



Elsenham Parish Council
Minutes of the Parish Council meeting
held in The Memorial Hall at 7.45pm on 4 August 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), Cllr. J Minor (JM), Cllr. S Waite (SW)
and Mrs. L Johnson (Parish Clerk – LJ)

Members of the public present: 4 plus, Cllr. R Gooding (RG)

Apologies for absence: Cllr. A Mowbray (AM) and Cllr. P Lees (PL)

Declarations of Interest: none.

23019. Open to the public

23020. A resident reported that the Isabel Drive play area needed weeding, especially on the bank leading to the slide. There were also other areas of grass within the development that had not been cut, plus tall weeds are growing in the gutters. GM explained that EPC only own the 2 pieces of land within the hedges. All other grassed areas are the responsibility of the management company, Remus. The weeds on the road are Essex Highways remit.
The resident asked about the LAP on Isabel Drive. BD said this is a working project for an area of natural play for young children.
SW explained that EPC are currently going out for quotes to install new safety surfacing into the Isabel Drive play area.

23021. A resident was surprised that it had taken so long to remove the travellers off the playing field. UDC had informed EPC that there is now a new law to remove travellers off land belonging to parish, town or district councils, without having to obtain a court order. A notice to leave was issued to the travellers by ECTU, but the travellers ignored it. Therefore, a court order had to be obtained. Where travellers are concerned, EPC is in the hands of ECTU and the police.
SW explained that 2 heavy duty retractable telescopic bollards are to be purchased. These will be installed behind both gates on the playing field. Giving an extra layer of security against any further travellers.

23022. Minutes.

The Council considered the minutes of the meeting held on 7 July 2025, GM signed the minutes as a true record.

23023. Actions from previous minutes.

- **Letter to residents regarding parking on Oziers Green.**
PD has drafted a letter which will be agreed at the next communication meeting.
- **Tree in the Memorial Garden.** A quote for £190 has been accepted from Amenity Services to remove the large bough hanging over the fence.
- **Second chain and lock on Heras fencing, surrounding the land on Southfield Close.** The second chain and lock was installed. However, someone has now removed the fixing from the next panel to gain entrance.
FL is going to report this to the police.
- **Dead trees on private land in Hall Road.**
LJ has asked the PCSO to visit the owner of the trees to speak to her about removing them before they fall.
- **WhatsApp for EPC urgent messaging.** The app has now been set up and was very useful to keep members updated on the travellers. GM reminded members to be careful when using this app with regards to Freedom of Information.

23024. District Councillor's Report.

BD reported that UDC are waiting for the Planning Inspector to confirm the soundness of the new Local Plan and any issues he may raise. Six weeks public consultations will then be held.

UDC has improved by 45% in biodiversity - the joint second highest increase in this area of any council in the UK.

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.

Small electrical items may soon be able to be left with the waste bins to be collected by UDC.

23025. County Councillors' Report.

RG reported that there was a proposal to have a 40mph buffer zone on the Stansted Road, which was included within the work schedule for the Local Highways Panel. However, the Local Highways Panel is no longer looking at new schemes because they would be unlikely to be completed prior to the implementation of Local Government Reform. RG said that therefore he was looking at alternative ways that this could be funded.

BD asked about when the white lines were going to be installed outside residents' driveways. RG said this had been approved and will be carried out by NEPP. The white lines act more as a deterrent than an enforcement.

FL asked again about weeds in the Isabel Drive gutter. RG said responsibility may lie with UDC or ECC and will investigate.

BB asked what action is being taken regarding the overhanging trees along Station Road. RG said he has requested the work to be done twice; he will chase it. JM asked about the 20mph request for Elsenham, which went to the Highways Panel 5 years ago. RG said that other projects had taken priority, so this will not come before the Highways Panel now.

PJ asked when the surface work on Station Road will be completed. RG said it was in hand. BB had seen a Highways notice of intended closure of Station Road, due to commence on 9th September 2025 for 6 days.

RG said he had not been informed about the illegal airport parking in Elsenham Road, just over the motorway bridge. BD said that this is under investigation by UDC's Enforcement Team.

GB suggested ECC and UDC collaborate to secure financial compensation from the Stansted Airport planning application due to expected road deterioration from a 20% rise in passengers. RG noted UDC is shifting from Section 106 to CIL, which offers more flexibility and may allow this, although it falls outside Section 106's scope.

23026. Finance Committee – Mr. B Burlton.

For Approval: -

- a) Schedule A Payments within budgets or RFO authority - checked by signatories (Financial Regulations 6.9 to 6.10) – **Approved.**
- b) Summary Receipts and Payments for Chair signature – **Approved.**
- 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. BB proposed, BD seconded the vote was carried unanimously.
- d) **Proposal:** EPC give a donation to the Citizens Advice East Herts. BB proposed giving a donation of £200 to Citizens Advice East Herts. BD 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.**
- f) Section 3 – External Auditor's Report and Certificate 2024/25, following the completion of their review – **Noted.**

The NS&I account has now been closed, and a new bank account has been opened at the Saffron Walden Building Society, interest rate 3.85

The following cheques and payments were approved for payment.

Castle Water	£16.50
Castle Water	£7.35
M Burke	£250.00
Zoom	£16.79

H M Revenue	£619.32
T Belton	£130.80
G Soper	£50.00
S Waite	£32.35
EALC	£150.00
L Johnson	£408.00
PKF Littlejohn	£504.00
G Mott	£13.20
R Haggerwood	£25.30
Beltons Gardening	£328.80
Instant Ink	£28.99
3G Mobile	£20.61
M Jackson	£80.00
3G Phone	£27.55
Wages x 3	£2,915.04
M Burke	£1,747.83

23027. Planning Committee.

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

Applications made.

- 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**

23028. 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 – **Noted.**

Another meeting via Teams is to be held with UDC on 5 August to discuss the invitation to Tender and the MoU.

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.

GM proposed, BB seconded the vote was carried by 8 in favour, 1 against and 1 abstention.

23029. Playing Field Committee.

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

Arrangements have been made to remove the three benches by the Bowls Club hedge; all three benches are rotten. It is hoped to replace them with two benches; extra funds may be required.

A resident of Bailey Way asked if EPC would cut back the trees on the playing field that overhang the grass area on Barley Way. It is unknown what other residents feel about this, it was agreed not to cut them back.

23030. Rights of Way and Open Spaces Committee.

Minutes of the meeting held on 11 July 2025 – **Noted.**

23031. Clerk's Report.

LJ said she had still not received the PCSO legal document for signing, nor an invoice, which was due at the end of June.

It was agreed that the PCSO's report for June was very good.

RF noted that the PCSO had not been present during the eleven days the travellers were in the village. LJ has contacted the PCSO to find out the reason why.

Correspondence from a town in northern Spain had been received regarding a possible collaboration with Elsenham.

A copy has been sent to Elsenham Primary School, to see if they would like to follow this up.

Residents have complained about the amount of speeding on Stansted Road.

Vehicles travel from a 60mph road straight onto a 30mph road. RG had covered this in his report, he is trying to find funds to install a 40mph buffer zone. LJ has also asked the PCSO if he would carry out some speed watch with his true cam on this road. The illegal airport parking is also increasing the amount of traffic passing through Elsenham.

BB said that cars also speed on Station Road and could the PCSO carry out speed watches on this road.

The Parish Clerk announced her retirement from the roles of clerk and RFO, giving GM a resignation letter. Although her contract requires one month's notice, LJ agreed with GM to stay on until year-end or until a replacement is found.

GM expressed thanks on behalf of the Parish Council for all LJ's work over many years, and particular thanks for her offer to stay on until year-end if necessary.

23032. Allotments Committee.

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

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

GM proposed, RF seconded the vote was carried unanimously.

It had been agreed at the allotment meeting that there was no justification to increase the allotment fees for 2026/27.

Proposal: the St Mary's Allotments fees for 2026/27 are not increased.

BD proposed RF seconded the vote was carried unanimously.

Proposal: the Smith Road Allotments fees for 2026/27 are not increased.

GM proposed RF seconded the vote was carried unanimously.

The boundary hedge on Smith Road is very prickly. After last year's cutting, sharp spikes were left on the ground and nearby plots, which ploholders cleared. The contract requires all cuttings to be removed. GM checks hedge work for proper cutting and will inspect for spikes this year, though removing every spike is challenging.

The plot holders at the Smith Road allotments have requested permission to hold a social gathering in the car park area and utilise a portable barbecue.

Proposal: It is proposed that the plot holders at Smith Road allotments be permitted to host a one-time social event for that evening, during which a barbecue may be used.

BD proposed, RF seconded the vote was carried unanimously.

When invoices are distributed to Smith Road plot holders in September, an accompanying letter will remind them to maintain clear paths and areas under hedges, specifically removing stones and weeds. All materials removed from plots must be taken home. These measures facilitate safe and effective grass cutting, preventing debris hazards, and ensure that all plot holders can move easily around the allotments.

23033. Communication Committee.

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

PD asked for some proposal from the meeting on 16 June to be added to the next agenda.

Whether some committees could be amalgamated.

Expanding the number of members we have on the EPC.

23034. Flowerbed Committee.

The next meeting is to be held on 15 September.

23035. Climate Change and Environment Committee.

BD has completed the grant for the Committee Garden.

23036. Transport.

In the Transport News that is issued at the end of each month there was no change to the 7 and 7A bus routes or times.

There is currently a Public Consultation on Supported Local Bus Services. LJ to add it to EPC's website and PD to the Facebook page, including the link. It is important that a many people as possible complete this consultation.

23037. 20 mph in Elsenham Village.

The SERP (Safer Essex Roads Partnership) is trying to discover whether there are communities which would support a 20mph speed limit in their village. It is important that the community can show it has support from most of its residents. FL said she would express an interest but needs to engage the residents.

23038. Public Space Protection Order

The Byelaw for banning dogs was replaced in 1996 by the Public Space Protection Order. Some residents are extremely rude when they are asked to remove their dog from the playing field. RF said EPC should consider acquiring a P.S.P.O. EPC would be in a much better position when asking people to remove their dogs.

There is a lot of work that is required before obtaining a P.S.P.O.

RF said he would carry out further research.

23039. Parking in Hailes Wood

EPC have been asked by a resident to support an application for double yellow lines at Hailes Wood. Having considered it EPC decided not to. The residents of Hailes Wood park on the road outside their houses. It was considered that installing double yellow lines would not be popular with these residents.

23040. Correspondence.

23041. EALC News e-bulletin- Week commencing 30th June 2025.

23042. Your Essex July 2025.

23043. PFCC Essex Newsletter - Friday 4th July 2025

23044. SLCC Weekly News Digest - 30/06/2025.

23045. SLCC Weekly News Digest - 07/07/2025.

23046. EALC News e-bulletin- Week commencing 7th July 2025.

23047. Possible Collaboration.

23048. Angela Greneski – scams

23049. Signage and Wayfinding Project.

23050. PFCC Newsletter - Friday 11th July 2025.

23051. SLCC News Bulletin - 11 July 2025.

23052. The Hundred Parishes Society - Update 12 July 2025.

23053. SLCC Weekly News Digest - 14/07/2025.

23054. ERO Newsletter July 2025.

23055. Five council' proposal - public consultation deadline is Sunday 20 July.

23056. Violence and Vulnerability Unit Newsletter.

23057. EALC News e-bulletin- Week commencing 14th July 2025.

23058. PFCC Essex - Newsletter, Friday 18th July 2025.

23059. EALC News e-bulletin- Week commencing 21st July 2025.

- 23060.** UDC Community Grants Available.
- 23061.** Police, Fire and Crime Commissioner newsletter - Friday 25th July.
- 23062.** SLCC Weekly News Digest - 28/07/2025.
- 23063.** EALC News e-bulletin- Week commencing 28th July 2025.
- 23064. Items to be added to next month's agenda.**
Proposal from the Playing Field Committee to purchase 2 new benches.
Whether some committees could be amalgamated.
Expanding the number of members on the EPC.
Public Space Protection Order.
- 23065. Open to members of the public if time allows.**
The resident said that she thought the community garden on Isabel Drive was looking lovely.

The next meeting will be on 1 September 2025. The meeting finished at 9.55pm.