

HENHAM PARISH COUNCIL
Minutes (Unapproved) of a Council Meeting

Date: Thursday 1 September 2022

Time: 7.30pm

Venue: OSCA, Henham

Present: Chair N. Baker, M. Fisher. P. Franklin, S. Lee, Z Rutterford, J. Leech, County Cllr R. Gooding, clerk M. Dacey, PCSO A Stewart

1. Apologies for Absence: District Cllr P Lees, Cllrs M. Francis, G. LeCount

2. Approval of the Minutes of the Last Meeting

The minutes of the 7 July 2022 meeting was approved and signed by the Chair.

3. Matters Arising

4. Reports and Recommendations

(i) *Greens and Village Estate – Cllr. Baker:*

(a) Lindens/village hall – Works to the hedging and fencing has now been completed.

(b) Tree removal – Ash tree was removed in on the High Street as suffering from Ash Tree die back.

(c) Greens damage – (1) Chair brought up the Contractors Greens Damage 9 item 4(i)(b) at the Parish Liaison Meeting. UDC CEO said it was a matter for UDC Planning Enforcement. He did accept that UDC Enforcement had a very poor record of achievement but hoped things were now improving, especially with a new Chief Planning Officer arriving. Chair will further update following an online Parish Forum meeting on 22/9/22 **(2) Other areas** - General greens erosion in the village causing other potholes. Cllr Leech previously presented a comprehensive document with supportive photographs and examples of honeycomb matting. It was previously agreed that the Chair and Cllr Leech would identify where this sort of protection would be useful, this is ongoing.

(3) Flooding on Greens at Crow Street – Obvious leakage on Greens. Originally thought to be sewage and Thames Water sent a team out to examine on 24th April. They reported that it was not sewage as no sewage pipes were in the area of the flooding. Thames Water reported it to Affinity water. The Chair has reported it again to Affinity Water.

(d) HPC Greens by Church – The HPCC has responded to the HPC's further questions on the use of the Village Greens immediately outside the Church during the construction of the extension to the Church. HPCC has consulted with all neighbours and businesses and written submissions from them have confirmed that no one has any objections to the use of the Greens by the contractors. The work is expected to last 12 months. Consequently, HPC has agreed to the use of the Greens subject to a stringent list of agreements which the HPCC has agreed to. HPC has requested that Cllr Lee attends HPCC/Developer meetings in order to act as a liaison between the parties and to ensure that there are no breaches of HPC insurance covering the greens – awaiting ratification by HPCC.

(e) Removal of and Graveling over of Greens at Bell Cottage, High Street – The Chair of HPC has written to the owner of Bell Cottage on 20/08/22, asking them to reinstate the greens and refrain from parking on greens, as a section of greens owned by HPC outside Bell and Rose Cottages was gravelled over on 19/8/22 and the owner of Bell Cottage is now using this area to park a vehicle. There has been no response by the resident to our letter nor have the greens been reinstated to date. The Chair provided an update on the by-laws regarding parking on the greens and the PCSO has been asked to speak to the resident regarding parking on the greens. Legal advice has also been obtained by the Chair and HPC will be commence legal proceedings against the resident.

(f) Parking on Village Greens – Residents are once again reminded that no parking is permitted on village greens. The Chair is looking into increasing the fines under the by-laws. It was agreed that a new notice would be placed in the Dragon and that no parking on greens notices would be circulated to all Cllrs to print and display on offending vehicles by the PCSO.

(g) Jubilee tree – the Parish Council continues to thank the residents for watering our Jubilee Tree particularly during the drought.

Village ponds – It was previously agreed Ecologist Will O'Connor would liaise with the Group with a view to receiving support for our ponds. Work to resolve the drainage issues with the Crow Street pond will be put on hold until we have received further guidance from the advisory group. The Clerk will email our ecologist for an update.

General maintenance – The Chair has liaised with our contractor to provide a list of general maintenance works for the village. Works are ongoing.

Salt bins – it was previously agreed to replace the School Salt bin and reposition the Pledgdon Green bin and remove the Chickney Road bin. Chair to order the new bin.

Village Hall – Update provided by Cllr Fisher regarding refurbishment. The Village Hall committee are now focusing on improving electrics, lighting, heating, flooring etc rather than a new extension. The asbestos door has now been removed at a cost of £650 plus VAT.

PCSO – Chair will be attending a review meeting with UDC and Stansted with the PCSO on 15/9/22 and will report back at the next meeting.

Speedwatch –The new speed gun has arrived with the Speedwatch Team and is in operation and is working well. The speed sign data is regularly analysed by the Speedwatch Team.

Defibrillator training – Defibrillator Training in OSCA at 10.30 Saturday September 10th. The unit is located by the main door at OSCA.

The Barn, Old Mead Road – Planning has been approved by UDC. The clerk is liaising with the independent investigator regarding the ongoing code of conduct complaint.

Wayleave request – Cllrs Baker and Leech met with a UKPN senior manager on site to discuss the work for an upgraded electricity supply to a local landowner. As a result of that meeting, a subsequent email has been received from UKPN confirming a second pole would need to be erected in the HPC woodland in order to facilitate the supply. The Chair asked UKPN if it is at all possible to take the supply from the new development of 45 houses on Mill Road but they confirmed this is not possible. It was agreed that the Parish Council should agree to the wayleave request.

Cemetery fees – A proposal for fee increases, the first since 2019, to bring them into line with other local cemeteries has been circulated to Cllrs prior to this meeting. The fee increases were agreed nem con. It was confirmed there is no paupers fund.

Pledgdon Green cutting - It is usually voluntarily mowed, turned, rowed up and baled by the local farmer, however no action yet. Cllr Rutterford has spoken with the local farmer who explained they had hoped the quality of the forage species would improve over the years of repeat baling but it still contains poisonous species like ragwort so the bales cannot be used/sold for animal forage they are both trying to find someone able to dispose of the 'hay' if the farmer were to go ahead with cutting and baling. The only other option is to top the Green twice and let it mulch down. Not ideal from an ecological perspective as this returns nutrients to the ground which does not favour the rare and less competitive meadow plants. It was agreed that Cllr Rutterford would find out about cost of removal of bales or for topping and report back at the next meeting.

Management of Pledgdon Green – Cllr Rutterford (with others) is in the process of reviewing the risk of illegal pony tethering and illegal encampment on Pledgdon green. It was suggested that Essex Records Office is contacted in order to ascertain more facts about the common land status of the green. County Cllr Gooding also agreed to look into the matter and liaise with Cllr Rutterford.

Off-roaders on Motorcycles using Henham and Elsenham PROW Footpaths and private land (fields) – HPC received a resident complaint via Elsenham clerk regarding off-roaders using local footpaths. Cllr Franklin provided an update and is liaising with the PCSO.

(ii) Finance

Receipts				
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>		
Daniel Robinson	Memorial fees	£60.00		
<u>To Whom</u> <u>(Invoice no.)</u>	<u>Description</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>
Pest Assured	Wasp nest at Cemetery	£60.00	£12.00	£72.00
M Dacey	Clerk's salary (June)	£419.89	£0.0	£419.89
SSE	Annual Donation	£250.00	£0.0	£250.00
Henham Village Shop Association Ltd (H0059)	Post Office fees May-August 22	£2083.50	£0.0	£2083.50
M Dacey	Quarterly WFH and admin costs	£80.65	£0.0	£80.65
RCCE	Annual Membership	£60.50	£12.10	£72.60
Treecology (01526)	Removal of Ash Tree	£950.00	£190.00	£1,140.00
PA Knott (61789)	Grass cut 6/7	£455.00	£0.0	£455.00
M Dacey	Clerk's salary (July) plus bonus	£1,259.67	£0.0	£1,259.67
Barry J Poole	Village hall fencing and road tarmacking	£400.00	£0.0	£400.00
Jonathan Leech (22-08-749)	Village hall fencing and road tarmacking	£1,362.00	£272.40	£1,634.40
Pat Doughty	Village benches maintenance and repairs	£522.50	£0.0	£522.50
Uttlesford District Council (0000095046)	PCSO salary Q1	£1,301.90	£0.0	£1,301.90
JRB Enterprise Ltd (24300)	Dog poo bags	£65.71	£0.0	£78.85
Old School Community Association	OSCA room hire April to July 22	£60.00	£0.0	£60.00
P A Knott (61803)	Grass cut 24/7/22	£455.00	£0.0	£455.00
PKF Littlejohn LLP (SB20220972)	External Auditor fees	£400.00	£80.00	£480.00
SW Transport Planning Ltd (0092)	Professional Transport advice re The Barn	£1,470.00	£294.00	£1,764.00

Treasury Management Investment Policy and Strategy 2022/23 – Cllr Fisher- Nothing to report.

Signing of AGAR 2021-22 for Henham PC – The Year-End Accounts have been submitted to the external auditor by the clerk and the external auditors have now signed off on these with no issues. The relevant notices will be displayed on the notice board. The Parish Council thanks our internal auditor Trevor Judd.

Q3 Accounts 2021 – These have been approved by Cllr Fisher.

(iii) **Planning and Developments –**

- **UTT/22/1498/FUL-** proposed Demolition of existing single storey extension and erection of front and rear extensions, Village Hall Chickney Road Henham (re-consultation)
- **UTT/22/1927/HHF** - Proposed detached timber garden summerhouse with store, Old Post Office The Row

- **UTT/22/1966/HHF** - Proposed replacement of domestic outbuilding to create garage, workshop, home office and storage areas. Landscape and access alterations (revised scheme to that approved under planning permission UTT/22/0907/HHF), Meadside Old Mead Road
- **UTT/22/1975/HHF & UTT/22/1976/LB** – proposed Side and rear single storey extensions, fenestration alteration to rear of property, top floor dormer window and new garage with associated landscape works, Bacons Farm Crow Street
- **UTT/22/1773/FUL** - Section 73A Retrospective application for the demolition of stable block, garage and shed and erection of a self build dwelling and a Sui Generis studio (amended scheme to that approved under planning permission UTT/18/2939/FUL) and erection of a garage, Puddingstone House Old Mead Road
- **UTT/22/2139/LB** - Retention of replacement front and back doors, Dolls Cottage The Row
- **UTT/22/2127/HHF & UTT/22/2128/LB** - Demolition of one end wall of existing small lean-to. Replacement single storey extension and internal alterations, Sucklings Cottage Crow Street
- **UTT/22/2041/HHF** – proposed Installation of 10no. 390w Solar Panels onto south facing roof, Turner House Crow Street
- **UTT/22/2122/HHF** – proposed loft conversion including alterations to roof to include front gable, 3 no. front dormer, 1 no. rear dormer and 4 no. roof lights and fenestration alterations to the front and rear, Fernwood Old Mead Road
- **UTT/22/2279/FUL** – proposed Variation of condition 7 (archaeological field evaluation) attached to UTT/19/1431/FUL in order to allow commencement works in the form of drainage works outside the area of the proposed extension, St Marys Church, Church Street.

Breaches: Continuing breaches at Cedar Cottage- This is now under an enforcement notice which becomes operational and effective on 31/1/22. Parish Council continues to monitor the situation. The clerk emailed UDC enforcement for an update 10/6/22 and UDC confirmed that a compliance check will be undertaken after the 9 month compliance period lapses. Failure to comply with a notice is an offence and UDC have the options to prosecute for the non-compliance, take direct action and carry out the works and put a charge on the land or do nothing.

INV/22/0154/C - ALLEGED BREACH: Not built as per approved plans on UTT/19/2547/FUL, White Place North Hall Road Henham UDC has received a request of an alleged breach of planning control at the above location. The Council are investigating the Alleged Breach however this does not mean that any formal action is being taken at this stage. The priority for this enquiry is C. This means that the officer will carry out a site inspection within X10 working days (this excludes Saturdays, Sundays and Bank or other public Holidays).

INVESTIGATIONS INTO ALLEGED BREACH: Works commenced on site without consent UTT/22/0430/HHF – refused AT Fernwood Old Mead Road Henham Bishops Stortford Hertfordshire CM22 6JQ - UDC file closed as No work has been carried out- No Breach.

INVESTIGATIONS INTO ALLEGED BREACH - Unauthorised building of an annexe, at Land North of North Hall Road Henham INV/22/0111/C. An investigation into this matter has been carried out by UDC enforcement UDC and the file has now been closed for the following reason that - No annexe has been built - No further action taken.

Appeals: APP/C1570/W/20/3250328 - UTT/19/1777/FUL - Land South of Brick End – appeal allowed, costs refused.

APP/C1570/W/22/3300023 - UTT/21/0247/OP - Outline application with all matters reserved except access, layout and scale for the demolition of two existing buildings and erection of 3 new buildings, together with creation of a Craft Hub and re-formation of existing parking areas with associated landscaping, The Rise Brick End, appeal hearing all representations by 25/8/22. County Cllr Gooding agree to report back to Cllr Rutterford if Highways have changed their stance.

Developments:

Mill Road Development : The Chair wrote to UDC planning on 11/1/22 requesting information regarding the S106 Agreement and will continue to ensure that the Parish Council is kept informed on matters relating to the development. The Chair has now received a response from the UDC development manager. The Chair will review the UDC response and will ask UDC to provide any updates as soon as they hear from the developer.

Bloor Homes Development: The Parish Council is aware of flyers being dropped by Bloor Homes to residents in Elsenham consulting on a proposal for a further 200 homes. The area actually falls within the parish of Henham by the train station and not within the parish of Elsenham. The Parish Council will be monitoring the issue closely and will write a letter regarding our concerns regarding screening. The Parish Council will also liaise with EPC's planning advisors.

150 Houses on land just outside of Henham by Thaxted Road – The Parish Council was misinformed about a planning application for 150 houses on land just outside Henham on the Thaxted Road. The application is in fact for 130 houses in Elsenham Parish opposite the Crown Public House. HPC opposes this development which will drive many more vehicles through Stansted Mountfitchet and will support Elsenham Parish Council in their objections.

Decisions:

(iv) **Highways – Update**

North Hall Road: Road Closure: Works to re-build the retaining wall commenced on Monday 25 July 2022 and expected to take three months to complete, by 24 October 2022. There are concerns regarding the poor state of the road.

An enforcement file has been opened ENF/21/0204/C regarding the application for a residential site application on North Hall Road. A new enforcement officer has been appointed by UDC.

Hall Road, Henham: The Parish Council previously agreed to pay for the installation of a 40mph buffer zone at this site. Essex Highways previously confirmed the cost of construction is now a fixed price of £9,711.74. We were originally quoted £6k for the signage works. The Parish Council has already paid approximately £3500 plus VAT to get to this stage. County Cllr Gooding confirmed the funding has been approved by LHP meeting on 7/4/22 and will check when the works are due to commence.

Mill Road/School Road yellow lines – The Parish Council is aware of dangerous parking on the Mill Road bend by School Lane. The clerk emailed County Cllr Gooding on 5/11/21 with a formal request to extend the yellow lines round the bend. County Cllr Gooding has submitted the request to North Essex Parking Partnership. The application has been re-submitted by County Cllr Gooding. The PCSO confirmed he has no powers to deal with the parking and advised that residents report this to UDC.

Pledgdon Green Lane/Brick End Road – Cllr Rutterford is awaiting the schedule of repairs for review, County Cllr Gooding to chase EH for this and an update on the quiet road application. Potholes are being repaired – road closure to facilitate the repairs 11 July 2022 for 5 days.

OMR-OML road signs – Cllr Franklin will liaise with County Cllr Gooding regarding the faded stop lines and missing stop signage at the end of OML.

The Essex County Council (Footpath 32, (Henham) Elsenham) (Temporary Prohibition of Use) Order 2022 -Public Notices which will appear in the Saffron Walden Reporter on Thursday 01 September 2022 and Thursday 08 September 2022 as required by the Local Authority Traffic Orders (Procedure) (England and Wales) Regulations 1996. The Parish Council understands that these have been closed for some time already.

Residents are encouraged to also report any matters to Essex Highways direct via the Essex Highways web site www.essex.gov.uk/highways (details also on the Henham Website), as the more people who complain regarding Highways matters the more likely something will get done.

Residents are encouraged to report unsafe or dangerous parking in our village to:
swilliams@uttlesford.gov.uk

Stansted Airport Limited operates a Freephone number for reporting suspected on-street airport related car parking. The Freephone number is: 0800 7312385

5. Correspondence

Sent/Received: letter to owner of Bell Cottage re reinstatement of greens, resident re building works at Keyham House, UDC and investigator re Cllrs Code of Conduct.

Planning Applications - see 4(iii) above

- Clerk – approximately 250 emails in July and August 2022.

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6. Waste and Minerals Development Issues – Nothing to report

7. SAW (Stop Stansted Expansion) – Nothing to report.

8. Governance – Clerk received notification of a Code of Conduct complaint made to UDC. A resident provided an update. The Chair confirmed it is a matter for UDC and the complaint will be examined in the usual way by UDC.

9. Local Plan – Updated timetable:

- Regulation 18 “Preferred Options” Local Plan will go to public consultation from 2 November to 12 December
- Officers will then carry out further preparatory work before holding further meetings with governance groups ahead of publishing the Regulation 19 “Submission Draft” Local Plan for consultation in November and December 2023
- Final preparatory work on the submission plan will happen in January and February 2024
- The final draft of the plan, alongside the comments received from the Regulation 19 consultation, will be submitted to the Planning Inspectorate for examination in May 2024
- The council plans for adoption of the plan in March 2025

Documents related to the local plan can be found at: www.uttlesford.gov.uk/new-local-plan.

10. Henham SOV 100 Club draw Cllr. Fisher –

Cllr Ray Gooding conducted the draw. He drew from a black bag containing all current members lottery balls.

The winning numbers were:

July 159 Members

1st Prize Number 26 (T Alcock) £230

2nd Prize Number 64 (J Channing) £111

3rd Prize Christmas Bonus Ball Accumulator £56 Cumulative total £455

Total funds received per draw were £795. Half will be paid in prizes plus the cumulative Christmas Bonus Ball with the balance of £398 paid to Henham Parish Council SOV Funds.

August 159 Members

1st Prize Number 125 (Jason Smith) £230

2nd Prize Number 25 (V Beeden) £111

3rd Prize Christmas Bonus Ball Accumulator £56 Cumulative total £511

Total funds received per draw were £795. Half will be paid in prizes plus the cumulative Christmas Bonus Ball with the balance of £398 paid to Henham Parish Council SOV Funds.

11. Date of Next Meeting

The next Parish meeting will be held on Thursday 6th October 2022 at 7:30pm at OSCA – Everyone Welcome.

Mareike Dacey, Clerk