



ANNUAL ELSENHAM PARISH COUNCIL MEETING

Members of the Council:

You are hereby summoned to attend a meeting of the Elsenham Parish Council on Monday 13 May 2024 at 7.45pm in the Memorial Hall, for the purpose of transacting the following business

Members of the Public:

You are hereby invited to attend and address the Council during the 'Open to the Public' section

AGENDA

1. Election of Chair.
2. Chair to sign 'Declaration of Acceptance of Office'.
3. Election of Vice Chair.
4. To receive and approve apologies for absence.
5. Declarations of interest.
6. Appointments.
 - 6.1. **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.
 - 6.2. **Climate Change and Environment Committee,**
 - 6.2.1. **Proposal:** Mr. B Burlton is elected to the Climate Change and Environment Committee.
 - 6.2.2. **Proposal:** Up to a further three councillors are elected onto the Climate change Committee.
 - 6.3. **Proposal:** Mrs. S Waite is elected on to the Finance Committee.
 - 6.4. **Proposal:** Mrs B Donald is elected on to the Complaints Committee.
 - 6.5. **Proposal:** Mrs. B Donald is elected on to the Personnel Committee.

APPOINTMENT OF COMMITTEES

7. **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.

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

8. **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.
9. **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.
At present, 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 Verlanders. And Mr. K Wood.
10. **Election of Finance Committee.**
Up to 5 Council members. Quorum 3 Council members.
At present, Mr. B Burlton, Dr. G Mott and Mrs. F Lambert.
11. **Election of Planning Committee.**
Up to 5 Council members and 2 co-opted members. Quorum 3 Council members.
At present, Dr. G Mott, Mrs S Waite, Mr. G Bentley and Mrs P Davis.
12. **Election of Flowerbed Committee.**
Up to 5 Council members and 3 co-opted members. Quorum 2 Council members and 1 co-opted member.
At present, Mrs. B Donald, Dr. G Mott, and Mrs. S Waite, plus co-opted members, Mr. A Hathaway, Mrs. M Jackson and Mrs. S Ashenden.
13. **Community Centre Committee**
Up to 5 Council members and 5 co-opted members. Quorum 3 Council members, with at least one being a member of Finance Committee. At present, Mr. P Jarvis, Dr. G Mott, Ms. A Mowbray, Mr. B Burlton plus co-opted members Mr. A Hathaway, Mrs. E Terry, Mr. R Gooding and Mr. B Ogilvie.
14. **Election of Communication Committee.**
Up to 4 Council members and 2 co-opted members. Quorum 3 Council members.
At present, Mrs. B Donald, Mrs. P Davis, Ms. A Mowbray and Mr. B Burlton.
15. **Election of Allotment Committee. Quorum 2 Council members and 1 co-opted member.**
At present, Mrs. B Donald, Mr. R Franklin plus co-opted member, Mrs. M Jackson, Mr. B Ogilvie and Mr. J Tickner.
16. **Election of Personnel Committee.**
Up to 4 Council members and 1 co-opted. Quorum 3 Council members.
At present, Dr. G Mott, Mrs. F Lambert, Mrs P Davis and Mr. J Minor.

- 17. Election of Complaints Committee.**
Up to 4 Council members and 1 co-opted member. Quorum 3 Council members.
At present, Dr. G Mott, Mrs. F Lambert and Mr. J Minor.

APPOINTMENT OF WORKING GROUPS.

- 18. Emergency Planning Working Group.**
At present, Dr. G Mott.
- 19. Chapel Working Group.**
At present, Mr. R Franklin and Mrs. S Waite.

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.

- 20. Representatives for the Village Hall Management Committee.**
At present, Mr. R Franklin.
- 21. Representative for the Wells Charity.**
At present, Mr. R Franklin, Mr. P Johnson and Mrs. P Lees.
- 22. Representative for the E.C.A.**
At present, Mrs. S Waite.
- 23. Representative for the Uttlesford Association of Local Councils.**
At present, Mr. R Franklin.
- 24. Public Transport Representative.**
At Present, Mr. R Franklin.
- 25. Parish Paths Liaison Officer.**
At present, Dr. G Mott.
- 26. Neighbourhood Watch Representatives.**
At present, Mrs. F Lambert.

CO-ORDINATORS AND OTHER ROLES.

- 27. Community Speed Watch Co-ordinator.**
At present, Mrs. F Lambert and Mr. J Minor.
- 28. Parish Archivist.**
At present, Mr. R Franklin.
- 29. Tree Warden.**
At present, Mrs. H Salvidge.
- 30. Open to the public.** 15 minutes total maximum. 3 minutes maximum per speaker.
30.1. Topics on the agenda.

30.2. Other topics.

31. Actions from previous minutes.

31.1. 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.

31.2. 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.

31.3. 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.

32. To approve the minutes of the meeting held on Monday 8 April 2024.

33. District Councillors' reports. 15 minutes total maximum.

33.1. Report.

33.2. Questions from parish councillors.

33.3. Questions from members of the public.

34. County Councillor's report. 15 minutes total maximum.

34.1. Report.

34.2. Questions from parish councillors.

34.3. Questions from members of the public.

35. Planning Committee – Dr. G Mott.

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

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

35.1. **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.

35.2. **UTT/24/0991/HHF** Proposed single storey rear extension and alterations including addition of first floor balcony. 12 New Road, Elsenham.

35.3. **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.

35.4. **UTT/24/0728/AV** 2 no. externally illuminated signs. Molton Brown Cosmetics, Green Street, Elsenham.

35.5. **UTT/24/0338/FUL** Change of use from outbuilding to 2 no. studio holiday lets. The Stables, Green Street, Gaunts End, Elsenham

Decisions made.

35.6. **UTT/24/0650/HHF** New brick porch to existing property with tiled pitched roof. 4 Alsa Leys, Elsenham. **Approved.**

- 35.7. 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 in side elevation external cladding. Molton Brown Cosmetics, Green Street, Elsenham. **Approved**
- 35.8. 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.**
- 35.9. UTT/23/3134/FUL** Demolition of existing dwelling and erection of 3 no. detached dwellings. Berries, Station Road, Elsenham. **Refused.**
- 36. The New Community Centre Working Group.** Dr. G Mott
Minutes of the meeting held on 22 April 2024 – **circulated.**
- 37. Playing Field Committee** – Mrs. S Waite.
Minutes of the meeting held on 24 April 2024 – **circulated.**
- 38. Rights of Way and Open Spaces Committee** – Dr. G Mott.
- 39. Finance Committee** – Mr. B Burlton
To agree cheques for payment. **circulated.**
Summary of receipts and payments. **circulated.**
Bank Statement. **circulated.**
Chair to agree and sign the summary and receipts form.
- 40. Financial Proposals.**
Proposal: EPC adopt the revised Members' Allowances Scheme – **circulated.**
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.
- 41. Clerk's Report** – Mrs L Johnson.
Update on the PCSO.
Bob Burlton, Graham Mott and Ray Franklin to sign the NS & I Bank documents.
- 42. Flowerbed Committee** – Mrs. S Waite.
The minutes of the meeting held on 8 April 2024 – **circulated.**
- 43. Allotments Committee** – Mrs. B Donald.
- 44. Transport** – Mr. R Franklin.
- 45. Communication Committee** – Mrs. B Donald.
- 46. Touchpoint Christmas Appeal advance notice** – Mr. R Franklin.
- 47. The Village Fete** – Dr. G Mott.
Proposal: EPC have a stall at the village fete.
A working party is set up to organise the stall.

48. Meeting with EYFC

Proposal a working group is set up to hold an early meeting with EYFC to discuss matters of mutual interest.

Proposal, Graham Mott, (Community Centre Committee), Bob Burlton (Finance Committee) and Sue Waite (Playing Field Committee) are elected on to the working group.

49. 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.

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

51. Open to the Public (if time allows).