



Elsenham Parish Council
Minutes of the Parish Council meeting
held in The Memorial Hall at 7.45pm on 7 July 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. 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: 3 plus, Cllr. P Lees (PL).

1. **Apologies for absence:** Cllr. B Donald (BD) and Cllr. R Gooding (RG).

Declarations of Interest: none.

23184. Open to the public.

23185. A resident living in the new development of Hailes Wood complained about the inconsiderate parking on the development. This is mainly caused by the school drop off/pick up, school events and airport parking. The parking has stopped UDC's refuse lorries from collecting the bins, and once an ambulance was delayed due to the parking on both sides of the road. The only way to stop it would be parking restrictions or permits. However, if the parking was not allowed in Hailes Wood the cars collecting and dropping off children at the school would have to park somewhere else.

Before any new parking restrictions can be sent to North Essex Parking Partnership a survey must be carried out and a 50% consensus is required.

The resident agreed to carry out a survey.

23186. A resident complained about cars and vans parking on Oziers Green. The grass cutter cannot cut the grass, it churns the mud up which is then left on the road, and it makes Oziers not a nice place to live. It was suggested EPC could write to all the residents.

23187. A resident complained about the number of new houses in the village without having any improved infrastructure.

The resident asked why all the money for the new community centre was not coming from developers, leaving residents to pay the extra. GM said that before any increase to the precept is made a referendum will be held and residents will be able to vote for or against the increase.

23188. Minutes.

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

23189. Actions from previous minutes.

Proposal for gates on the LAP.

This has now been allocated to the Playing Field Committee.

Rats in the Church allotment Garden.

LJ arranged and met with a pest controller at the allotments along with two of the plot holders. It is going to take about three visits for the pest controller to rid the allotments of most of the rats. Because there are stables close by, there will always be some rats.

Dead tree in the Memorial Garden.

LJ to arrange quotes for the removal of the large branch overhanging the Memorial Garden fence. A recent inspection by a tree surgeon had confirmed that the tree is not dead.

23190. District Council's report.

The Government has reinstated full planning powers at UDC.

The Local Plan went very well. The results are due in September.

The Uttlesford Community Achievement Awards are now open for nominations, closing date 7 August.

UDC has been recognised for its improvements in taking climate action, achieving a score of 47% in the 2025 Climate Emergency UK Scorecards - the best score of any council in Essex.

Emails have been sent by UDC for their annual electoral canvass of households; all residents should be receiving one.

ECC are conducting a survey on the Local Government Reorganisation in Greater Essex, putting forward a case for 3 unitary authorities. UDC are also conducting their own survey with a case for 5 unitary authorities.

GM asked why the refuse lorries did not make a warning sound to tell people when they are reversing. PL said that the lorries should make a warning, and she would arrange for the repairs to be carried out.

PL said that she still had about two and a half pallets of winter salt in her driveway, this is due to the past few winters being very mild.

23191. Finance Committee – Mr. B Burlton.

Draft minutes of the meeting held on 22 June 2025. **Noted.**

For Approval: -

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

GM raised the issue of one of the payments, the purchasing of a wheelbarrow for £60.30.

It was agreed that as the payment had been taken from the EAGLE's budget the transaction was appropriate.

Schedule A was approved by Full Council.

- b) The Summary Receipts and Payments was approved by Full Council and signed by the Chair and Parish Clerk.
- c) **Proposal;** that the designation of the funds for the Isabel Drive play area should change from Earmarked Reserves to Ring Fenced Reserves – This is because this money is ring fenced for the specific purpose of providing play facilities associated with Isabel Drive and can't be used for other purposes. Earmarked Reserves can be transferred back to General Reserves, if not used for the intended purpose, so this designation is not appropriate.
BB proposed, FL seconded the vote was carried unanimously.
- d) **Proposal;** that £45,000, for the Isabel Drive play area, should be placed in its own and separate Bank or Building Society interest-bearing account and the interest earned on this sum should remain in that account. This serves the dual purpose of meeting the S106 Agreement terms and helps to reduce the amount we hold with any institution below the guaranteed threshold of £85,000.
BB proposed, GM seconded the vote was carried unanimously.
- e) **Proposal;** that Council agrees to transfer £40,000 from General Reserves to an Earmarked Reserve for the Community Centre, in recognition that Council has included this sum in the precepts for 2024-25 and 2025-26 for this purpose.
BB proposed, PJ seconded the vote was carried unanimously.
- f) **Proposal;** that Council agrees to close its account with N.S& I and to place the funds released, into a more advantageous, interest-bearing account, including the Saffron Account.
BB proposed, JM seconded the vote was carried unanimously.
- g) **Proposal;** that Council resolves to open a Community Online Saver Account with Saffron Building Society. The signatories on this account to be Graham Mott, Ray Franklin, Bob Burlton and Bianca Donald, with any two of these being required to authorise any transaction.
JM proposed, PJ seconded the vote was carried unanimously.
- h) **Proposal;** that subject to confirming the interest rates payable, to maximise the advantage of the best paying accounts, with amounts to be deposited in each to be confirmed by members of the Finance Committee.
BB proposed, RF seconded the vote was carried unanimously.
- i) **Proposal;** that EPC adopt the new Data Protection Policy.
BB proposed, GM seconded the vote was carried unanimously.

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.**

BB said the Finance Committee would look at moving EPC's money between the different bank accounts to obtain the best possible advantage for the council.

The following cheques and payments were approved for payment.

| | |
|------------------------|-----------|
| Beltons Gardening | £274.00 |
| Playsafety Ltd | £273.60 |
| Sharon Jones | £32.30 |
| Sharon Jones | £57.30 |
| Playquip | £30.00 |
| Amenity Services | £380.00 |
| B Donald | £30.23 |
| R Franklin | £32.35 |
| Castle Water | £7.59 |
| Zoom | £16.79 |
| TDP | £432.00 |
| Affinity Water | £213.60 |
| NBB Recycled Furniture | £1,452.00 |
| HEU Benefice Account | £60.00 |
| M Burke | £600.00 |
| L Johnson | £82.25 |
| B Donald | £190.80 |
| G Mott | £16.20 |
| G Mott | £32.35 |
| M Burke | £300.00 |
| Lawn Doctor | £2,535.00 |
| M Jackson | £259.30 |
| M Jackson | £59.00 |
| Belton Gardening | £328.80 |
| ECA | £110.00 |
| TD Kitchens | £80.00 |
| H M Revenue | £619.32 |
| Wages x 3 | £2,915.04 |
| M Burke | £1,747.83 |
| M Jackson | £45.97 |
| M Jackson | £75.00 |
| B Donald | £64.80 |
| B Donald | £14.84 |
| B Donald | £60.30 |
| B Donald | £302.40 |
| Sharon Jones | £33.40 |

23192. Planning Committee.

UDC minutes of the meeting held on 19 June 2025 – **Noted.**

Draft minutes of the meeting held on 18 June 2025– **Noted.**

Gladman's proposed development of 240 houses north of Bedwell Road was rejected by UDC Planning Committee. The developer didn't even attend the meeting.

GM attending the Local Plan hearing, he thought the Inspector seemed very positive about the new Local Plan.

FL raised the appalling condition of the play area on the Dandara site.

GM said the play area had been reported to UDC Section 106 officer.

FL also raised the fact that the footpath on the Bloor site had still not been fully installed.

GM said this had been reported to UDC's Enforcements.

Applications sent to UDC.

- I. UTT/25/1687/HHF** Single storey side extension and part garage conversion. 16 Woodland View, Elsenham.
- II. UTT/25/1694/SCO** Request for screening opinion - for full application for up to 150 dwellings. Land East Of Old Mead Road, Henham.
- III. 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.
- IV. UTT/25/1542/FUL** Airfield works comprising two new taxiway links to the existing runway (Rapid Access Taxiway and Rapid Exit Taxiway) to enable continued airfield operations of 274,000 aircraft movements and an increase in passenger throughput from 43 million terminal passengers to up to 51 million terminal passengers, in a twelve-month calendar period. London Stansted Airport, Bassingbourn Road, Stansted.
- V. UTT/25/1219/FUL** Erection of 3 no. commercial buildings together with remodelled station car park, associated works including hard and soft landscaping. Car Park, Old Mead Road, Henham.

Decisions made by UDC.

- VI. 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. **Environmental Statement required.**
- VII. UTT/25/1018/FUL** Erection of changing rooms in association with Wellness Hub. Land At Eastfield Stables, May Walk, Elsenham Road, Stansted. **Refused.**
- VIII. 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. **Refused.**

IX. UTT/25/0848/FUL Proposed 1 no. self-build detached bungalow and associated landscaping. Land At Eastfield Stables, May Walk, Elsenham Road, Stansted. **Refused, appeal lodged.**

X. UTT/24/2917/FUL Erection of 2 no. detached dwellings. Apple Tree Yard, Fullers End, Tye Green Road, Elsenham. **Approved.**

23193. New Community Centre – Dr. G Mott

Draft Minutes of the meeting held with Dean Hermitage UDC 5 June 2025. **Noted.**

Draft minutes of the meeting held on 16 June 2025. **Noted.**

Unfortunately, Emma Till, Procurement Officer at Essex County Council, had been unable to attend the meeting on 5 June, due to her car breaking down. As UDC had not arranged another meeting, EPC decided to arrange one themselves, which is to be held on 9 July.

The Community Centre Committee needs more members. Either another councillor or co-option members of the public. GM is going to put a request in the Elsenham News.

The Heras fencing which surrounds the land on Southfield Close, where the new Community Centre is to be built, had one unsecured panel, a chain and padlock has recently been installed at the top of the panel, but it has not stopped some people from using the land to exercise their dogs. LJ to purchase another chain and lock, FL to use it to secure the panel this time at the bottom.

23194. Playing Field Committee.

Draft minutes of the meeting held on 25 June 2025 – **Noted.**

It was very disappointing that the new ‘No Dogs’ sign, which had been placed on the corner of the playing field, was damaged within two days.

23195. Rights of Way and Open Spaces Committee.

It was agreed to send a letter to all residents of Oziers, Markwells and De Mandeville informing them that parking on Oziers Green is not permitted. Communication Committee to draft the letter.

23196. Clerk’s Report.

LJ gave out the members allowance forms to the councillors that were not at the June meeting.

It was agreed not to request any winter salt from ECC this year.

Installing double yellow lines in the New Hailes Wood had been discussed in the ‘open to the public’ section. It had been agreed that the resident would conduct a survey.

LJ had spoken to RG regarding the dead trees on private land in Hall Road. These trees could fall into the road and cause an accident. RG said that as the trees are on private land Essex Highways could not intervene. LJ suggested writing to the landowner or asking the PCSO to call on them.

GB said that RG was wrong. The Highways act 1980 section 154 legislation specifically covers trees, branches and vegetation which encroach on the public highway. Highway authority has the power to request the owner deals with the issue within a set time or Essex Highways will carry out the work and send the landowner the bill.

GB is to draft a letter to Essex Highways.

23197. PCSO.

Proposal; EPC do not sign the PCSO Legal Agreement until the following clause is added into the agreement.

7.3 The Chief Constable shall ensure that the Parish Councils are provided with monthly reports regarding the activities of the PCSO, to be provided not later than the fifteenth of the next month, and to include the amount of time spent in each of the parishes.

GM proposed, BB seconded, the vote was carried 8 in favour and 2 against.

LJ will inform UDC of EPC's decision at the Teams meeting on 8 July,

LJ will also raise the question that the PCSO had informed her that he had not stated his duties in Elsenham until 1 May 2025, but in the agreement the payments start from 1 April 2025, will Elsenham be expected to pay?

23198. Allotments Committee.

Proposal; EPC co-opt Nicola Johnson onto the Allotment Committee.

RF proposed, GB seconded the vote was carried unanimously.

23199. Communication Committee.

Draft minutes of the meeting held on 16 June 2025 once available will be circulated to all councillors.

PD has set up a WhatsApp group called 'WhatsApp for EPC urgent messaging'.

23200. Flowerbed Committee.

Draft minutes of the meeting held on 30 June 2025 – **Noted.**

FL said the boulders in the Leigh Drive flowerbeds are very small.

RF thought the hanging baskets on the village sign look amazing.

JM said that weed killer had been applied to the path in the memorial garden, which had killed the weeds, but they had not been removed from the path. It doesn't look like the path has had a pressure wash for a long time.

SW said she would add it to the next agenda.

23201. Climate Change and Environment Committee.

Nothing to report.

23202. Transport.

The Traffic Commissioner has said that the buses timetables may be change monthly. But the 7 and 7A buses are keeping to the same times.

Stephensons of Essex have published a new time-table booklet. The Stephenson's of Essex Buses app, SofE Busses, provides you with live bus times, mobile tickets and detailed route maps across the Essex area.

23203. Correspondence

23204. Statement to the Membership.

23205. News Bulletin - 30 May 2025

23206. MAG Sustainability Strategy.

23207. Open Spaces Society.

23208. PFCC Weekly Newsletter

23209. SLCC Weekly News Digest - 02/06/2025.

- 23210. Notification of Bus Survey Launch 2nd of June.
- 23211. EALC News e-bulletin- Week commencing 2nd June 2025
- 23212. Joint Patrol - 22nd June
- 23213. Your Essex.
- 23214. PFCC Essex: Latest News Friday 6th June.
- 23215. Great Collaboration regional survey.
- 23216. 100 Parishes Update 07 June 2025.
- 23217. Community Achievement Awards
- 23218. Full Parish Forum 23rd June.
- 23219. Planning Application Notification - London Stansted Airport.
- 23220. Submission of Planning Application Stansted Airport.
- 23221. Stansted Airport Planning Application UTT/25/1542/FUL.
- 23222. EALC News e-bulletin- Week commencing 9th June 2025
- 23223. Community Climate Action Workshop on Wednesday 2nd July.
- 23224. Elm Close, Elsenham – Closure.
- 23225. PFCC - Newsletter Friday 13th June 2025.
- 23226. Parish Forum cancelled.
- 23227. SLCC Weekly News Digest - 16/06/2025.
- 23228. EALC News e-bulletin- Week commencing 16th June 2025.
- 23229. Love Essex.
- 23230. PFCC Essex - Newsletter Friday 20th June.
- 23231. SLCC Weekly News Digest - 23/06/2025.
- 23232. SLCC News Bulletin - 26 June 2025.
- 23233. Invitation to consultation on land east of Station Road, Elsenham
- 23234. Community Safety Survey 2025.
- 23235. PFCC Essex - Newsletter, Friday 27th June 2025.
- 23236. Travel Essex Newsletter - June 2025.
- 23237. Parish Briefing.
- 23238. UDC Business News.
- 23239. Nature Recovery, Biodiversity and Your Parish - 13 September 2025.

- 23240. **Items to be added to next month's agenda.**
20 miles per hour speed in the village- are people interested? FL.

- 23241. **Open to members of the public if time allows**
All members of the public had left the meeting.

The meeting finished at 9.45pm.

The next meeting will be on 4 August 2025.