

HENHAM PARISH COUNCIL
Minutes (Unapproved) of a Council Meeting

Date: Thursday 3 November 2022

Time: 7.30pm

Venue: OSCA, Henham

Present: District Cllrs P. Lees and Cllr G. LeCount, Cllrs N. Baker, P. Franklin, J. Leech, M. Fisher, S. Lee and clerk M.Dacey

1. Apologies for Absence – Cllrs M. Francis, Z. Rutterford, County Cllr R. Gooding

2. Approval of the Minutes of the Last Meeting

The minutes of the 6 October 2022 meeting was approved and signed by the Chair.

3. Matters Arising

4. Reports and Recommendations

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

(a) Greens damage – (1) Erosion - General greens erosion in the village causing other potholes.

Cllr Leech previously presented a comprehensive document with supportive photographs and examples of honeycomb matting. The Chair and Cllr Leech have recently inspected the greens and found that due to the dry summer there was no real damage. It was agreed they would reinspect the greens in early spring 2023.

(b) Graveling over and parking on Greens at Bell Cottage, High Street – Following a discussion, it was agreed that the Parish Council would much rather resolve the matter without resorting to expensive legal proceedings, however, it has been noted that the resident as not responded to any form of communication. It was agreed that the Parish Council would ask the PCSO to visit the resident with a police officer as the resident is still parking on the greens and has not reinstated the greens. If there is no response from the resident, it was agreed that the Parish Council would reluctantly have to start court proceedings, costs would be significant and would be awarded against the resident if the Parish Council is successful. **Clerk's note:** Following the meeting it was agreed by Cllrs by email that the Parish Council would write a further letter to the resident before asking our solicitors to issue a letter before action in order to give the resident as much opportunity as possible to reinstate the greens and refrain from parking on the greens. The PCSO has also confirmed that several attempts have been made to speak with the resident in person but he has been unsuccessful.

Salt bins – School salt bin has been purchased and are waiting to be installed.

Village Hall – Windows replaced last month. Update from Cllr Fisher re Village Hall refurbishment costs and approval – a detailed costs proposal for refurbishment works was circulated to councillors prior to the meeting. Following a discussion regarding the proposed works and difficulties in obtaining 3 quotes per work due to contractors being very busy and prices increasing due to inflation Cllr Fisher made the following proposals: (a) The Parish Council will use reasonable endeavours to obtain the required number of quotes for the village hall works – seconded by Cllr LeCount, approved nem con. (b) The Parish Council agrees to a budget of £100,000 for the refurbishment of the village hall, seconded by Cllr LeCount, approved nem con. The Parish Council thanks Cllr Fisher for all his hard work in connection with village hall matters.

PCSO – planned review meeting has been postponed. New date to be confirmed. Chair to chase.

Speedwatch – Speeding presentation, organised by UDC this is scheduled to take place on presentation to take place in the Hatfield Broad Oak village hall on Thursday 10 November, 18:45 for 19:00. Cllr Franklin will attend.

Warm Spaces – UDC have asked all Parish Councils to consider if there are any community spaces that could be used as a warm space and/or activities for residents. The clerk has also

circulated details of grants available from ECC to fund this. Following a discussion it was agreed it would be difficult to implement a warm space, having regard to opening, supervision, locking up etc. It was agreed that residents would be able to support those in need, as this was previously done during the pandemic. District Cllr Lees is also writing in the Dragon about a trust scheme which provides financial support to those in need.

Management of Pledgdon Green – (a) There is a bough overhanging a resident property which needs cutting back. Resident is obtaining quotes. Cllr Rutterford has been liaising with County Cllr Gooding and the Essex Records Office to establish who has responsibilities and ownership of the common land. Following a discussion, it was agreed that the clerk would look at the legal documentation with a view to the Chair instructing our solicitors to confirm the position. Cllr Rutterford is still awaiting details from the case worker at ECC. (b) Regarding the grass cuttings on Pledgdon Green, Cllr Rutterford is awaiting confirmation from the farmer. The tractor and hay turner are still on the green. (c) Cllr Rutterford is awaiting a quote for hedge-cutting the road-side hedges along Pledgdon Green lane/Brick End Road for approval by Cllrs.

Remembrance Sunday – The road closure order was obtained by the clerk in March 2022 and sent to the Church Warden and Church Office in order to organise implementing the road closure on Remembrance Sunday.

Christmas Tree – The village tree will be installed by volunteers on 27 November 2022.

Resolution under S45 Local Government (Miscellaneous Provisions) Act 1976 – The Clerk has previously circulated to Councillors a notice from UDC regarding UDC's intention on 6/12/22 to confirm their resolution dated 31/1/89 to adopt Part II of the above Act. It is a legal requirement that receipt of this notice is minuted by HPC.

Local Road Closures – There have been some recent unannounced road closures impacting on access from our village to Saffron Walden, it is unclear why this is the case when works are not emergency works (in which case no notice is required). The Parish Council will continue to monitor the situation.

Airport Parking in Henham – Update from Cllr LeCount who will be attending a meeting with the airport late November. It was noted there is no issue with airport parking in Henham, but it is increasingly an issue in surrounding villages and along the airport road.

(ii) Finance

Receipts				
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>		
various	Headstone fees	£270.00		
resident	Cemetery fee	£750.00		
<u>To Whom</u> <u>(Invoice no.)</u>	<u>Description</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>
M Dacey	Quarterly WFH allowance and admin expenses	£84.00	£0.0	£84.00
M Dacey	Clerk's salary (September)	£419.89	£0.0	£419.89
Pellys Solicitors Limited (24547)	Bell Cottage Greens dispute legal fees	£750.00	£150.00	£900.00
JRB Enterprise Ltd (24095)	Dog poo bags	£65.71	£13.14	£78.85

Uttlesford Association of Local Councils	Annual subscription	£10.00	£0.00	£10.00
Mrs E Rutterford	Refund for Commons Land Register	£10.00	£0.0	£10.00
PA Knott (61853)	Grass cut 5/10 & 19/10	£910.00	£0.0	£910.00
The Royal British Legion Poppy Appeal	HPC poppy wreath	£25.00	£0.0	£25.00
N Baker	Refund for wine for internal auditor	£23.00	£0.0	£23.00
M Dacey	Refund for stamps	£29.88	£0.0	£29.88
JRB Enterprise Ltd (24660)	Dog poo bags	£65.71	£13.14	£78.85
M Fisher	Refund for defibrillator training	£250.00	£0.0	£250.00
PA Knott (61872)	Grass cut 2/11	£455.00	£0.0	£455.00

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

Q4 Accounts for 21/22 & Q1 Accounts for 22/23 – These have been signed off and approved by Cllr Fisher.

(iii) Planning and Developments –

- **UTT/22/2752/FUL** – proposed new access for farm vehicles, Land South Of Henham Road Elsenham. This will be reviewed further by Cllr Franklin and Cllr LeCount.
- **UTT/22/2761/OP** – proposed Outline Planning Application (with all matters reserved save access) for the erection of a one and a half storey dwelling, Beech Bungalow Old Mead Road
- **UTT/22/2838/HHF** – proposed Replacement roof, replacement fenestration and minor alterations to existing outbuilding, Cedar Cottage Crow Street - HPC have registered their continued objection on the basis that the existing structure is illegal and under enforcement proceedings and the proposals increase the roof height.
- **UTT/22/1975/HHF & UTT/22/1976/LB** - Re-consultation – proposed Side and rear single storey extensions, fenestration alteration to rear of property, top floor dormer window, Bacons Farm, Crow Street
- **UTT/22/2778/FUL** – proposed erection of 1 no. detached 4 bedroom dwelling, Four Winds Old Mead Lane. It was agreed, the Planning sub committee will liaise with District Cllrs Lees and LeCount.

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. This is now linked to planning application UTT/22/2838/HHF referred to above.

INVESTIGATIONS INTO ALLEGED BREACH

Not building according to planning permission UTT/18/2939/FUL, at Yew Tree House (Puddingstone House) Old Mead Road Henham Bishops Stortford Hertfordshire CM22 6JQ – UDC enforcement confirmed: The Council’s Planning Enforcement Team has investigated a referral regarding the alleged breach of planning control at the above mentioned address, reference INV/22/0055/C. An investigation into this matter has been carried out and the file has now been closed for the following reason: - Approved under UTT/22/1773/FUL. This matter will not be investigated any further unless the Council receives additional information which warrants the matter to be looked into again or information regarding a different alleged breach of planning control

Appeals:

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. Hearing took place on 11 October 2022. The issue of the appellant's representative using unseen evidence at the appeal hearing was followed up by Cllr Rutterford who heard back from PINS (the Planning Inspectorate). PINS has confirmed that they have accepted Cllr Rutterford's correspondence/Will O'Connor's remarks on the 'new evidence' and have gone to the appellants for final comments.

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 – Town and Country Planning Act 1990 (Section 62A Applications) - Outline Planning Application with all matters Reserved except for the Primary means of access for the development of up to 200 residential dwellings along with landscaping, public open space and associated infrastructure works at Land East of Station Road, Elsenham. PINS – HPC need to provide a substantive response to this consultation by 17 November 2022 although has been sent to Elsenham Parish Council in error. PINS have been notified the proposed development falls within the parish of Henham and the correctly addressed notice has been received by the clerk. New deadline agreed as 22 November 2022. Councillors have agreed to instruct our planning and transport professionals. Planning subcommittee had a meeting on 25/10/22 – agenda and minutes previously circulated to Cllrs. FOI request has been served on UDC and ECC by Cllr Baker. Residents will be advised on how to object in due course. There will be a 48 hour camera survey carried out along Chapel Hill and Grove Hill and the Chair will investigate if this can be extended to Cambridge Road.

Decisions:

- (iv) **Highways – Update from County Cllr Gooding via email dated 3/11/22:**
North Hall Road: Road Closure: Notice received of intended closure of North Hall Road, due to commence on 12th February 2022 for a further 266 days The closure is required for the safety of the public and workforce while Essex County Council undertakes retaining wall. The link to the webpage is on the village website. Works to re-build the retaining wall commenced on 25 July 2022 and expected to take three months to complete. Update from Essex Highways 28/9/22: Works to re-build the retaining wall along North Hall Road commenced as planned and good progress is being made on site. The installation of the sheet piles has recently been completed and we are now moving on to the next phase of works which involves the construction of the reinforced concrete capping beam. We have also carried out temporary make safe repairs to critical areas on the carriageway on Ugley Road. Our programme continues to be on schedule for completion at the end of October 2022. Photos showing the sheet piles being installed can be found on the scheme website. (see link to this on our village website). UPDATE re Road Opening – a minimum three week delay due to change in contractor's supply chain.

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: Following a further LHP meeting on 24/10/22 the signage will be installed during the 4th quarter of the current financial year.

Mill Road/School Road yellow lines – Nothing to report.

Pledgdon Green Lane/Brick End Road – Nothing to report

OMR-OML road signs – Faded road markings are in the schedule for the current financial year and will be carried out when the weather is less wet. As regards the footpath signage, Cllr Franklin will continue to liaise with County Cllr Gooding.

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:

Planning Applications - see 4(iii) above

- Clerk – approximately 250 emails in October 2022.
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6. **Waste and Minerals Development Issues** – Nothing to report.

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

8. **Governance** – The Parish Council Standing Orders and Financial Regulations have been circulated by the Clerk to all Councillors for review in the coming months. Code of Conduct investigations by UDC's independent external adjudicator are ongoing. UPDATE

9. **Local Plan** – Documents related to the local plan can be found at: www.uttlesford.gov.uk/new-local-plan. UDC announced on 13 September 2022 that the timetable previously published is being cancelled. Latest timetable is as follows:

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| • Draft Local Plan Consultation (Reg. 18) 2023 | Late Summer |
| • Pre-Submission Local Plan Consultation (Reg. 19) | Mid 2024 |
| • Submission of Local Plan for Examination | Autumn 2024 |
| • Independent Examination | Winter 2024 |
| • Adoption | October 2025 |

10. Henham SOV 100 Club draw –

September Draw

Cllr Petrina Lees conducted the draw. She drew from a black bag containing all current members lottery balls. The winning numbers were:

September 160 Members

1st Prize Number 118 (A Deady-Fiddler) £232

2nd Prize Number 70 (P Mistry) £112

3rd Prize Christmas Bonus Ball Accumulator £56 Cumulative total £567

Total funds received per draw were £800. Half will be paid in prizes plus the cumulative Christmas Bonus Ball with the balance of £400 paid to Henham Parish Council SOV Funds.

October 160 Members

1st Prize Number 115 (S Bambridge) £232

2nd Prize Number 105 (N Parnell) £112

3rd Prize Christmas Bonus Ball Accumulator £56 Cumulative total £623

Total funds received per draw were £800. Half will be paid in prizes plus the cumulative Christmas Bonus Ball with the balance of £400 paid to Henham Parish Council SOV Funds.

🎄 Just a reminder next month is our Christmas Bonus Ball draw with estimated total of £679 for one lucky winner plus our regular monthly prize money 🎄

11. Date of Next Meeting

The next Parish meeting will be held on Thursday 1 December 2022 at 7:30pm at OSCA – Everyone Welcome.

Mareike Dacey, Clerk