultation on The Uttlesford District Council Off-Street Parking Places Order.

23324. EALC Police, Fire and Crime e-Bulletin- Week Commencing 15th January 2024.

23325. EALC News e-Bulletin Week Commencing 15th January 2024.

23326. District News 18 January 2024.

23327. News Bulletin - 18 January 2024.

- 23328.** PFCC Weekly Newsletter 19th January 2024.
- 23329.** EALC News e-Bulletin Week Commencing 22nd January 2024.
- 23330.** EALC Announcement- *NEW* Section 137 sum agreed for 2024/25.
- 23331.** Thank You from Touchpoint.
- 23332.** EALC Police, Fire and Crime e-Bulletin Week Commencing 22nd January 2024.
- 23333.** Green Street, Elsenham - Road Closure.
- 23334.** Saturday Councillor Training Modules February-March 2024.
- 23335.** Issues with waste collection.
- 23336.** Violence and Vulnerability Unit Newsletter.
- 23337.** PFCC Weekly Newsletter 26th January 2024.
- 23338.** EALC News e-Bulletin Week Commencing 29th January 2024.
- 23339.** Rural Engagement Team January 2024 Newsletter.
- 23340.** News Bulletin - 31 January 2024.
- 23341.** Engage Everyone in Your Community Themed Summit.
- 23342.** Thank you from Touchpoint.
- 23343.** EALC Police, Fire and Crime e-Bulletin- Week commencing 29th January 2024.

23344. To go on the next agenda

Outdoor Gym
Report on 20 is Plenty.
UCAN.

Meeting opened to the public:

- 23345.** Allan Hathaway thanked EPC for giving a grant to the Elsenham News and particularly GB for proposing it.
- 23346.** Allan Hathaway informed the meeting that sadly Gordon Fulton had passed away. Gordon had been a councillor on EPC. It was due to many hours of work by himself and his wife, Ruth, that the Memorial Garden was transformed from a wasteland into a beautiful garden. EPC will send a condolence card to Ruth.
- 23347.** Chris Bush said the pole at the emergency entrance leading onto Franklin Drive has been hit again and is now at an angle.
- 23348.** Allan Hathaway said that the Memorial Hall now had a projector screen which could be used by hirers.

Meeting closed to public.

Meeting closed at 9.50pm

Date of next meeting

The next meeting will be 4 March 2024.