



**Elsenham Parish Council**  
**Minutes of the Parish Council meeting**  
**held in The Memorial Hall at 7.45pm on 2 June 2025**

**Members of Elsenham Parish Council (EPC) present:**

Cllr. G Mott (Chair GM), Cllr. B Burlton (Vice Chair BB), Cllr. G Bentley (GB),  
Cllr. B Donald, (BD), Cllr. P Davis (PD), Cllr. R Franklin (RF), Cllr. P Jarvis (PJ),  
Cllr. F Lambert (FL) and Mrs. L Johnson (Parish Clerk – LJ)

**Members of the public present:**

2, plus Cllr. Ray Gooding

**Apologies for absence:**

Cllr. A Mowbray (AM), Cllr. J Minor (JM), Cllr. S Waite (SW) and Cllr. P Lees

**Declarations of Interest:**

None.

**Open to the public**

- 23142.** David Lucas reported he had repaired the dripping tap on the church allotments.
- 23143.** A resident asked about the planning application in Robin Hood Road and if there is to be a meeting regarding the application at UDC, sometime in June.  
GM said the meeting at UDC in June was regarding the Local Plan. The Robin Hood application was not on the Local Plan. Matthew Homes has outline approval for 40 dwellings off Robin Hood Road. A detailed application was now awaited. The application was not on UDC planning agenda for June, so it could be heard in July.
- 23144.** FL asked, on behalf of a resident, if EPC would be agreeable to allowing the resident to use his sand kiting on the playing field. It was agreed that at this stage EPC had no objections, it must be always used with health and safety in mind.
- 23145.** BD said that the grass left around the trees on the grass verge in front of Gilbey Cottages has been cut. Also, some of the edging was not up to a good standard and mud was encroaching onto the paths. **Action LJ.**
- 23146.** David Lucas reported that the three unused plots at the church allotments were overgrown and asked if they could be cut back? **Action LJ.**
- 23147.** David Lucas reported that there were rats on the church allotments. **Action RF.**

**23148.** The line of trees along Hall Road, just before Church Lane, are all dead. This has been reported to Essex Highways, but no action has been taken. When the trees fall down, they could fall onto Hall Road. **LJ to report to Highways again.**

**23149. Minutes.**

The Council considered the minutes of the meeting held on 12 May 2025, GM signed the minutes as a true record.

**23150. District Councillor's Report.**

BD had nothing to report.

**23151. Finance Committee – Mr. B Burlton.**

Draft minutes of the meeting held on 20 May 2025. **Noted.**

BB asked if any councillor would consider joining the Finance Committee.

There are three financial schedules

1. Schedule A. Payments within an agreed budget.
2. Schedule B. Invoices that do not fit into A or B, for approval to pay.
3. Schedule C. Recurring payments within an agreed monthly limit.

**For Approval: -**

- a) Schedule A Payments within budgets or RFO authority by signatories (Financial Regulations 6.9 to 6.10) – **Approved.**

- b) The Chair and RFO signed Summary Receipts and Payments - **Approved.**

- c) **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 2025/26 (£5,881.79), which equates to £32.35. Members are entitled to opt-out of the scheme if they wish.

BB proposed, GM seconded the vote was carried unanimously.

- d) **Proposal** EPC pay £125.00 for Cllr. Mott to attend the Managing Projects – A Practical Course on 16 July 2025.

BB proposed, FL seconded the vote was carried unanimously.

**8.2 For Noting: -**

- a) Schedule C, regular payments pre -approved, and viewed by signatories (Financial Regulations 6.6 to 6.8) – **Noted.**

- b) Detailed Receipts and Payments – **Noted.**

- c) Bank Statement(s) – **Noted.**

- d) Bank - Cash and Investment Reconciliation – **Noted.**

- e) List of all payments – **Noted.**

- f) The Internal Auditors report – **Noted.**

The Finance Committee had looked through the Internal Auditors report. Although it is mainly good report, there are a few issues raised which the Finance Committee considered trivial.

Every three months the bank statements need to be signed by a non-signature, this is to be FL.

The following cheques and payments were approved for payment.

HEU Benefice Account	148.00
Castle Water	£7.35
Zoom	£15.59
SLCC	£300.00
Castle Water	£526.65
Gallagher	£1,245.12
Instant Ink	£28.99
Wages X 3	£2,939.44
Inland revenue	£594.92
M Jackson	£91.96
M Burke	£1,747.83

**23152. Planning Committee – Dr. G Mott.**

Minutes of the meeting held on 7 May 2025. **Noted.**

UDC minutes of the meeting held on 15 May 2025. **Noted.**

Draft minutes of the meeting held on 21 May 2025. **Noted.**

The first hearing of the Local Plan is on 10 June 2025. Henham has engaged a barrister to speak against the 110 houses, Bloor Homes Phase 3 site. GM has requested also to speak.

**Applications submitted to UDC Planning**

- a) **UTT/25/0956/CLP** Conversion of integral garage to open plan living/dining room. 10 Oak Drive, Elsenham. **Refused.**
- b) **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. **Withdrawn.**
- c) **UTT/25/0837/FUL** Extension to existing Wellness Hub. Eastfield Stables, May Walk, Elsenham Road, Stansted. **Refused.**

**23153. New Community Centre – Dr. G Mott.**

Draft minutes of the meeting held on 19 May 2025 – **Noted.**

A meeting is to be held on Thursday, 5 June 2025 at Saffron Walden with UDC's planning officers.

**23154. Playing Field Committee.**

Draft minutes of the meeting held on 28 May 2025 – **Noted.**

BD had consulted 'Fields in Trust', regarding installing gates on the Isabel Drive LAP. Field of Trust stated there were no hard and fast rules on what type of gates, but gates must be installed for safety. RoSPA, however, insist that the gates must be self-closing, other gates can be inadvertently left open.

BD said she did not agree that the money for the gates should come from the £3,000 allocated to EAGLES. This money is for the garden; it is EPC's responsibility to ensure the LAP is secure. Some members did not agree with BD and when voting on

the £3,000 last month, were under the impression that any money spent on the LAP would come from these funds.

BB said he would like to see a comprehensive plan of what the money is going to be spent on. BD said that this is a community project it is not structured.

It was generally agreed that gates should be installed but opinions varied as to where the funds should be taken from.

GM asked BD to bring a firm proposal(s) to Parish Council meeting in July.

**23155. Rights of Way and Open Spaces Committee.**

The Tree Walden had questioned why the grass had been cut around the base of the trees on De Mandeville Green. The reason is that in the grass cutting contract it does not say to leave it. However, some trees have been damaged which is not satisfactory. LJ to speak to the grass cutter.

**23156. Clerk's Report.**

The notice of Public Rights is Tuesday 3 June 2025 ending Monday 16 July 2025.

EPC had still not received the PCSO's legal agreement from UDC. This document should have been signed before the 1 April 2025.

The PCSO had carried out a speed patrol, where many speeding tickets were issued.

LJ had asked the PCSO to contact a resident. Nine days later he had still not contacted the resident. This means he was either so busy with other issues in Elsenham that he did not have time to make a phone call, or the police had taken him off his Elsenham's duties and re assigned somewhere else.

EPC had not received any monthly police reports yet.

Somone has left bags of grass cuttings by the side of the litter bin on De Mandeville's verge and the ice cream man had left a box of rubbish.

**23157. County Councillor Ray Gooding's Report (RG).**

GM congratulated Cllr. Gooding on his new position of Chair of ECC. RG spoke about special educational needs which is a big issue. ECC had been doing badly with regards to putting plans in place for these children. It is a national issue. ECC have made good progress in turning things around in a timely matter. Things have much improved.

RG said that families with a child that has special educational needs must make a fuss to get the support they are entitled to.

LJ asked on behalf of a resident about getting double yellow lines by the parade of shops. RG said this is the responsibility of Essex Parking Partnership.

BB said that residents are sick and tired of road closures, enough is enough.

EPC had sent a letter to Cllr. Tom Cunningham, Cabinet Member for Highways, Infrastructure and Sustainable Transport, saying how frustrated Elsenham residents are about the road closures. An acknowledgment had been received on 1 May 2025 saying a further reply will be sent soon. RG said he would investigate the matter.

PJ asked if Essex Highways could cut back some of the trees and hedges that are currently overhanging the pavements in the village. The worse places are between The Croft and De Mandeville Road and the bridge in the High Street, the vegetation is so dense that there is no light. LJ to send RG the locations of where the vegetation needs cutting.

GM said that many of the public footpaths are overgrown and will soon become impassable. In the past Highways cut them back three times per year, it was then reduced to twice a year and now it is only carried out in July.

**23158. Allotments Committee.**

Ben Ogilvie has now stepped down from the Allotment Committee. Jake Tickner knows another plot holder that may like to be co-opted onto the committee.

**23159. Communication Committee.**

The next meeting is to be held on 9 June 2025.

LJ gave PD some information regarding Netwise training.

There was some discussion on setting up a WhatsApp group. GM liked all the information to be kept in one place. RG said that WhatsApp is not fully encrypted, and any information that may be needed in a FOI requests must not be disclosed on WhatsApp. BB said we need to be clear of the method of each media and that only essential communication is used on WhatsApp.

**Proposal:** EPC set up a WhatsApp group for all councillors, which could be used when a more immediate response is required.

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

**23160. Flowerbed Committee.**

Draft minutes of the meeting held on 12 May 2025.

**23161. Climate Change and Environment Committee.**

Nothing to report.

**23162. Transport.**

There are no changes to the 7 or 7A busses.

At the recent planning meeting, which two developers had attended, RF asked each developer if they would consider giving funds in the Section 106 agreement to the Elsenham bus service. Both developers seemed acceptable to the idea.

**23163. Trees and hedges overhanging the paths in the village.**

Covered under number 23158

**23164. Correspondence.**

**23165.** PFCC Essex - Newsletter Friday 9th May 2025.

**23166.** The Hundred Parishes Society - Update May 2025.

**23167.** SLCC Weekly News Digest - 12/05/2025.

**23168.** EALC News e-bulletin- Week Commencing 12th May 2025.

**23169.** Press release: Uttlesford launches new package of support for pubs.

**23170.** PFCC Essex - Newsletter Friday 16th May 2025.

**23171.** Saving wild places.

**23172.** Notification of Bus Survey Launch 2nd of June.

**23173.** Travel Behaviour Survey report for Essex is now available.

**23174.** Sustainable Uttlesford: Farm Cluster & Ecology Event - 11th June 2025.

**23175.** PFCC Essex - Newsletter Friday 23rd May 2025.

**23176.** The ERO Presents - May 2025.

**23177.** SLCC Weekly News Digest - 26/05/2025.

**23178.** Uttlesford Community Travel – AGM Wednesday 18th June 2025.

**23179.** EALC News e-bulletin- Week commencing 26th May 2025.

**23180.** Community Climate Action Workshop on Wednesday 2nd July.

**23181. Items to be added to next month's agenda.**

Proposal for gates on the LAP

Rats in the Church allotments.

**Open to members of the public if time allows**

**23182.** FL reported that there was a dead tree in the Memorial Garden.

LJ to put on the next flowerbed agenda.

The meeting finished at 9.40pm

The next meeting will be on 7 July 2025.