

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

Date: Thursday 3rd May 2018

Time: 7.30pm

Venue: OSCA, Henham

**ANNUAL PARISH COUNCIL MEETING**

**Present:** Cllr and District Cllr G. LeCount, Cllrs S. Lee, F. Frindle, N. Baker, District Cllr P. Lees, D Marshall, M. Fisher, K.George-Lafferty and Clerk M. Dacey

This being the Annual Parish Council Meeting, it was necessary to elect a Chairman and Vice-Chair for the coming year.

Chairman – Nick Baker nominated by Cllr Fisher, seconded by Cllr LeCount – unanimously elected.  
Vice-Chair – Karen George-Lafferty nominated by Cllr Baker, seconded by Cllr Fisher – unanimously elected.

**1. Apologies for Absence:** County Cllr R. Gooding, Cllrs A. Malins, N. Francis

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

The minutes of the April 2018 meeting were approved and signed by the Chair.

**3. Matters Arising**

**4. Reports and Recommendations**

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

**(a) Village ponds** –The Parish Council is awaiting a revised quote for pond planting. The work on the ponds in Crow Street is now complete. The work on dealing with the silt pile at the allotments has started. It has not been possible to relocate the fish as the pond is too deep in places. It was agreed Cllr Frindle will obtain new fish for the pond by Mrs Wright's house. It was noted ducklings have been sighted at the pond by Henleys for the first time.

**(b) Damaged Greens** - The Parish Council has awarded a contract to repair and reseed green areas, including the war memorial that have been damaged following various road works. The repair work has started and will continue over the next 2-3 weeks.

**(c) High Street** –The ditch reported by Nicky Brogan outside her house needs attention. The work has been agreed and we await the contractor completing the job.

**(d) Field View Hedge** – Candy Chlapik has informed the Chair that the weeds and bramble in the ditch by the new Field View hedging is growing into the hedge and choking the plants.

**(e) Contractor parking by Moody Homes** – Update from Cllr Francis: contractors are now parking within their designated area however it was noted that this still continues to be a problem from time to time and will need to be monitored.

**(f) Ditch by Blossom Hill** – Update from Cllr Francis: Ditch has been dug out, dredged and widened past the new development and Blossom Hill so that water now does flow through. Previous head height water filled ditch. The Parish Council is still concerned that the ditch is very dangerous and Cllr LeCount agreed to report this to ECC again even though ECC have previously deemed this as "safe".

**(g) Road by the Row** – Mrs Hogg emailed the Clerk regarding the road by Thatch End. Chair is obtaining a quote, however, a decision on the Thatch End development is still awaited.

**(h) Hedge in High Street** -The hedge in Crow St /High Street will be cut and shaped following the installation of the BT superfast cabinet.

**(i) Pavement outside Snow Cottage** – Mr Scott has written to the Chair raising a concern regarding the the puddling on the pavement outside Snow Cottage which is still not resolved. It was agreed that the Parish Council would investigate this further.

**(j) Overgrown Hedges in Village** – there are some privately owned hedge in the village which are becoming overgrown and encroaching on the pavements. Most have now been cut back and Cllr Fisher agreed to liaise with the owners of the hedging which still requires cutting back.

**Village Hall** – Cllr Marshall updated the Parish Council and confirmed that he will attend a meeting with the architects regarding their proposals for a double height extension at the front of the village hall in order to understand cost implications.

**Speedwatch Campaign** –Cllr Frindle updated the Parish Council and said that the police camera had recorded an average speed of 28.8 mph by Crow Street with over 1800 vehicles passing the camera in 1 day.

**Thank you reception for volunteers** – Invitations are now being sent out for the event on 15<sup>th</sup> June 2018.

**Christmas Tree base in Green** –This work has been completed.

**Police Support Officer-** The Chair continues to await an update as to when this scheme will go ahead.

**Gigaclear Wayleave** – The Chair continues to await an update regarding application for Wayleave from Gigaclear to lay Ultra Fast Broadband in the village and along Old Mead Lane.

**UDC letter of complaint** – The UDC response to HPC’s letter of complaint relating to the Persimmons/School Lane hearing was circulated to Councillors prior to the meeting. It was agreed the Parish Council would write back to UDC.

**Lollipop shrubs at War Memorial** – C. Chlapik wrote to the Chair about resident complaints regarding the lollipop shrubs at the war memorial. Following a discussion the Parish Council agreed that the shrubs should remain but should not be allowed to grow any larger.

**Village event advertising** – D.Pick wrote to the Chair regarding the village fete advertising sign boards promoting Pestell agents in large lettering. Whilst the Parish Council does not any permit advertising to be placed on the greens, temporary structures for village events will be permitted.

**Woodland** – The Parish Council are aware that some woodland is for sale. Cllr Lee will investigate and report back at the next meeting.

**Garage Sale** – The Parish Council requires a written proposal regarding any village events taking place on village greens.

*(ii) Finance*

<b>Receipts</b>				
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>		
Henham SOV	SOV 100 Club Feb draw	£350.00		
Henham SOV	SOV 100 Club March draw	£350.00		
Henham SOV	SOV 100 November draw	£362.00		
Dignity Caring Funeral Services	Cemetery fees	£250.00		
<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 (March)	£ 366.27	£ 0.0	£ 366.27
Pat Doughty	Duck sign works	£65.00	£0.0	£65.00
S. Lee (0000144220)	Refund for flag pole accessories	£6.99	£1.40	£8.39
Graphix Signs & Labels Ltd (7075)	Duck pond sign x 2	£30.00	£6.00	£36.00
EALC (9332)	EALC & NALC affiliation fees	£358.18	£0.0	£358.18

Local Council Planning Advisory Service	GDPR pack 2	£30.00	£0.00	£30.00
BT (direct debit)	Village Hall telephone and broadband	£46.90	£9.38	£56.28
P. Knott (59920)	Grass cutting 18/19-4 & 25/4	£820.00	£0.0	£820.00

**Treasury Management Investment Policy and Strategy 2018/19 – Cllr Fisher:** Cllr Fisher is reviewing the policy and will report back at the next meeting.

**Annual Return for Henham PC 2015/16**–The EALC has written again to the NALC and Local Councils Audit on HPC’s behalf. The Clerk continues to await a formal response.

Henham Parish Council Receipts and Expenditure records for Quarter 3 of 2017-2018 financial year were previously given to Cllr Fisher for review.

**VAT Reclaim** – The Clerk has submitted a VAT reclaim for £7,278.11 on behalf of the Parish Council.

**Signing of Annual Returns 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 were distributed to councillors for their appraisal prior to this meeting. These accounts have been used to prepare the Annual Return prior to submission to External Auditors. The accounts were approved as follows:

- (a) Annual Return Procedure Policy – it was resolved that the Parish Council approved the policy, Cllr Lafferty-George proposed the approval, Cllr Frindle seconded the proposal nem con;
- (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 Frindle proposed the approval, Cllr George-Lafferty 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 Fisher proposed the approval, Cllr LeCount 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*

**Applications:**

- **FAIRFIELD: UTT/17/3573/OP Land to The North West of Henham Road** – Henham Parish Council strongly opposes this development and will challenge it at the UDC Planning meeting – meeting date to be confirmed. It was noted that delays are due to Highways requiring more time for their report.
- **UTT/17/3539/FUL** - Proposed Section 73A Retrospective application for change of use of dwelling from weekend chalet to permanent residential use, Highbank North Hall Road
- **UTT/18/0956/OP** – Proposed Outline application for the demolition of existing stables and the erection of 3 no. dwellings and associated garaging, with all matters reserved except for means of access, Land opposite the White House, Pledgdon Green. The Planning Sub-Committee referred this to the Parish Council. Following a discussion it was agreed to instruct the Parish Council’s planning consultant to prepare a report.
- **UTT/18/0896/FUL & UTT/18/0897/LB** – Proposed Conversion of existing coach house into separate dwelling (amended scheme to that approved under listed building consent UTT/16/3671/LB to include a two-storey rear extension) Old Mead Old Mead Road
- **UTT/18/0971/LB** - Proposed removal of existing boiler and flue and insertion of new boiler and flue in new location, The Manse, Church Street
- **UTT/18/0148/FUL** – Proposed erection of one pair of semi-detached dwellings Rear Of Lodge Cottage Chickney Road. The Parish Council are seeking advice from their planning consultant.

**Breaches:** *District Cllr Lees to update re HTY:*

- **Hill Top Yard (UTT/15/0623 – Enforcement – removal of 5m lights)** – The Parish Council is pleased to report that the all lights have been reduced to 2.5 metres height with down lights and the number of lights has been reduced down from 20 to 10. The Parish Council continues to monitor any other ongoing breaches of the planning conditions and data has been submitted to UDC.
- **Hill Top Yard – illegal airport parking** – Court case was held regarding in April regarding the illegal airport parking. The defendant was fined £8,000. The UDC press release is on the village website.

**Appeals: None**

- **Decisions- UTT/17/2387/FUL** - Proposed demolition of existing garage and erection of 1 no. dwelling, Thatch End re-consultation, Thatch End, Starr Road. Decision deferred to enable committee members further time to consider planning officer recommendations. The Parish Council's planning consultant will be attending the committee hearing and site visit on 9 May 2018. It was proposed by Cllr Lee that the Chair would write to the owner of Thatch End confirming that the Parish Council will not be granting a new specific right of way across the greens to the proposed dwelling. Cllr Frindle seconded the proposal nem con.
- **UTT/18/0316/HHF** - Section 73A Retrospective application for detached garage and separate detached chicken run at Cedar Cottage Crow Street Henham CM22 6AG – Refuse.

*(iv) Highways – Cllr LeCount:*

**(a) Protective metal pipes and posts outside The White House**, Old Mead Road. Norman Chan from ECC has been asked to review the previous decision by Highways that the damaged posts are “safe”. ECC have said they will reinspect. (ECC reference no 20370075)

**(b) School parking** – proposed installation of double yellow lines on the corners of Pimblett and Carters Lane - Vicky Duff and Rissa Long (ECC) - Cllr LeCount has submitted LHP scheme submission. This is still under review.

**(c) Signage at The Row** - UDC have noted that the signage needs to be put in place.

**(d) Village & Speed Signage** - Rissa Long (ECC) and Vicky Duff at Essex Highways have been asked to investigate extending the 40mph speed limit along Old Mead Road to Toot Toot bridge. ECC have agreed to introduce a 40 mph speed limit along Hall Road up to the village and the necessary paperwork has been completed. The PC has also asked that the village 30mph speed limit sign is moved back to include the new 9 houses being developed and Blossoms Hill Farm. Cllr LeCount has submitted LHP scheme submission

**(e) Chickney Road damage and ditch rubble** – Cllr LeCount has reported this to ECC.

**(f) Recent Road-surfacing works** – Cllr LeCount to report the substandard works to ECC particularly where the new surface has already come away, most notably at the Thaxted Road junction from Henham to Elsenham.

**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.**

## 5. Correspondence

Sent/Received: C. Chlapik to Chair regarding complaints in respect of the lollipop shrubs at the War Memorial; I. Scott regarding the Snow Cottage pavement puddling; D. Pick regarding village event advertising

Planning Applications - see 4(iii) above

- Clerk – approximately 250 emails in April 2018.

## 6. Waste and Minerals Development Issues – Nothing to report.

**7. Stop Stansted Expansion** – The Parish Council has submitted its objection to the recent planning application to increase the flight numbers at the airport and a copy of this is on the village website.

**8. Governance** – Chair and Clerk are looking into the impact of GDPR coming into force on 25 May 2018 on the day to day running of the Parish Council.

**9. Local Plan** – The Local Plan awaits a date for the draft to go out for consultation.

**10. Henham SOV 100 Club draw Cllr. Fisher –**

**April Draw**

Cllr Baker conducted the draw on behalf of the Henham SOV 100 Club. He drew from a black bag containing 150 lottery balls. The winning numbers were:

1st Prize Number 63 (A. Haddock) £ 203

2nd Prize Number 138 (F. Frindle) £98

Christmas Cumulative Bonus Ball £49 cumulative total £249

Total funds received were £700 half will be paid out in prize money totalling £350 with the balance of £350 will be paid to Henham Parish Council SOV Funds.

**13. Date of Next Meeting**

The Annual Parish Council meeting will be held on Thursday 7<sup>th</sup> June 2018, 7:30 at OSCA

***Mareike Dacey, Clerk***