



ELSENHAM PARISH COUNCIL

Members of the Council:

**You are hereby summoned to attend a meeting of
the Elsenham Parish Council on Monday 4 August 2025 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. To receive and approve apologies for absence.**
- 2. Declarations of interest.**
- 3. Open to the public.** 15 minutes total maximum. 3 minutes maximum per speaker.
Topics on the agenda.
Other topics.
- 4. Actions from previous minutes.**
Letter to residents regarding parking on Oziers Green.
Tree in the Memorial Garden.
Second chain and lock on Heras fencing, surrounding the land on Southfield Close.
Dead trees on private land in Hall Road.
WhatsApp for EPC urgent messaging.
- 5. To approve the minutes of the meeting held on Monday 7 July 2025**
- 6. District Councillors' reports.** 15 minutes total maximum.
Report.
Questions from parish councillors.
Questions from members of the public.
- 7. County Councillor's report.** 15 minutes total maximum.
Report.
Questions from parish councillors.
Questions from members of the public.

8. Finance Committee – Mr. B Burlton

8.1. For Approval: -

- a) Schedule A Payments within budgets or RFO authority - checked by signatories (Financial Regulations 6.9 to 6.10) – **Circulated.**
- b) Summary Receipts and Payments for Chair signature – **Circulated.**
- c) **Proposal**, EPC increase the Parish Clerk's pay in line with the Local Government Service pay agreement, with back pay from 1st April 2025. **Circulated.**
- d) **Proposal**, EPC give a donation to the Citizens Advice East Herts. **Circulated**

8.2 For Noting: -

- a) Schedule C, regular payments pre -approved, and viewed by signatories (Financial Regulations 6.6 to 6.8) – **Circulated.**
- b) Detailed Receipts and Payments – **Circulated.**
- c) Bank Statement(s) – **Circulated.**
- d) Bank - Cash and Investment Reconciliation – **Circulated**
- e) List of all payments – **Circulated.**
- f) Section 3 – External Auditor's Report and Certificate 2024/25, following the completion of their review – **Circulated.**

9. Planning Committee – Dr. G Mott

UDC Teams minutes of the meeting held on 17 July 2025 – **Circulated.**

- a) **UTT/25/1902/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.
 - b) **UTT/25/1837/FUL** Erection of changing rooms in association with Wellness Hub. Land At Eastfield Stables, May Walk, Elsenham Road, Stansted.
 - c) **UTT/25/1838/FUL** Extension to existing Wellness Hub. Land At Eastfield Stables May Walk, Elsenham Road, Stansted.
 - d) **UTT/25/1812/HHF** Single Storey Rear Extension. Freshfields Fullers End, Tye Green Road, Elsenham, Bishops Stortford.
 - e) **UTT/25/1789/FUL** Proposed 1 no. self-build detached bungalow and associated landscaping. Land At Eastfield Stables, May Walk, Elsenham Road, Stansted.
- Decision made.**
- f) **UTT/25/1573/HHF** Garage conversion and replacement of front garage door with window, insertion of patio doors to rear, re-landscaping to front drive, re-location of existing fence to side of dwelling, and erection of new fence and entrance gates to front boundary. 10 Oak Drive, Elsenham. **Approved**

10. New Community Centre – Dr. G Mott

Minutes of the meeting held on 9 July 2025 with UDC Planning Officers and a Procurement Officer from Chelmsford City Council - **Circulated.**

Proposal, EPC pay £2,000 towards Crest Nicholson's legal costs for the resolution of the Community Centre ransom strip issue, on the understanding that the sum will be recovered from a S106 contribution in due course.

11. Playing Field Committee – Mrs. S Waite.

Draft minutes of the meeting held on 30 July 2025 – **Circulated.**

Playing field trees overhanging Barley Way – **Circulated.**

12. Rights of Way and Open Spaces Committee – Dr. G Mott.

Draft minutes of the meeting held on 11 July 2025 – **Circulated.**

13. Clerk's Report.

Police report June 2025 – **Circulated.**

Possible Collaboration – **Circulated.**

Speeding on Stansted Road. **Circulated.**

15. Allotments Committee – Parish Clerk

Draft notes of the meeting held on 28 July 2025. – **Circulated.**

Proposal Moyra Jackson is elected the Chair of the Allotments Committee.

Charges for both allotment Gardens.

Hedge cutting.

Social event, bar-b-que.

16. Communication Committee – Mrs. P Davis

Draft minutes of the meeting held 16 June 2025 – **Circulated.**

17. Flowerbed Committee – Mrs. S Waite.

18. Climate Change and Environment Committee – Mr Burlton and Mrs Donald.

19. Transport – Mr. R Franklin.

20. 20 mph in Elsenham Village. - Mrs. F Lambert

20 miles per hour speed in the village - are people interested?

21. Public Space Protection Order – Circulated. Mr R Franklin.

22. Parking in Hailes Wood – Circulated. Dr. G Mott

23. Correspondence

- i. EALC News e-bulletin- Week commencing 30th June 2025.
- ii. Your Essex, July 2025.
- iii. PFCC Essex Newsletter - Friday 4th July 2025.
- iv. SLCC Weekly News Digest - 30/06/2025.
- v. SLCC Weekly News Digest - 07/07/2025.
- vi. EALC News e-bulletin- Week commencing 7th July 2025.
- vii. Possible Collaboration.
- viii. Angela Greneski – scams.
- ix. Signage and Wayfinding Project.
- x. PFCC Newsletter - Friday 11th July 2025.

- xi. SLCC News Bulletin - 11 July 2025.
- xii. The Hundred Parishes Society - Update 12 July 2025.
- xiii. SLCC Weekly News Digest - 14/07/2025.
- xiv. ERO Newsletter July 2025.
- xv. Five council' proposal - public consultation deadline is Sunday 20 July,
- xvi. Violence and Vulnerability Unit Newsletter.
- xvii. EALC News e-bulletin- Week commencing 14th July 2025.
- xviii. PFCC Essex - Newsletter, Friday 18th July 2025.
- xix. EALC News e-bulletin- Week commencing 21st July 2025.
- xx. UDC Community Grants Available.
- xxi. Police, Fire and Crime Commissioner newsletter - Friday 25th July.
- xxii. SLCC Weekly News Digest - 28/07/2025.
- xxiii. EALC News e-bulletin- Week commencing 28th July 2025.

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

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

Date of next meeting 1 September 2025.