

HENHAM PARISH COUNCIL
Minutes (Unapproved) of a Council Meeting

Date: Thursday 9 June 2022

Time: 7.30pm

Venue: OSCA, Henham

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

1. Apologies for Absence: Cllrs M. Fisher and M. Francis, District Cllr P. Lees

2. Approval of the Minutes of the Last Meeting

The minutes of the 5 May 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 – Awaiting estimates from fence contractor.

(b) Greens damage – (1) Chair is investigating how best to ensure developers./contractors deal with damage caused and has raised this as an agenda item at a local parish councils meeting. **(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. The Chair and Cllr Leech will arrange a meeting to identify where this sort of protection would be useful **(3) Flooding on Greens at Crow Street** – rainwater not draining away and pooling on greens. The Chair has reported the leak to Thames Water. Ref no.144902. It was previously agreed that the Chair would follow up on Thames Water visit on 24 April. The area is still waterlogged. Cllr Leech previously reported an area of flooding at the top end of Woodend Green. The Chair contacted Thames Water who came out and confirmed it was a water not sewage leak. They were supposed to contact Affinity Water but nobody knows if they did. They have not been in communication with the Chair who has now reported it again to Affinity Water. He has also reported the flood on Woodend Green at top end near Chickney Road to Affinity Water. Chair to chase Affinity Water **(4) Billys Barn/Church Road** – greens damage caused by lorries delivering to the business by Smiths Farm. Site meeting with the owner from Auxillis together with two of his Henham Staff outside the Church and Chair on 24 May 2022. They discussed how to deal with the large transporter dropping of 10 cars to the Henham depot. The proposed agreed solution going forwards is for the transporter to use the middle road opposite the pub is Village Greens (the top road is Essex Highways), the road is long enough and wide enough to take the transporter. The transporter usually comes approx. every 14 days early in the morning. The proposed solution is they will come off the road on the day of delivery, often cars were parked on it before which caused the problem previously. The transporter will arrive and there will be 3 or 4 members of staff ready to offload it. It should take 30 mins to finish. When finished they will remove the traffic cones until the next time. Any accidental damage done to the greens will need to be repaired at the company's own cost. The Parish Council will continue to monitor the situation.

(c) HPC Greens by Church – The Parish Council in a further discussion at last month's meeting decided it required more clarification of details relating to the request by the Church to use the greens in connection with its construction project and awaits the HPCC response to these further questions.

(d) Queen's Platinum Tree - The Hornbeam has been planted during the official weekend. The Chair has organised a plaque which David Morson unveiled on 5 June. The Parish Council thanks nearby residents have kindly offered to water the tree on a regular basis.

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

Salt bins – The salt bins particularly at Pledgdon green and Chickney Road are in disrepair.

Post Office Fees – The clerk has been notified by the Henham Village Shop Committee chair that unfortunately the post office has notified them that its fees will be increasing from £2083.50 to £2394.25 per quarter from 11/8/22 which is an increase of 15.5%, the first increase since 2018. It was agreed nem con that the Parish Council would pay the increased fees.

Village Hall – The Parish Council thanks Cllr Fisher for painting the front of the village hall ahead of the Jubilee bank holiday. Planning permission has been submitted.

PCSO – The Parish Council welcomed PCSO Alex Stewart to the meeting and thanks him for his ongoing support and enthusiasm and looks forward to liaising with him closely. He will also arrange a meeting with Cllr Rutterford to walk about Pledgdon Green.

Speedwatch – Camera posts and new cameras are now in place and operating and already would appear to be having an effect on lowering speed along Mill Road. The Parish Council thanks the speedwatch team for all their hard work in achieving this. The speedwatch team have a training day. The new speed gun is on order.

Queen's Platinum – Our village event was held on 4th June 2022. The Parish Council thanks Cllrs Lee, Fisher and Franklin, the Fete Committee and all volunteers for all their hard work in organising such a hugely successful and joyful event.

Defibrillator training – Defibrillator Training OSCA 10.30 Saturday June 18th and September 10th. The unit is located by the main door at OSCA.

The Barn, Old Mead Road – The Parish Council will submit an updated objection provided by their transport expert.

UDC parking consultation – The clerk has previously circulated details to Cllrs regarding the UDC Parking consultation. Deadline for comment is 12th June 2022. The online consultation for all members of the public is <https://letstalk.uttlesford.gov.uk/parking-review>.

(ii) Finance

Receipts				
<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 (April)	£419.89	£0.0	£419.89
Bit Solutions (23399)	IT works on clerk's new laptop	£264.00	£52.80	£316.80
Jonathan Leech (22-05-724)	New speed signs erection of posts and materials	£178.90	£35.78	£214.68
Uttlesford District Council	Temporary Event Notice fee	£21.00	£0.0	£21.00
Nicky Brogan	Refund for Festival bunting	£39.96	£8.00	£47.96
Nicky Brogan	Refund for Festival decorations	£199.80	£40.00	£239.80
Treecology (01462)	Tree works School Lane and Crow St	£450.00	£90.00	£540.00
Stanley Tee LLP (345632)	Legal costs re Starr House title rectification	£137.50	£27.50	£165.00

Nick Baker	Refund for certificate frames	£29.12	£5.83	£34.95
Nick Baker	Refund for jubilee tree plaque	£39.96	£7.00	£47.95
Paul Mower	Village gardening work Jan to May	£220.00	£0.0	£220.00
Henham Village Hall	Refund for Festival beverages	£268.15	£0.0	£268.15
PA Knott (61717)	Grass cut 4/5 & 18/5	£910.00	£0.0	£910.00
Barry Poole	Speed signs groundworks	£50.00	£0.0	£50.00
Pat Doughty	Telephone Box repairs	£130.00	£0.0	£130.00
Nicky Brogan	Refund for festival decorations	£23.19	£4.70	£27.89
Nicky Brogan	Refund for festival party toys	£36.00	£0.0	£36.00
Glenn Brennan	Refund for village hall planning application	£488.83	£5.37	£494.20
Uttlesford District Council (0000089374)	Refuse bin rental for festival	£210.00	£0.0	£210.00
Mark Fisher	Refund for balance of festival staging	£3,600.00	£0.0	£3,600.00
Treecology (01484)	Supply and planting of Jubilee tree	£430.00	£86.00	£516.00
Refund J Munday	Food and drink for jubilee (fete)	£407.65	£0.0	£407.65
Refund for M Dacey	Float for festival (CASH)	£300.00	£0.0	£300.00

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

VAT Reclaim – this was submitted by the Clerk on 3/5/22 for the amount of £12,224.33. This has now been credited to our bank account.

Signing of AGAR 2021-22 for Henham PC – The Year-End Accounts, produced in conjunction with the Parish Council’s Internal Auditor, Trevor Judd, together with the unsigned and undated S1 and signed and dated S2 of the Annual Return and the Internal Auditor Report have been distributed to councillors for their appraisal prior to this meeting. These accounts have been used to prepare the AGAR (annual return) prior to submission to External Auditors. The steps below need to be taken in the following order in order to comply with the Accounts and Audit Regulations 2015: The accounts were approved as follows:

- (a) Annual Return Procedure Policy – the Parish Council approved the policy.
- (b) A review of the effectiveness of the system of internal control was carried out and the findings of the review was considered by the Parish Council;
- (c) It was resolved by the Parish Council that the Annual Governance Statement (s1) was approved, Cllr LeCount proposed the approval, Cllr Rutterford seconded the proposal nem con;
- (d) The Accounting Statements (s2) (which has been dated and signed by the RFO prior to this meeting) were considered by the Parish Council as a whole;
- (e) It was resolved by the Parish Council that the Accounting Statement (s2) was approved, Cllr Lee proposed the approval, Cllr Franklin seconded the proposal nem con;
- (f) The Chair signed and dated the Accounting Statements (s2). The Chair and Clerk signed and dated the Annual Governance Statement (s1).

(iii) *Planning and Developments –*

- **Land South of Farmhouse Old Mead Road (9 houses)** – Cllr Franklin has been liaising with UDC regarding the naming of this new development as the developers suggestion was nondescript and did not reflect the history/locality of the area. The developer has now agreed to Paddock Close.
- **2 Hall Close (UTT/22/0805/FUL)** - HPC have submitted a request that in the event planning is granted there is no damage to village greens.
- **UTT/22/1406/HHF** - proposed raising main roof ridge and eaves by 1 metre, two storey front extension and part two storey rear extension. two front and two rear gabled dormers - Lynwood Old Mead Lane
- **UTT/22/1381/LB & UTT/22/1380/HHF** - Proposed single storey rear extension and new window in an existing Bathroom - 3 Church Cottages Church Street

- **UTT/22/1205/HHF** – Proposed Installation of 12 no. solar panels to carport roof, Wyndies, Crow Street
- **UTT/22/1498/FUL** – proposed Demolition of existing single storey extension and erection of front and rear Extensions, Village Hall Chickney Road

Breaches: Note: UDC Enforcement has confirmed that from 20th May 2022, they will issue an individual notification to the relevant Parish/Town Council and Ward Member(s) to let them know about the fact of an investigation.

- **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 and it was agreed the clerk would contact enforcement for an update.
- **INV/22/0111/C - ALLEGED BREACH: Unauthorised building of an annexe, Land North Of North Hall Road Henham. (27/05/22)** UDC have 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 10 working days.

Appeals: APP/C1570/W/20/3250328 Land To The South Of Brick End - The change of use of land for the stationing of caravans for residential purposes together with hardstanding and dayroom ancillary to that use and the erection of stables (UTT/19/1777/FUL). The Hearing is due to open at 10:00 on 17th June 2022 at UDC.

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.

Decisions: Halt Bungalow (UTT/22/0713/FUL) – REFUSE

(iv) Highways – Update

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. Cllr Leech expressed concern as to the state of the road which has fallen into disrepair due to non-use and will send photos to Cllr Gooding in order to establish how much of the road will be tarmacked following completion of the works.

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 chase.

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.

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.

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.

5. Correspondence

Sent/Received:

Planning Applications - see 4(iii) above

- Clerk – approximately 300 emails in May 2022.

6. Waste and Minerals Development Issues – Nothing to report

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

8. Governance – Nothing to report.

9. Local Plan – A List of approved sites is awaited from UDC. Update from UDC: “Following a request by members of the Cabinet, the chief executive of Uttlesford District Council has agreed more time will be given for members to consider the sites and evidence base ahead of publishing the draft Local Plan for public consultation. The government last week also published the Levelling Up and Regeneration Bill which will have an impact on the emerging local plan, and better understanding its implications prior to publication will be beneficial. Publishing the first draft of the plan – known as the Regulation 18 “Preferred Options” Local Plan – is a critical milestone and the council wants to ensure it gets this stage right in order to produce the best plan possible for the district. The Local Plan Leadership Group (18 May), Cabinet (7 June) and Full Council (15 June) meetings will therefore be moved to accommodate the additional time required – new dates will be confirmed shortly. UDC still intends to publish the draft local public for public consultation in the summer.”

10. Date of Next Meeting

The next Parish meeting will be held on Thursday 7th July at 7:30pm at OSCA – Everyone Welcome. There is no meeting in August.

Mareike Dacey, Clerk