

**HENHAM PARISH COUNCIL**  
**Minutes (Unapproved) of a Council Meeting**

Date: Thursday 1 December 2022

Time: 7.30pm

Venue: OSCA, Henham

**Present: County Cllr R. Gooding, District Cllr and Cllr G. LeCount, Cllrs N. Baker, S. Lee, M. Francis, M. Fisher, Z. Rutterford, J. Leech, P. Franklin, Clerk M. Dacey and PCSO A. Stewart**

**1. Apologies for Absence: District Cllr P. Lees**

**2. Approval of the Minutes of the Last Meeting**

The minutes of the 3 November 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. It was previously agreed that the Chair and Cllr Leech would review greens damage in the Spring.

**(b) Graveling over and parking on Greens at Bell Cottage, High Street** – As agreed at last month's meeting, the Chair has posted a second letter to the resident in the hope that an amicable resolution can be met without having to resort to expensive legal proceedings – unfortunately there still has been no response. The PCSO has also confirmed he will endeavour again to try and speak with the resident which he legally has to do together with an officer, so far he has not been able to make any contact. Legal advice on next steps has been circulated to all Cllrs prior to this meeting. Following a discussion, it was agreed the Chair would ask our solicitors to send another letter to the resident requesting restoration of the greens.

**(c) Crow Street Greens damage** – The Chair has written to the owners of a lorry company whose driver caused damage to the greens. A representative of the company conducted a site visit on 23/11/22 to inspect the damage, they have agreed to compensate the Parish Council for the repairs. Repairs now completed. Company was excellent to deal with.

**Village ponds** – Our Ecologist previously gave a short presentation about the Farming & Wildlife Advisory Group who have written to the Parish Council about a funded pond conservation project they are delivering on behalf of Natural England. The Chair and our ecologist met with a representative of FWAG on 22/11/22 and conducted a site visit of our village ponds. Our ecologist circulated an update to all Cllrs prior to this meeting. FWAG cannot assist with the village ponds as they are either too small or are roadside ponds. There may be scope for a new pond at Hill Top Wood or in the corner of Pledgdon Green, but these would be subject to strict criteria. Our ecologist is awaiting confirmation from FWAG whether either site would qualify for funding. They advised the Crow Street pond should be reviewed in June next year.

**Village Hall** – Update from Cllr Fisher. Deposit cheques for the refurbishment works have been issued by the clerk. Works have commenced and the village hall will be closed from January 2023 onwards. It is hoped the works will be completed by May 2023.

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

**Speedwatch** –Cllr Franklin who attended the UDC speedwatch presentation last month circulated a note to cllrs prior to this meeting. Cllr Franklin is still endeavouring to obtain speedwatch patrols along OMR, however, he has been advised by Essex Highways that this is not possible due to safety concerns. Essex Highways have also advised against using cardboard cut out police officers are requested by the speedwatch team. The PCSO provided an update regarding his efforts to

obtain the use of a True Cam speedgun which has anti-glare and licence reading abilities and in respect of which fines can be issued to drivers.

**Management of Pledgdon Green** – (a) There is a bough overhanging a resident property which needs cutting back. Resident is obtaining quotes. Cllr Rutterford continues to liaise with County Cllr Gooding and the Essex Records Office to establish who has responsibilities and ownership of the common land, with the parish council seeking legal advice if necessary. Cllr Rutterford is still awaiting details from the case worker at ECC and continues to chase for updates. (b) Cllr Rutterford is awaiting a quote for hedge-cutting the road-side hedges along Pledgdon Green lane/Brick End Road for approval by Cllrs.

**Christmas Tree** – The Parish Council thanks the volunteers with their assistance with installing the village tree.

**Uttlesford Community Award** – The Parish Council nominated the Dragon Team for this award and are delighted to confirm that the nomination was successful. The award will be presented to the team on 5 January 2023 by the Chairman of the UDC in the Council Chambers in Saffron Walden.

**Coronation Event** – Cllrs are asked to consider whether the Parish Council should host an event at the village hall to commemorate the Coronation of the King. There will be an additional bank holiday on Monday 8<sup>th</sup> May 2023. Following a discussion, it was agreed that Cllr Lee would look into an event based around the re-opening of the village hall and liaise with the fete committee.

**Neighbourhood Plan** – Chair has previously circulated to Cllrs his note from the Local Parish Council Liaison Meeting which he attended on 7/11/22. Following a discussion, it was agreed that although having a neighbourhood plan can add weight in planning decisions, they are extremely costly and time consuming to implement and HPC would at this stage rather monitor how the neighbourhood plan is proceeding in Elsenham over the coming months before making any decision.

**Website** – The clerk has previously advised Cllrs that the website is not compliant and is unsupported by the IT company and needs replacing. A briefing note with three quotes obtained by Cllr Lee for Cllrs to review was circulated by the Clerk prior to this meeting. Cllr Lee updated Cllrs on the merits of each quote and recommended proceeding with the specialist IT company for parish councils which set up the website for Elsenham, with an initial set up cost of £600 plus £330 annual hosting fee. Cllr Lee proposed he enters into negotiations in the new year with this company with a view to setting up a new compliant website for the Parish Council. Seconded by Cllr LeCount, approved nem con.

*(ii) Finance*

<b>Receipts</b>				
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>		
<u>To Whom</u> <u>(Invoice no.)</u>	<u>Description</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>
M Dacey	Clerk's salary (October)	£419.89	£0.0	£419.89
Ricki Shelsher (1039)	Village Window and Signs Cleaning	£50.00	£0.0	£50.00
CZ Design & Print (97195)	Bloor flyers	£40.00	£0.0	£40.00

Popcorn Web Design Ltd (POP 6746)	Website Annual Hosting fee	£165.00	£33.00	£198.00
Paul Mower	Village gardening Jun-Nov 22	£320.00	£0.0	£320.00
Blackout Electrical	Initial deposit Village hall electrical works – system 1	£6595.00	£0.0	£6595.00
Blackout Electrical	Initial deposit Village hall electrical works – system 2	£795.00	£0.0	£795.00
UKI Flooring Services Ltd (UKI/4755R/jsb)	initial deposit village hall floor	£4,282.84	£1070.72	£5353.56
Abacus AC Solutions Ltd (13481)	Initial deposit hall village air conditioning	£7996.80	£1999.20	£9996.00
Abacus AC Solutions Ltd (13482)	Initial deposit village hall air con control	£614.40	£153.60	£768.00
Mr David Honour (1204)	Initial deposit village hall storage area replacement	£6336.00	£1585.00	£7920.00
Mr David Honour (1204)	Initial deposit village hall carpentry works	£2342.40	£585.60	£2928.00
Mr David Honour (1205)	Initial deposit Village Hall ceiling works	£4992.00	£1248.00	£6240.00

**Treasury Management Investment Policy and Strategy 2023/24 – Cllr Fisher-** Presentation given by Cllr Fisher for the 23/24 strategy. Cllr Fisher will continue to review this over the coming months and is seeking clarification regarding changes to the Financial Services Compensation Scheme.

**2023-2024 Draft Budget/Expenditure Forecast and Precept** discussion for setting of Precept – deadline 20 January 2023. The Clerk distributed a draft budget and draft expenditure forecast to all councillors for their appraisal during November 2022. Councillors were previously advised by the clerk to consider the draft expenditure forecast for Henham for the 2022-2023 period and this would help them arrive at an income requirement for the coming financial year. Having increased the precept for the past two years the Chair proposed holding the precept at its current level (£41,140) as the Parish Council is well aware of the cost of living crisis and do not wish to add any additional fiscal burden to our residents, seconded by Cllr Rutterford and approved nem con.

**(iii) Planning and Developments –**

- **UTT/22/2752/FUL** – proposed new access for farm vehicles, Land South Of Henham Road Elsenham. The Planning Sub committee has submitted an objection.
- **UTT/22/2778/FUL** – proposed erection of 1 no. detached 4 bedroom dwelling, Four Winds Old Mead Lane. The Planning Sub committee has submitted an objection. Application since withdrawn.

**Breaches: Continuing breaches at Cedar Cottage-** nothing new to report. **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.

**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 confirmed that they have accepted Cllr Rutterford's correspondence/our ecologist's remarks on the 'new evidence' and have

gone to the appellants for final comments. However, the Parish Council is very disappointed to note the APPEAL was ALLOWED on 21/11/22.

### **Developments:**

**Mill Road Development** : Nothing to report.

**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.** The Chair has written the planning inspector regarding the non-disclosure of the evidence given by Essex Highways to the UDC Local Plan Team, as the Parish Council was not provided with this evidence under our FOI requests and has requested that the inspector gains sight of these documents as part of his/her appraisal of the traffic situation. The Parish Council thanks all residents for their excellent response in objecting to this application. PINS hearing scheduled for 12 December 2022. Cllr LeCount and our professional team are lined up to speak at the hearing.

### **Decisions:**

(iv) *Highways –*

North Hall Road: The road was re-opened 19/11/22. There has already been an accident within 24 hours of the road reopening. The Parish Council is concerned about speeding. County Cllr Gooding confirmed that he has requested for the overgrown hedging to be cut back and muddy sections of the road cleared. It was noted that unfortunately (and unsurprisingly) the temporary repairs to the verges along the former diversion road by Patmore End have resulted in mud being spread along 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: Following a further LHP meeting on 24/10/22 the signage will be installed during the 4<sup>th</sup> quarter of the current financial year.

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, County Cllr Gooding confirmed that he is looking into obtaining funding for this and will continue to liaise with Cllr Franklin.

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

Pledgdon Green Lane/Brick End Road – Nothing to report.

Potholes – County Cllr Gooding asked the Parish Council to provide him with details of locations and photos of any potholes in our parish that require repair. Cllrs to send details to the Chair.

**Residents are encouraged to also report any matters to Essex Highways direct via the Essex Highways web site [www.essex.gov.uk/highways](http://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](mailto: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: lorry company regarding damage to greens; independent adjudicator and UDC regarding Cllr code of conduct complaints.

Planning Applications - see 4(iii) above

- Clerk – approximately 300 emails in November 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 clerk has been liaising with EALC/NALC regarding proposed changes to the Financial Regulations and Standing Orders regarding clarification that VAT is exclusive on public contracts over £25,000 and that the requirement to obtain 3 quotes can be amended to a requirement to use reasonable endeavours to obtain 3 quotes. Proposed changes have been circulated to all councillors prior to this meeting. The NALC has confirmed there have been no changes to the model Financial Regulations since 2020 and the model Standing Orders since 2019. Cllr Francis proposed to adopt the amendments, seconded by Cllr Rutterford, approved nem con.

**9. Local Plan** – Documents relating to the local plan can be found at: [www.uttlesford.gov.uk/new-local-plan](http://www.uttlesford.gov.uk/new-local-plan).

**10. Henham SOV 100 Club draw –**

**November Draw**

PCSO Alex Stewart conducted the draw. He drew from a black bag containing all current members lottery balls. The winning numbers were:

1st Prize Number 152 (P Eddleston) £233

2nd Prize Number 18 (P Franklin) £113

3rd Prize Christmas Bonus Ball Number 55 (H Hatt) Cumulative total £679

Total funds received per draw were £805. Half will be paid in prizes plus the cumulative Christmas Bonus Ball with the balance of £403 paid to Henham Parish Council SOV Funds.

**11. Date of Next Meeting**

The next Parish meeting will be held on Thursday 2 February 2023 at 7:30pm at OSCA – Everyone Welcome. There is no meeting in January 2023

***Mareike Dacey, Clerk***