



## **Elsenham Parish Council**

### **Minutes of the Annual Parish Council meeting held in The Memorial Hall at 7.45pm on 12 May 2025**

#### **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. A Mowbray (AM)  
and Mrs. L Johnson (Parish Clerk LJ)

#### **Members of the public present: 3**

#### **23048. Election of Chair.**

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

#### **23049. Chairman to sign 'Declaration of Acceptance of Office'.**

GM signed the 'Declaration of Acceptance of Office'.

#### **23050. Election of Vice Chairman.**

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

#### **23051. To receive and approve apologies for absence.**

Cllr. S Waite (SW), Cllr. J Minor (JM) and Cllr. P Lees (PL).

#### **23052. Declarations of interest.** BD declared an interest in number 48 on the agenda; BD is a member of EAGLES.

#### **23053.** RF informed the meeting that Geoff Woolvin had passed away. Geoff Woolvin had been a Parish Councillor for many years, retiring in 2015 due to health problems.

#### **23054. Appointments.**

**Proposal:** GM, as the Chair, to be elected as the Press Officer.  
RF proposed, FL seconded the vote was carried unanimously.

### **APPOINTMENT OF COMMITTEES**

#### **23055. Proposal:** the following appointments to Committees, Working Groups, Representatives to Outside Bodies and co-ordinators to other roles, number 8 to 31 on the agenda are approved. BD proposed, BB seconded, the vote was carried unanimously.

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

**23056. Election of Playing Fields Committee.**

**Up to six (6) Council members and two (2) co-opted members. Quorum three (3) Council members.**

At present, Mrs. S Waite, Mrs. B Donald, Mrs. F Lambert, Mr. P Jarvis and Mr. J Minor.

**23057. Election of Rights of Way and Open Spaces Committee.**

**Up to six (6) Council members and 6 co-opted members. Quorum three (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.

**23058. Election of Finance Committee.**

**Up to five (5) Council members. Quorum three (3) Council members.**

Mr. B Burlton, Dr. G Mott and Mrs. F Lambert.

**23059. Election of Planning Committee.**

**Up to five (5) Council members and 2 co-opted members. Quorum three (3) Council members.**

Dr. G Mott, Mr. G Bentley and Mrs. P Davis.

**23060. Election of Flowerbed Committee.**

**Up to five (5) Council members and three (3) co-opted members. Quorum three (3) members at least, two (2) shall be a Council member.**

Mrs. B Donald, Dr. G Mott, and Mrs. S Waite, plus co-opted members, Mrs. M Jackson and Mrs. S Ashenden.

**23061. Election of Climate Change and Environment Committee.**

**Up to four (4) council members and up to three (3) co-opted members. At least three (3) councillors shall constitute a quorum.**

Mr. B Burlton, Mrs B Donald, Ms. A Mowbray, plus co-opted members Mr. K Wood and Mrs. M Shaw.

**23062. New Community Centre Committee.**

**Up to five (5) Council members and 5 co-opted members. At least three (3) Councillors shall constitute a quorum, with at least one member being a member of the Finance Committee.**

Mr. P Jarvis, Dr. G Mott, Mr. B Burlton plus co-opted members Mr. R Gooding and Mr. B Ogilvie.

**23063. Election of Communication Committee.**

**Up to four (4) Council members and 2 co-opted members. At least three (3) Councillors shall constitute a quorum.**

Mrs. B Donald, Mrs. P Davis, Ms. A Mowbray and Mr. B Burlton.

**23064. Election of Allotment Committee. Up to four (4) Council members and three (3) co-opted members. At least three (3) members shall constitute a quorum, at least two of whom must be councillors.**

Mrs. B Donald, Mr. R Franklin plus co-opted member Mrs. M Jackson and Mr. J Tickner.

**23065. Election of Personnel Committee.**

**Up to four (4) Council members and one (1) co-opted. At least three (3) councillors shall constitute a quorum.**

Dr. G Mott, Mrs. F Lambert, Mrs. P Davis, Mr. J Minor and Mrs B Donald.

**23066. Election of Complaints Committee.**

**Up to four (4) Council members and 1 co-opted member. At least three (3) Councillors shall constitute a quorum.**

Dr. G Mott, Mrs. F Lambert, Mr. J Minor and Mrs. B Donald.

#### **APPOINTMENT OF WORKING GROUPS.**

**23067. Emergency Planning Working Group.**

Dr. G Mott.

**23068. Chapel Working Group.**

Mr. R Franklin and Mrs. S Waite.

#### **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

**23069. Representative for the Village Hall Management Committee.**

Mr. R Franklin.

**23070. Representatives for the Wells Charity.**

Mr. R Franklin, Mr. P Johnson and Mrs. P Lees.

**23071. Representative for the E.C.A.**

Mrs. S Waite.

**23072. Representative for the Uttlesford Association of Local Councils.**

Mr. R Franklin.

**23073. Public Transport Representative.**

Mr. R Franklin.

**23074. Parish Paths Liaison Officer.**

Dr. G Mott.

**23075. Neighbourhood Watch Representatives.**

Mrs. F Lambert.

## **CO-ORDINATORS AND OTHER ROLES.**

### **23076. Community Speed Watch Co-ordinator.**

Mrs. F Lambert and Mr. J Minor.

### **23077. Parish Archivist.**

Mr. R Franklin.

### **23078. Tree Warden.**

Mrs. H Salvidge.

### **23079. Open to the public.**

A resident asked what we could do to push our local authority into doing something about the road closures in and around the village.

BB replied that he agreed with the sentiments, but as a Parish Council we are limited to what we can do. EPC has raised it with our County Councillor Ray Gooding and have sent a letter to the Essex Highways regarding the residents' frustration on the number of road closures.

**23080.** A resident asked what was happening with the area of land the other side of the motorway bridge. BD said that UDC Enforcements are dealing with it. Also, Daisy Mays Farm are allowing airport parking. BD said anyone can report airport parking to UDC Enforcements.

### **23081. Actions from previous minutes:**

Mapping of the year's grants for charities. – **noted.**

### **23082. Minutes.**

The Council considered the minutes of the meeting held on 2 April 2025; GM signed the minutes as a true record.

### **23083. District Councillor's Report.**

BD reported that as from April UDC started a new housing repair contract with Axis Europe, ending the joint venture with Norse.

An annual district meeting is to be held on 22 May. At this meeting the chair and the committees will be appointed.

A meeting is to be held with the Government regarding designation. UDC hope to be allowed out of designation, especially as there are 180 councils with worse planning records than UDC.

Uttlesford District Council has successfully bid for £3.8 million government funding to make council homes more energy efficient and reduce tenants' bills.

Uttlesford District Council has been awarded £630,000 to improve the energy efficiency of its main offices in Saffron Walden.

The Saffron Walden Museum is 190 years old; the Museum is holding a 'big birthday bash'. When asked about the Local Plan, BD said the next phase is in early June.

### **23084. Finance Committee.**

BB explained the new procedures for payments. There are still some teething troubles as to which documents the parish clerk circulates. This will be explained again at the finance meeting to be held next week.

**For Approval: -**

- a) Schedule B Payments within budgets or RFO authority - checked by signatories (Financial Regulations 6.9 to 6.10) – **GM and RF to sign the payments.**
- b) Schedule of other payments - checked and approved by 2 signatories (Financial Regulations 6.11) **There were no other payments to approve.**
- c) Summary Receipts and Payments for Chair signature – **GM signed the report.**
- d) Proposal A – **noted.**
- e) Proposal B – **noted.**

**For Noting: -**

- a) Schedule A, regular payments pre-approved, and viewed by signatories (Financial Regulations 6.6 to 6.8) – **GM and RF signed the payment sheet.**
- b) Detailed Receipts and Payments – **noted.**
- c) Bank Statement(s) – **noted.**
- d) Bank - Cash and Investment Reconciliation – **noted.**

It was noted that the parish clerk may be able to get a better deal on her mobile phone.

**Financial Payments.**

The following payments were approved.

Amber IT	£25.95
Castle Water	£8.37
EALC	£771.91
Zoom	£15.59
Uttlesford Community Travel	£200.00
Wages X 3	£2,939.44
Inland Revenue	£594.92
Beltons Gardening	£274.00
M Burke	£1,747.83
Buffy Playbus	£200.00
EALC	£120.00
Corr	372.00
Lawn Doctor	£2,635.20
CPRE	£60.00
L Johnson	£33.35
3 Mobile	£20.61
Instant Ink	£25.49
ECA	£10.00
Justar Technology	£84.99
McAfee	£39.99
3Mobile	£35.54
V Waples	£300.00
Beltons Gardening	£274.00
Elsenham Village Hall	£27.50
Amenity Services	£600.00

**23085. Annual Return for the year ended 31 March 2025.**

BB went through the 9 statements on the Annual Governance. It was agreed that EPC are complying with each of the 8 statements, the 9<sup>th</sup> statement does not apply to EPC. The Annual Governance Statement accounting 2024/25 was signed by the Chair and the Parish Clerk.

**23086. Annual Return for the year ending 31 March 2025.**

The Account Statement 2024/2025 was signed by the Chair and the Parish Clerk.

**23087. Planning Committee.**

Minutes of the meeting held with Bloor Homes, 17 April 2025 – **noted**.

Minutes of the meeting held on 7 May 2025 – **noted**.

The next planning meeting is to be held on Wednesday 21 May at 7.00pm in Old Frank's. The Planning Committee have invited two potential developers to give a presentation at the meeting. The 1<sup>st</sup> is The Water Circle the 2<sup>nd</sup> is a development in Old Mead Road. As with all meetings it is open to members of the public.

**Planning applications submitted to UDC.**

- a) **UTT/25/1040/SO** Request for Scoping Opinion for outline permission an industrial-led development, delivering indicatively up to 42,000 square metres (sqm) Gross Internal Area. Land At Elsenham Estate, Green Street, Elsenham.
- b) **UTT/25/1018/FUL** Erection of changing rooms in association with Wellness Hub. Land At Eastfield Stables, May Walk, Elsenham Road, Stansted.
- c) **UTT/25/0964/FUL** Change of use and conversion of existing store and workshop building (sui generis) into a 3-bedroom residential dwelling and associated development. Eastfield Stables, May Walk, Elsenham Road, Stansted.
- d) **UTT/25/0956/FUL** Conversion of integral garage to open plan living/dining room. 10 Oak Drive, Elsenham.
- e) **UTT/25/0863/FUL** S73 application to vary condition C.90A (restriction on amount of floorspace to be used by firms unconnected with the main use of the building) of UTT/1184/02/FUL (Erection of building to house water bottling plant and offices). Elsenham Water Ltd, Water Circle, Green Street, Elsenham.
- f) **UTT/25/0848/FUL** Proposed 1 no. self-build detached bungalow and associated landscaping. Land at Eastfield Stables, May Walk, Elsenham Road, Stansted.
- g) **UTT/25/0837/FUL** Extension to existing Wellness Hub. Eastfield Stables, May Walk, Elsenham Road, Stansted.
- h) **UTT/25/0708/FUL** Proposed demolition of existing farm building and erection of 1 no. dwelling with landscaping and associated works. Barn At Evie Rose Cottage, Woodlands, Elsenham Hall, Elsenham.
- i) **UTT/24/3215/LB** Proposed conversion of outbuilding to 3 no. holiday let units. Down Farm, Elsenham Road, Stansted.

**Decisions made.**

- j) **UTT/25/0526/HHF** Installation of EV Charger. Tye Green Cottage, Tye Green, Elsenham. **Approved.**
- k) **UTT/25/0474/HHF** Conversion of existing garage and single storey extension. 8 Saunders Close, Elsenham. **Approved.**
- l) **UTT/25/0366/FUL** Section 73 application to vary condition 2 (approved plans) of appeal decision APP/C1570/W/23/3333029 for UTT/23/2239/FUL - Proposed erection of 3 no. holiday let cottages - First floor added, ground floor layout revised, gables added, replace render with facing brick, PV panels added. Land At Eastfield Stables, May Walk, Elsenham Road, Stansted. **Approved.**
- m) **UTT/24/2632/FUL** Restoration and regeneration of the historic parkland and erection of visitor centre/building with 5 no. lodges and siting of 10 no. cabins and associated development. Historic Parkland, North Of Elsenham Hall, Church Lane, Elsenham. **Withdrawn.**

RF asked about the dozens of planning applications being submitted from Eastfield Stables, May Walk. This is development by stealth. GM agreed it is an abuse of the system, this will be cited in the response to the applications

**23088. The New Community Centre Committee.**

Minutes of the meeting held with UDC on 16 April 2025 – **noted.**

A meeting was held with UDC on 16 April 2025. It was not very satisfactory, it was late starting by almost 30 minutes and had to finish on time because the planning officers had another meeting to attend. Emma Till, Procurement Officer at Essex County Council joined the meeting via Teams. However, she appeared not to be aware of a lot of the background of the project. Since UDC have come on board to help with the procurement the project is moving slower. Another meeting is arranged for 7 June 2025.

**Proposal:** at least three (3) members shall constitute a quorum, at least two of whom must be councillors, with at least one member being a member of the Finance Committee.

GM proposed, BB seconded the vote was carried unanimously.

PJ said the New Community Centre Committee is getting smaller in numbers. Is it really fit for purpose?

GM agreed that what the committee needs is another member, someone from the village who has experience with procurement and could generally make a positive contribution.

GM and BB would both like a meeting arranged with Essex Procurement Team without any UDC officers present.

**23089. Playing Field Committee.**

The meeting on 23 April was cancelled by SW. The next meeting is to be held on 28 May 2025.

**23090. Rights of Way and Open Spaces Committee.**

Draft minutes of the meeting held on 11 April 2025 – **noted.**

The next meeting is to be held at the end of May.

SW led the Good Friday Walk, which included coffee and cake.

**23091. Clerk's Report.**

PCSO report – noted.

A reminder that at the next committee meetings the first item on the agenda must be to vote for a chair.

There are still four committees that LJ prepares agendas for. As the chairs of these committees should know what should be on the agenda for their meeting. LJ asked that the Chair of playing field, finance, allotments and flowerbeds send an email to LJ at least four working days before the agenda is due with a list of the items that are to go on their agenda.

All agendas must be circulated to all members of the committee, including the Parish Clerk, at least three clear days before the meeting. This does not include the day the agenda is circulated, the day of the meeting, or Sundays and bank holidays.

The district councillors' allowance for 2025/26 has not been published on their website yet. Once it has been published LJ will work out the payments for parish councillors.

**23092. Allotments Committee.**

One of the plot holders has asked if they can be informed the next time the hedge around the boundary of the allotments is cut in Smith Road, so they can remove any sharp spikes that have fallen to the ground.

There is a tap dripping on the church allotments, LJ to action.

**23093. Communications Committee.**

Draft minutes of the meeting held on 14 April 2025 – noted.

LJ to explore what training NetWise can provide.

PD would like to set up a WhatsApp group for all councillors to use when a more immediate response is required.

**23094. Flowerbed Committee**

Draft minutes of the meeting held on 24 April 2025 – noted.

The Flowerbed Committee are thinking about placing the new flowerbox from Bloor Homes beyond the bungalows on Henham Road, near the new 30mph sign.

**23095. Climate Change and Environment Committee.**

Draft minutes of the meeting held on 24 April 2025 – **noted.**

**Information circulated.**

Project Proposal.

Spending Section 106 monies.

Summary and Budget for Isabel Drive.

BD explained her vision for the LAP on Isabel Drive. EAGLES are willing to oversee the work of volunteers to transform this LAP into an area of natural play for young children.



It was agreed that the LAP needed improvement. FL said she would rather the £3,000 was taken from general reserve leaving the S106 money for the improvements to the LEAP. The EMR for Isabel Drive has now only £43,724 left, which is to be used in the next 6 years. There are a lot of things that need doing in the LEAP. LJ, as the responsible financial officer, agreed with FL. EPC does not want at the end of the 10 years a play area that requires all new equipment, and no money left in the S106 to purchase any.

**FL proposed an amendment:** EPC releases up to £3,000 from General Reserve for the Community Garden project in Isabel Drive.  
FL proposed, RF seconded, the vote was lost by 4 in favour and 5 against.

**Proposal:** EPC releases up to £3,000 from EMR 320, S106 monies for the maintenance of the Isabel Drive play area, for the Community Garden project in Isabel Drive/Woodland View, subject to provision of detailed cost breakdowns and compliance with Field in Trust standards.  
BD proposed AM seconded, the vote was carried by 7 votes in favour and 2 against.

**Proposal:** that this committee will submit a grant application for £3,000 for the installation of a tap in the garden one-off community grant from UDC.  
BD proposed, RF seconded, the vote was carried unanimously.

#### **23096. Transport.**

Despite all the road closures the 7 and 7A are doing the best job they can.  
A transport meeting in being held on 4 June, RF hopes to attend.

#### **23097. Correspondence**

- 23098.** EALC Police, Fire and Crime e-bulletin- Week Commencing 31st March 2025.
- 23099.** News Bulletin - 3 April 2025 SLCC.
- 23100.** Parish Forums.
- 23101.** PFCC Essex newsletter, Friday 4th April 2025.
- 23102.** EALC News e-bulletin- Week Commencing 31st March 2025
- 23103.** UK government's devolution consultation for Greater Essex.
- 23104.** New community supermarkets, find your active this April and much more.
- 23105.** SLCC Weekly News Digest - 07/04/2025.
- 23106.** EALC News e-bulletin- Week Commencing 7th April 2025.
- 23107.** EALC County Update- Affiliation Special 2025.
- 23108.** An Invitation to Elsenham Parish Council.
- 23109.** The ERO Presents - April 2025.
- 23110.** Local Plan News.
- 23111.** EALC Police, Fire and Crime e-bulletin- Week Commencing 7th April 2025.
- 23112.** Water Circle Stansted.
- 23113.** Cllr Drop In Sessions 2025.
- 23114.** Fullers Lane, Elsenham – Closure.
- 23115.** WordPress Course.
- 23116.** PFCC Essex - Newsletter Friday 11th April.
- 23117.** Parish Briefing – Planning.
- 23118.** Update 12 April 2025m- 100 Parishes.
- 23119.** Love Essex.
- 23120.** SLCC Weekly News Digest - 14/04/2025.

- 23121.** UCA Update April 2025.
- 23122.** News Bulletin - 16 April 2025.
- 23123.** Thank you, letter.
- 23124.** SLCC Weekly News Digest - 21/04/2025.
- 23125.** Climate Change Webinar - Wednesday 21 May 2025 at 7.30pm.
- 23126.** Tye Green Road, Elsenham - Closure
- 23127.** PFCC Essex: Latest news from the PFCC - Friday 25 April 2025.
- 23128.** Station Road, Elsenham – Clearway.
- 23129.** Upcoming Refresher Course for Councillors.
- 23130.** EALC News e-bulletin- Week Commencing 28th April 2025.
- 23131.** SLCC Weekly News Digest - 28/04/2025.
- 23132.** Press release: Uttlesford grassroots sustainability collaboration gets off the ground.
- 23133.** EALC Police, Fire and Crime e-bulletin- Week commencing 28th April 2025.
- 23134.** News Bulletin - 1 May 2025, SLCC.
- 23135.** Free Property Marking Event. **This event was advertised on social media**
- 23136.** Farewell & Invitation to Celebrate.
- 23137.** Information on community connectors in your parish to assist with potential ABCD training. X 2.
- 23138.** Your Essex.
- 23139.** PFCC Essex - Latest news, Friday 2nd May 2025.
- 23140.** EALC Police, Fire and Crime e-bulletin- Week Commencing 5th May 2025.
- 23141. Items to be added to next month's agenda.**
  - PD - a WhatsApp group for the Parish Council members which could be used when a more immediate response is required.
  - PJ - trees and hedges overhanging the paths in the village.
- 23142. Open to the public (if time allows)**
  - There was nothing further from the public.

**Date of next meeting:**

The next meeting will be 2 June 2024.

The meeting finished at 9.50pm.