



Elsenham Parish Council

Minutes of the Parish Council meeting held in The Memorial Hall at 7.45p.m on 4 March 2024

Members of Elsenham Parish Council (EPC) present:

Cllr. G Mott (Chair 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. A Mowbray (AM), Cllr. S Waite (SW) and
Mrs. L Johnson (Parish Clerk LJ).

Members of the public present:

6 plus, District Councillor P Lees (PL).

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

Declarations of Interest: BD declared an interest in number 16 on the agenda, Allotments, BD's partner has been employed to work on the taps in the allotments.

PJ declared an interest on number 25 on the agenda, Football Pitch Maintenance Contract, PJ has connections with the Football Club.

Open to the public

- 23349.** Mr Matt Morland from the 1st Elsenham and Henham Scouts gave a short talk. The 1st Henham and Elsenham Scouts are for boys and girls aged 6 -14. The programme offers a wide variety of activities which allows the Scouts to be creative and get involved in their local communities. The Scouts group would like to make themselves more visible to the Parish Council and the villages. They currently place an article in the Village Magazine each month, they have a website and always have a stall at the village fete.
- 7 years ago, the Henham and Elsenham Scouts had 30 young people, today they have 120. The Scouts hope to approach local organisations to see if they can help and become involved with the villages and to ask if the organisation can help them with any upcoming projects and achieving badges.
- In August this year two scouts and one team leader have been chosen to join the Australian Jamboree, fund raising has begun to pay for them to go.
- BD said it would be lovely if some of the scouts could come to a Parish Council meeting and give an insight as to what it is like for them growing up in a village and anything they would like to see improved.
- FL said she may be able to arrange for a couple of Scouts to come out on Speed Watch with her and a Police Officer.

- 23350.** A streetlight in Glebe End is not working. BD said that Essex Highways are aware of this.
- 23351.** The potholes and manhole cover on Hall Road are very dangerous. JM said he had taken some photos of the potholes and had sent them to Cllr. Ray Gooding. The potholes have all been reported to Essex Highways.
- 23352.** Essex Highways had marked out 40 different areas for repair along Station Road. A better use of the funds would be to spend it on repairing Hall Road. PL said that funds for pavement and roads did not come out of the same budget.
FL said that she had been informed that Highways were going to use slurry to repair the areas on Station Road path in April 2024.
- 23353.** It was suggested to ask residents to write in regarding how dangerous Hall Road is, all the complaints could then be sent to ECC. A link to reporting potholes could be added to the Parish Council's website.
PL said that if residents' cars have been damaged by a pothole, they can take Essex Highways to the Small Claims Court.

Closed to the public.

23354. Actions from previous minutes: None

23355. Minutes.

The Council considered the minutes of the meeting held on 5 February 2024, GM signed the minutes as a true record.

23356. District Councillors' Reports.

The council's budget for 2024/25 was approved by Full Council on Monday 26 February 2024. UDC do not only collect money for their own services, but also for other services, the increase for each service is.

Uttlesford District Council 2.99%

Essex County Council 4.99%

The Police 5.5%

Essex Fire and Rescue 2.91%

town and parish councils 10.54%

UDC invested 3.2million in a short-term investment to help pay of their loans. The Government then changed their rules saying that UDC could only use the interest from their investments to pay off their loans, like an endowment mortgage, UDC cannot spend any of the profit from the investment for 30 years.

The waste bins are back on track. An investigation is ongoing with the final report due on 16 April. The Scrutiny Committee are investigating why this happened, the cost, and how to stop anything like this happening again by looking at one person having control with no back up.

RF asked about the garden bin collection, which residents pay extra for, will they be receiving a refund. BD said that residents would not be receiving a refund, but UDC will not be increasing the cost of the green bin collection in 2024/25 to help compensate.

PL said she does have a rough idea of how much this has all cost, but an accurate amount will be published in the report.

JM asked about putting extra bins in the village. PL said that a good case would have to be put forward for UDC to justify the cost of collecting the bins. There are many bins around the village, dog waste can be placed in the green bins.

PL explained why EPC would not be receiving any interest on Section 106 money that UDC are holding for EPC re the Community Centre.

- Under Planning law, S106 agreements can only be entered into by the local planning authority (in this case UDC).
- The agreement is for the provision of community facilities. The planning authority has ultimate responsibility to ensure that these facilities are delivered (or to return money to the developers if they are not).
- Whilst the planning authority may choose to deliver these facilities through others (e.g. parish councils), this is separate from the legal S106 agreement which remains between the planning authority and the developer. In this case, UDC is gifting the parish council a completed community hall.

AM said that if the project did not go ahead the Section 106 money plus the interest would have to go back to the developer. PL said that was correct, but if EPC did not go ahead with the project UDC would build the Community Centre themselves.

AM asked what UDC would spend the interest on. PL said that it is used for the administration work that must be carried out on behalf of the project.

GB said that many of the developments were not going through UDC but straight to PINS and therefore UDC would not be the planning authority for these Section 106 agreements. PL said she would find out the answer within two weeks.

23357. Planning Committee – Dr. G Mott.

Minutes of the meeting with UDC held on 15 February 2024 – **Noted.**

Minutes of the meeting held on 21 February 2024 – **Noted.**

Some of Dandara construction vehicles are parking in the visitor's car parking spaces on Isabel Drive while waiting to drive onto the site. Some of the drivers have been quite rude to residents. Unfortunately, these vehicles are parking legally.

Dandara are still parking vehicles, during the day and overnight, on the land for the Community Centre. Dandara had informed EPC that this would stop after Christmas. This is particularly infuriating as it shows how close the New Community Centre is to their development and yet Dandara are not giving a contribution to the centre.

LJ to contact Dandara and ask as they are still parking on EPC land would they please arrange for their road sweeper, which currently travels from the Parcel A on Isabel Drive to Parcel B on Stansted Road, to sweep the road in the centre of the village as well, plus, clear the mud off the paths along Station Road.

Planning Application submitted to UDC

- I. **UTT/24/0098/FUL** Conversion of existing garage with change of use to 1-bedroom unit for use as short term rental. 26 New Road, Elsenham.

EPC consider that there is not enough structural information on how the building will meet all the building requirements. EPC therefore leave it to UDC Officers to see that all building regulations are adhered to.

- II. UTT/23/3134/FUL** Demolition of existing dwelling and erection of 3 no. detached dwellings. Berries, Station Road, Elsenham. **EPC object to the application on the grounds that this is over development, lack of parking, lack of garden space, the height of the houses and overlooking neighbouring properties.**
- III. UTT/23/2239/FUL** Erection of 3 holiday let cottages. Land At The Stables May Walk Elsenham Road Stansted. Appeal lodged, 31 January 2024. **This application has now gone to appeal. EPC had already sent a response objecting to this application; this will automatically be forwarded to the inspectorate.**

Decisions made.

- IV. 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. **Approved.**
- V. UTT/23/3160/FUL** Erection of 2 no. semidetached dwellings (amendment to previously approved scheme UTT/23/0947/FUL). Land At Elsenham Meadows, Green Street, Elsenham. **Approved.**
- VI. UTT/23/2735/FUL** Proposed residential development containing 7 no. dwellings along with access, carparking, landscaping and associated infrastructure. Land At Old Mead Road, Henham. **Approved.**
- VII. UTT/22/1050/FUL** 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 allowed.**
- VIII. S62A/2023/0026; UTT/23/2622/PINS.** Outline application for the erection of up to 40 dwellings. West Of Robin Hood Road, Elsenham. **Approved under Section S62A procedure.**

23358. The New Community Centre Working Group.

The minutes of the meeting held on 12 February 2024 – These are confidential minutes, as they hold information regarding the tenders for the New Community Centre.

The minutes of the meeting held on 19 February 2024 – **Noted.**

23359. Playing Field Committee.

Minutes of the meeting held on 28 February 2024 – **Noted.**

It has now been agreed where the two frog litter bins are going to be placed in the play area. Paving slabs are going to be placed under the new benches, as these areas get very muddy.

After some discussion as to whether there is a need for an outdoor gym and the noise it may generate to the nearby houses, it was agreed to add to the amendment ‘After first carrying out a survey to see if residents thought an outdoor gym was needed in the village and consulting with the neighbouring houses regarding the possible noise’.

Proposal: EPC agree to pursuing the project of an outdoor gym on the playing field next to the tennis courts, with additional seating, cameras, litter bins and table tennis table. After first carrying out a survey to see if residents thought an outdoor gym was needed in the village and consulting with the neighbouring houses regarding the possible noise.

SW proposed, JM seconded the vote was carried unanimously.

23360. Rights of Way and Open Spaces Committee.

All the hedges have been cut back and the invoice paid.

GM had attended a Zoom meeting run by Open Space Society which is based in Henley-on-Thames, they have been established since 1865 and parish councils can join for £45 per year: this may be worth considering. GM found the course very good.

SW is organising the Good Friday walk which starts at 2.15p.m by the Memorial Hall.

23361. Financial Payments

The following cheques and payments required for approval:

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

EALC	£90.00
L Johnson	£41.20
M Burke	£2,625.02
M Burke	£125.00
Inland Revenue	£638.64
C Copper	£20.00
Zoom	£15.59
H M Revenue	£638.44
HEU Benefice	£62.50
HEU Benefice	£45.00
Sharon Jones	£40.85
EALC	£360.00
M Burke	£500.00
A Lamb	£600.00
M Burke	£125.00
M Burke	£1,021.50
J Tickner	£30.00
M Burke	£75.00
Beltons Gardening	220.50
Beltons Gardening	£548.05
Amenity Services	£2,372.00
Wages X 3	£2,928.38

M Burke	£1021.50
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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.

The Finance Committee recommended two amendments to the Financial Regulations.

4.5 In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000 excluding VAT. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.

It was agreed to change 4.5 in the Finance Regulations to read.

*4.5 In cases of extreme risk to the delivery of Council services **or potential Council liabilities** the clerk may authorize revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£2,000** excluding VAT. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.*

Proposal: With these two amendments, EPC agree to adopt the Financial Regulations. GM proposed, FL seconded, the vote was carried unanimously.

23362. Finance proposal.

Donation to Uttlesford Community Travel – **circulated**.

Proposal: EPC grant Uttlesford Community Travel £100.

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

£92 from budget 1130 Clothing bank and £6 from budget 4400 Donations.

As EPC start a new financial year on 1 April, it was agreed that a list would be compiled of the charities that EPC would like to donate to for the coming year. LJ to send to AM charities that EPC have donated to in the past.

23363. Clerk's Report.

Proposal: The terms of reference for the Allotments Committee to be changed from three (3) Council members of the committee shall constitute a quorum for meetings. To three (3) members of the committee shall constitute a quorum, of which at least two (2) shall be Council members.

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

Proposal: The terms of reference for the Flowerbed Committee to be changed from three (3) Council members of the committee shall constitute a quorum for meetings. To three (3) members of the committee shall constitute a quorum, of which at least two (2) shall be Council members.

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

LJ attended a zoom meeting with Angi Greneski, Community Safety Officer at UDC, and three Police Officers to discuss a PCSO for the three villages, Stansted, Henham and Elsenham. Unfortunately, Stansted and Henham did not attend the meeting. 25% of a PCSO would cost £12,000, last time Elsenham employed a PCSO UDC paid 50% of the cost therefore bringing EPC contribution to £6,000 per year. Angi did not know about UDC paying 50% of the funding but did say that UDC had £120,000 in the PCSO budget.

Until we know if Stansted and Henham are happy to work on the same principle of a three-way share, it is difficult to go forward. The new contracts start on 1 April 2024.

23364. Flowerbed Committee.

Proposal: the Flowerbed Committee spend up to £190 from their budget to purchase two hanging baskets, to hang on the Elsenham sign,

There was some despondency regarding this proposal some members thought that the village sign should be left as it is, some thought that hanging baskets anywhere urbanized the village.

SW proposed, BD seconded, the vote was carried by 5 in favour, 3 against and 2 abstentions.

FL asked why the fence in the Memorial Garden had not been repaired. SW said that it had not been reported to the Flowerbed Committee but now that it had it will be repaired as soon as possible.

23365. Allotments Committee.

The minutes of the meeting held on 29 February 2024 – **Noted.**

The water taps in the allotments are to be repaired. A spring tidy up is being organized for the Smith Road allotments on 24 March, LJ is to order a skip.

23366. Transport.

Travel Essex have agreed common registration dates for new registrations, variations & cancellations.

There are no changes listed on the current 7 & 7A Bus Routes. Sadly, the timetable still in no way reflects the actual running times, frequently running late due to Traffic Diversions, Temporary traffic lights etc.

The next change date is 14 April 2024. RF does not envisage any changes to the Bus Services. Although there are rumours of smaller buses being trialed. Buses are currently being run with Inspectors on board to evaluate the routes. This is why RF is putting the mantra “Use it or lose it.” in the Village Magazine.

There was a major incident on Tuesday 13 February at 9.30a.m. A heavy goods vehicle collided with a bus on Grove Hill. Luckily no one was hurt, it could have been much worse. Extensive damage was done to the bus making it unusable.

The H.G.V. driver had totally ignored the 5-tonne weight limit had gone up Grove Hill. It was a Houlihan Operations lorry. The driver of the lorry said he had been told he could drive up Grove Hill.

There is another bus survey, which RF will complete, the closing date is 17 March 2024.

LJ to write to Dandara and the Houlihan Company about not using Grove Hill and the accident that occurred because the driver disregarded the sign.

23367. Communications Committee.

Proposal: Anna Mowbray is elected to the Communication Committee.
BD proposed, GM seconded, the vote was carried unanimously.

Proposal: Patricia Davis is elected to the Communication Committee.
BD proposed, JM seconded, the vote was carried unanimously.

23368. Twenty is Plenty – Mrs F Lambert.

EPC had agreed to support the campaign '20 is Plenty'. Lots of parishes have now joined the campaign. ECC voted against a blanket cover to reduce speeds to 20mph in all residential areas, but they repeatedly said they will consider requests on a case-by-case basis. All new estates have a 20mph limit. It is hoped that our Essex County Councillor Ray Gooding will support EPC in getting the 20mph speed limit in Elsenham.

The Police are joining FL and JM on speed watch this week.

23369. The consultation, Replacement Essex Minerals Local Plan review 2025 to 2040 | Essex County Council.

The proposal for sand and gravel extraction in an area in Henham parish is positioned between the existing old Elsenham Quarry site and Pledgdon Green and inaccurately named 'Elsenham'. Henham has made a remarkably comprehensive response objecting to the increase of heavy goods traffic on the road into Stansted. Members agree that EPC should make a response citing the impact on Elsenham and giving the number of new houses that have planning permission and are waiting to be built. GM agreed to draft the response, the deadline is 19 March 2024.

23370. Correspondence

23371. PFCC Weekly Newsletter 02 February 2024.

23372. Your Essex: your need-to-know this February' EALC Police, Fire and Crime e-Bulletin- Week commencing 29th January 2024.

23373. We want your opinion, Stansted Airport.

23374. NALC Event.

23375. Violence and Vulnerability Unit Newsletter.

23376. EALC News e-Bulletin Week Commencing 5th February 2024.

23377. Essex minerals Local Plan Review - consultation now open.

23378. Uttlesford Community Travel.

23379. Stansted Airport Community Flyer.

23380. EALC Police, Fire and Crime e-Bulletin- Week Commencing 5th February 2024.

23381. Community Special Constables update.

23382. PFCC Weekly Newsletter 9th February 2024.

23383. Latest Planning Committee Decisions & Biodiversity net gain.

23384. SLCC News Bulletin - 14 February 2024.

23385. The Hundred Parishes Society - Update 14 February 2024.

23386. Local Electric Vehicle Infrastructure Fund (LEVI) - Locations for EV Charge Points - Please complete parish questionnaire.

23387. PFCC Weekly Newsletter 16th February 2024.

23388. The consultation, Replacement Essex Minerals Local Plan review 2025 to 2040 | Essex County Council.

23389. EALC News e-Bulletin Week Commencing 19th February 2024.

- 23390.** NALC Events.
- 23391.** Violence and Vulnerability Unit Newsletter.
- 23392.** EALC Police, Fire and Crime e-Bulletin- Week commencing 19th February 2024.
- 23393.** Stansted Surgery & Elsenham Surgery Merger.
- 23394.** Flood Alert in force: Upper River Cam in Essex and Cambridgeshire.
- 23395.** TRAF8251 Various Roads, Elsenham Speed.
- 23396.** Chief Executive's Bulletin.
- 23397.** PFCC Weekly Newsletter 23rd February 2024.
- 23398.** EALC News e-Bulletin Week Commencing 26th February 2024.
- 23399.** Elsenham Community Association AGM 14 March 2024.

23400. Items to be added to next month's agenda.

Charities that EPC would like to donate to in 2024/25.

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.

23401. The Grass Cutting Contract.

Proposal: EPC accept the quote from Mr M Burke and award him the Grass Cutting Contract for 2024/25.

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

23402. The Football Pitch Maintenance Contract

Proposal EPC accept the quote from The Lawn Doctor and award him the Football Pitch Maintenance Contract for 2024/25.

SW proposed, JM seconded the vote was carried unanimously.

The meeting finished at 10.00pm.

Date of next meeting.

The next meeting will be 8 April 2024.