



Elsenham Parish Council

Minutes of the Annual Parish Council meeting held in The Memorial Hall at 7.45pm on 13 May 2024

Members of Elsenham Parish Council (EPC) present:

Cllr. G Mott (Chair GM), Cllr. B Burlton (Vice-Chair BB), Cllr. G Bentley (GB),
Cllr. P Davis (PD), Cllr. B Donald (BD), 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:

0

22804. Election of Chair.

JM proposed GM as Chair, RF seconded, the vote was carried unanimously.
GM is elected chair of Elsenham Parish Council for the coming year.

22805. Chairman to sign 'Declaration of Acceptance of Office'.

GM signed the 'Declaration of Acceptance of Office'.
GM reminded councillors that they must raise their hands when wanting to speak, to talk loudly and always address the Chair.

22806. Election of Vice Chairman.

AM proposed BB as Vice-Chair, BD seconded, the vote was carried unanimously.
BB is elected Vice-Chair of Elsenham Parish Council for the coming year.

22807. To receive and approve apologies for absence.

BD gave apologies for District Councillor P Lees.

22808. Declarations of interest.

BD declared an interest on number 43 on the agenda 'Allotments', BD husband had been employed by EPC to carry out work on the allotments.

BB declared an interest on number 37 on the agenda, 'Playing Field Committee' BB lives in one of the adjacent properties close to the proposed outdoor gym.

PJ declared an interest on number 48 on the agenda 'Meeting with EYFC', PJ has connections with the EYFC.

22809. Appointments.

Proposal: The Terms and References for the Personnel Committee are amended from four members to comprising up to five (5) Council members and up to one (1) co-opted member.

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

Climate Change and Environment Committee.

Proposal: Mr. B Burlton is elected to the Climate Change and Environment Committee. JM proposed, PJ seconded, the vote was carried unanimously.

Proposal: Ms. A Mowbray is elected to the Climate Change and Environment Committee.

BD proposed, AM seconded the vote was carried unanimously.

Proposal: Mrs. B Donald is elected to the Climate Change and Environment Committee. AM proposed, BD seconded the vote was carried unanimously.

22810. Proposal: Mrs. S Waite is elected on to the Finance Committee. JM proposed, PJ seconded, the vote was carried unanimously.

22811. Proposal: Mrs B Donald is elected on to the Complaints Committee. AM proposed, SW seconded, the vote was carried unanimously.

22812. Proposal: Mrs. B Donald is elected on to the Personnel Committee. AM proposed, JM seconded, the vote was carried unanimously.

APPOINTMENT OF COMMITTEES

22813. Proposal: the following appointments to Committees, Working Groups, Representatives to Outside Bodies and co-ordinators to other roles, number 8 to 29 on the agenda are approved. JM proposed, BB seconded, the vote was carried unanimously.

The Chair and Vice Chair are ex-officio of all Committees and Working Groups.

22814. Election of Playing Fields Committee.
Up to 6 Council members and 2 co-opted members. Quorum 3 Council members.
At present, Mrs. S Waite, Mrs. B Donald, Mrs. F Lambert, Mr. P Jarvis and Mr. J Minor.

22815. Election of Rights of Way and Open Spaces Committee.
Up to 6 Council members and 6 co-opted members. Quorum 3 members at least 1 shall be a Council member.
Dr. G Mott and Mrs. S Waite plus co-opted members, Mr. P Salvidge, Mrs. H Salvidge, Mrs M Shaw, Mr. S Pimblett, Mr. D Verlander and Mr. K Wood.

22816. Election of Finance Committee.
Up to 5 Council members. Quorum 3 Council members.
Mr. B Burlton, Dr. G Mott, Mrs. F Lambert and Mrs. S Waite.

22817. Election of Planning Committee.
Up to 5 Council members and 2 co-opted members. Quorum 3 Council members.
Dr. G Mott, Mrs. S Waite, Mr. G Bentley and Mrs. P Davis.

- 22818. Election of Flowerbed Committee.**
Up to 5 Council members and 3 co-opted members. Quorum 3 members at least 2 shall be a Council member.
 Mrs. B Donald, Dr. G Mott, and Mrs. S Waite, plus co-opted members, Mr. A Hathaway, Mrs. M Jackson and Mrs. S Ashenden.
- 22819. Community Centre Committee**
 Mr. P Jarvis, Dr. G Mott, Ms. A Mowbray, Mr. B Burlton plus co-opted members Mr. A Hathaway, Mrs. E Terry and Mr. R Gooding Mr. B Ogilvie Up to 5 Council members and 5 co-opted members. Quorum 3 Council members, with one member being a member of the Finance committee.
- 22820. Election of Communication Committee.**
Up to 4 Council members and 2 co-opted members. Quorum 3 Council members.
 Mrs. B Donald, Mrs. P Davis, Ms. A Mowbray and Mr. B Burlton.
- 22821. Election of Allotment Committee. Up to 5 Council members and 3 co-opted members. Quorum 3 members at least 2 shall be a Council member.**
 Mrs. B Donald, Mr. R Franklin plus co-opted member, Mrs. M Jackson, Mr. B Ogilvie and Mr. J Tickner
- 22822. Election of Personnel Committee.**
Up to 4 Council members and 1 co-opted. Quorum 3 Council members.
 Dr. G Mott, Mrs. F Lambert, Mrs. P Davis and Mr. J Minor.
- 22823. Election of Complaints Committee.**
Up to 4 Council members and 1 co-opted member. Quorum 3 Council members.
 Dr. G Mott, Mrs. F Lambert, Mr. J Minor and Mrs. B Donald.
- APPOINTMENT OF WORKING GROUPS.**
- 22824. Emergency Planning Working Group.**
 Dr. G Mott.
- 22825. Chapel Working Group.**
 Mr. R Franklin and Mrs. S Waite.
- APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**
- 22826. Representative for the Village Hall Management Committee.**
 Mr. R Franklin.
- 22827. Representatives for the Wells Charity.**
 Mr. R Franklin, Mr. P Johnson and Mrs. P Lees.
- 22828. Representative for the E.C.A.**
 Mrs. S Waite.
- 22829. Representative for the Uttlesford Association of Local Councils.**
 Mr. R Franklin.
- 22830. Public Transport Representative.**

Mr. R Franklin.

22831. Parish Paths Liaison Officer.

Dr. G Mott.

22832. Neighbourhood Watch Representatives.

Mrs. F Lambert.

CO-ORDINATORS AND OTHER ROLES.

22833. Community Speed Watch Co-ordinator.

Mrs. F Lambert and Mr. J Minor.

22834. Parish Archivist.

Mr. R Franklin.

22835. Tree Warden.

Mrs. H Salvidge.

22836. Open to the public.

No public present.

22837. Actions from previous minutes:

PL said that 18 parishes in the district had set up a petition regarding the numerous potholes on the roads. PL is to send the information to LJ; EPC will then decide whether to join or not. **LJ to ask PL to send.**

RF informed RG about Affinity Water saying the water on Grove Hill was spring water. RG said he would investigate it but thought it may be a case of Affinity Water passing the buck. **LJ to ask RF for any update. LJ to report the situation to the Environment Agency.**

Chris Bush said that he could not find any submission from Essex Highways to the 240 houses north of Bedwell Road, Ugley. RG said he would investigate. **A submission from Essex Highways has now been submitted.**

22838. Minutes.

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

22839. District Councillor's report.

UDC are running a program for people with mobility issues; helping people get active again and back to full strength after an accident or health problems.

RSN Rural Funding Digest includes many sources of secure grant funding that many organisations may not be aware of. It gives a comprehensive list of available funding sources and eligibility criteria.

22840. Planning Committee – Dr. G Mott.

Minutes of the meeting held on 17 April 2024 – **noted.**

Minutes of the meeting held with UDC on 25 April 2024 – **noted.**

Gladman up to 240 dwellings North Of Bedwell Road, UTT/24/0543/OP.

The noise report, which was commissioned by 24Acoustics on behalf of EPC, Henham PC and Ugley PC, has been submitted to UDC.

Bloor Homes Phase 2, 200 dwellings UTT/23/2063/DFO

Further objection from EPC has been submitted on the revised documents.

GM will ask Madeleine Jones, UDC Planning Officer, at the Teams meeting on Friday 17 May, if this planning application is going to UDC's Planning Committee at the end of May.

40 Dwellings off Rush Lane, UTT/23/2028/DFO.

Revised plans have been submitted, UDC have requested further amendments. EPC have asked to be consulted once all the amendments have been submitted.

Local Plan

GM attended a Local Plan meeting on 8 May 2024. GM spoke on behalf of EPC with reference to the Airport Countryside Protection Zone (CPZ). There is a proposal on the Local Plans to adjust the boundaries on the southern side, to accommodate more development in Takeley. Takeley are objecting to this. GM pointed out that considerable incursions have been made into the CPZ on the northern side, where 470 homes were approved in Elsenham within the Zone. However, Takeley PC did not object to that.

Planning applications submitted to UDC.

Number 1 will be discussed at the Planning Committee meeting on 15 May. Number II – V have been discussed and are noted on the Planning Committee minutes.

- I. UTT/24/1074/CLE** Certificate of lawfulness for existing use of building as a standalone dwelling. Building at The Old Dairy Farm, Green Street, Elsenham.
 - II. UTT/24/0991/HHF** Proposed single storey rear extension and alterations including addition of first floor balcony. 12 New Road, Elsenham.
 - III. UTT/24/0727/FUL** Proposed plant machinery and associated gantry at roof level including 1 no. air handling unit, 6 no. extractor fans and 12 no. external condensers and the erection of externally illuminated signage. Molton Brown Cosmetics, Green Street, Elsenham.
 - IV. UTT/24/0728/AV** 2 no. externally illuminated signs. Molton Brown Cosmetics, Green Street, Elsenham.
 - V. UTT/24/0338/FUL** Change of use from outbuilding to 2 no. studio holiday lets. The Stables, Green Street, Gaunts End, Elsenham.
- Decisions made.**
- VI. UTT/24/0650/HHF** New brick porch to existing property with tiled pitched roof. 4 Alsa Leys, Elsenham. **Approved.**
 - VII. 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. **Approved.**

VIII. 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. **Refused.**

IX. UTT/23/3134/FUL Demolition of existing dwelling and erection of 3 no. detached dwellings. Berries, Station Road, Elsenham. **Refused.**

22841. Community Centre Working Group.

Minutes of the meeting held on 22 April 2024 – **noted.**

It had been agreed at the meeting held on 22 April, that GM would write an article each month for the Elsenham News on the community centre. This was to generate more interest in the community centre, as many residents are unaware of the proposed project.

22842. Playing Field Committee.

Minutes of the meeting held on 24 April 2024 – **noted.**

The Playing Field Committee have asked Dania, the company that installed the new play equipment and paths in the play area, to address the problem of grass growing on the paths. Dania have now sourced a pesticide that is an acetic acid/water-based solution. It is therefore organic and biodegradable and compliant with EPC's Pesticide Policy. However, the children's play area would need to be locked for 24 hours after application to allow the treated areas to dry.

Letters had been delivered to the adjacent properties of where the proposed outdoor gym would be installed, 4 replies have been received.

Both these issues will be discussed at the next Playing Field Committee meeting on 22 May 2024.

22843. Rights of Way and Open Spaces Committee.

The next meeting is to be held on Friday 17 May 2024.

22844. Financial Payments

The following cheques and payments required for approval:

ECA	£150.00
EALC	£715.27
Zoom	£15.59
National Allotment Society	£66.00
Castle Water	£43.05
Amenity Services	£500.00
Elsenham Community Service	£1,750.00
Essex Playing Field	£40.00
M Burke	£105.00
M Burke	£125.00
Lawn Doctor	£1,764.00
M Burke	£1,476.50
Wages x 3	£3,005.71
H M Revenue	£629.83
Beltons Gardening	£231.52
Instant Ink	£25.49
3G Mobile	£20.61

3G Mobile	£25.90
SLCC	£238.00
Ajgibi GBP Insurance	£1,163.96

To agree cheques for payment. **Agreed**

Summary of receipts and payments.

Bank Statement. **Noted.**

The summary and receipts form were agreed and signed by GM.

22845. Financial Proposals.

Proposal: EPC adopt the revised Members' Allowances Scheme.

All Councillors, including the Chair of the Parish Council, be paid a Basic Allowance of 0.55% of the UDC members' basic allowance 2024/25 (£5,737.26), which equates to £31.55. Members are entitled to opt-out of the scheme if they wish.

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

Councillors signed the allowance declaration form to either accept the members allowance or to opt out of the scheme. LJ reminded councillors that at the end of each financial year a report must be placed on EPC website showing how much each councillor has received.

22846. Clerk's Report.

LJ was due to attend a PCSO meeting on 7 May 2024. The meeting was cancelled with 2 hours' notice, no reason was given. This is the second time this has happened.

NS & I Bank required more signature forms to be completed; GM, BB and RF signed as authorised signatures.

22847. Flowerbed Committee.

The Flowerbed Committee have now received the £1,000 grant to go towards the wildflower area on De-Mandeville Green.

22848. Allotments Committee.

The taps on the Smith Road allotments are now all compliant and working.

22849. Transport.

The Centre Contract company withdrew the bus service 59/590 in Uttlesford. ECC said that this withdrawal had not been approved.

Essex Travel worked with AB Travel and Stephenson's of Essex. These company reinstated the service of the 59/590 bus route. Travel will be free until the routes are registered; the timetable remains the same. It is unsure why the routes were withdrawn, but it shows how fragile the rural bus service is.

22850. Communications Committee.

BD posted an article saying that while there is limited parking in Station Road due to work being carried out, residents visiting the Doctor's Surgery may use the bottom car park in the playing field.

This raised a discussion that a better idea would be if the surgery staff used the playing field car park leaving the surgery car park for patients who may be less mobile.

LJ to email the ECA, Tennis Club and Bowls Club informing them that EPC have agreed to the Doctor Surgery using the bottom car park while work in Station Road is ongoing.

LJ to email Teresa Bugless, Practice Manager of Stansted and Elsenham Surgeries, suggesting that the staff park in the playing field car park allowing patients to park in the surgery car park and maybe this could continue long term.

22851. Touchpoint Christmas Appeal advance notice.

RF said the toy appeal was very successful last year, helping 44 families in the village to provide Christmas toys for their children. Touchpoint will be repeating the appeal for Christmas 2024. Therefore, would EPC please bear this in mind when giving grants during the year.

FL said that maybe the funds from the clothes bank could be reserved for Touchpoint. It was decided to put a firm proposal on September's agenda.

22852. The Village Fete – Dr. G Mott.

It had been suggested, at the Community Centre Committee meeting, that EPC could have a stall at the Village Fete to help advertise the new community centre.

AM had suggested having card and colour pens for children to draw and then councillors could talk to the parents. The stall must be very visual.

Proposal: EPC have a stall at the village fete.

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

BB, AM and BD agreed to hold a meeting to discuss the stall. Time is limited as the fete is on 22 June.

22853. Meeting with EYFC.

The proposal was changed to.

Proposal: EPC give permission for GM representing the Community Centre Committee, BB representing the Finance Committee and SW representing the Playing Field Committee, to hold a meeting with Elsenham Youth Football Club (EYFC); with a mutually agreed agenda. All issues raised at the meeting to be brought back to Full Council.

GM proposed, PJ seconded the vote was carried unanimously.

22854. Correspondence

- I. PFCC Weekly Newsletter 5th April 2024.
- II. Essex Village of the Year & Rural Community Awards 2024.
- III. EALC Police, Fire and Crime e-Bulletin Week Commencing 1st April 2024.
- IV. Telegraph poles.
- V. NALC Events
- VI. EALC Annual General Meeting 2024- Save the Date.
- VII. NALC Events.
- VIII. CSC update.
- IX. PFCC Weekly Newsletter 12th April 2024
- X. Update on PFCC elections - 2 May.
- XI. News Bulletin - 11 April 2024.
- XII. EALC News e-Bulletin Week Commencing 15th April 2024.
- XIII. Local Nature Partnership Newsletter.
- XIV. Employment Services - Introduction and Further Information.
- XV. EALC Police, Fire and Crime e-Bulletin- Week commencing 15th April 2024.
- XVI. Discover how you can save items from landfill in Essex.
- XVII. PFCC Weekly Newsletter 19th April 2024.

- XVIII. 100 Parishes. Member Update 20 April 2024.
- XIX. EALC News e-Bulletin- Week Commencing 22nd April 2024.
- XX. Violence and Vulnerability Unit Newsletter.
- XXI. Application for a premises licence - Dunmow Foodie Festival 13 July 2024.
- XXII. EALC Police, Fire and Crime e-Bulletin- 22nd April 2024.
- XXIII. PFCC Weekly Newsletter 26th April 2024.
- XXIV. Essex Highways defects.
- XXV. EALC News e-Bulletin Week Commencing 29th April 2024.
- XXVI. Announcement of New Courses to the Membership - Breakthrough Communications.
- XXVII. Rural Engagement Team April Newsletter.
- XXVIII. Citizens Advice East Herts to reduce service.
- XXIX. EALC AGM & Conference 2024.
- XXX. Update from Uttlesford Citizens Advice.
- XXXI. EALC Police, Fire and Crime e-Bulletin - Week commencing 29th April 2024.
- XXXII. Your Essex: your need-to-know news and information this May.
- XXXIII. Stansted Airport Community Flyer - Spring Edition 2024.
- XXXIV. NALC Bulletin.
- XXXV. Community Special Constables update - April 2024.
- XXXVI. PFCC Weekly Newsletter 3rd May 2024.
- XXXVII. PFCC Election Results 2024.
- XXXVIII. Violence and Vulnerability Unit Newsletter.
- XXXIX. EALC News e-Bulletin Week Commencing 6th May 2024,
- XL. NALC Events.

XXV11 Rural Engagement Team April Newsletter – JM said that 2 Police Officers had joined FL and himself on Speed Watch. They had caught six people speeding, one person with no number plate and one person not wearing a seatbelt.

22855. Items to be added to next month's agenda.

BD - Citizens Advice have cut back on their services due to lack of funding. To be put on June's agenda for a grant from EPC.

SW - It has been many years since 'What's on in Elsenham' was held. Many organizations are struggling for members. Could the village hold this event again?

Date of next meeting:

The next meeting will be 3 June 2024.

The meeting finished at 9.15pm.