

**HENHAM PARISH COUNCIL**  
**Minutes of a Council Meeting**  
Date: Thursday 7th July 2016  
Time: 7.30pm  
Venue: OSCA, Henham

**Present:** Cllrs N. Baker, S.Lee, M. Fisher, A. Malins, G. LeCount, J. Bawden, K. George-Lafferty, F. Frindle and Clerk M. Dacey

**1. Apologies for Absence:** District Cllrs Gooding, E. Parr and R. Gleeson

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

The minutes of the June 2016 meeting were approved and signed by the Chair.

**3. Matters Arising**

**Election of new Councillor** - Cllr Baker proposed and Cllr Lee seconded a new Councillor, David Marshall, to fill the outstanding vacancy on the Parish Council. David has lived at Hollybank, Crow Street, since 1991 with his wife Nola. Given his experience in the commercial world the Parish Council were delighted to accept his nomination.

**4. Reports and Recommendations**

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

1. **Village ponds** - The pond work for the four main village ponds has been rescheduled for November 2016. The trees behind the ponds have now been trimmed back to facilitate the work. The pond adjacent to Henleys will be cleared during the summer to make it a feature in the village.
2. **Village Ditches** -The Parish Council has written to Essex Highways about the pipe under the road near Spring Gate Cottage, in particular whether it is of adequate size to deal with the water discharge. The Clerk continues to pursue this with Essex Highways. Work will commence shortly to clear the ditch near Snow Cottage in the High Street and clear the pipes under the road. Residents are also reminded not to dump their garden waste into village ditches as this acerbates the problem.
3. **Greens erosion** – The Parish Council continues to carry out a review of the posts placed at Woodend Green. Given the potential costs of rolling this out throughout the village, estimates are being sought by the Parish Council in order to establish the feasibility of installing the posts and whether this is still necessary. The area of damage on the green opposite The Cock Public House will be repaired. The Clerk continues to liaise with Essex Highways regarding the verge damage on Crow Street.
4. **Utility Company damage** – The Clerk continues to liaise with Open Reach in order to resolve the ongoing issue of the greens damage. A new form has now been forwarded to the Clerk by the Open Reach legal team. The Parish Council will appoint contractors to carry out the tarmacking over of the grass strip, thereby widening the pavement, at the same time as carrying out the ditch work in this area of the High Street.
5. **Parking on the Village Greens** - The Parish Council is concerned at the proliferation of parking on the Village Greens. Residents are reminded that it is an offence under the Village By Laws to park on the Village Greens. If residents plan building work on their homes and consider that it is unavoidable that the contractors may have to park on the village greens for a short duration, the resident should apply in writing to the Clerk of the Parish Council providing details of the work, the reasons why parking on the greens is necessary and the duration of the work.

**Queen's 90<sup>th</sup> Birthday – Village Street Party** – The Parish Council would like to thank the organising committee Simon Lee, Mary Baker, Mark and Emma Fisher, Alison Smith, Di Salmons and Charlotte Phillips plus the army of helpers on the day who made light work of a big job. A wonderful time was enjoyed by all in spite of the weather.

**Village Security** – Sadly the village shop was burgled again last month. Considerably more items of value were taken this time. The Parish Council has agreed to fund better security which was completed on 29<sup>th</sup> June at a cost of £410. The Stay Safe brochure is now on the Henham website and 200 leaflets have been delivered to residents.

**77A Stansted – Bishop Stortford Bus Service** – Passenger Transport have set up meetings around the County to discuss services due to be reviewed in 2017 and where the Cost of Passenger Per Journey criteria may put the service at risk. Cllr LeCount attended a meeting at **OSCA on 30 June 2016** to discuss with ECC ideas on how to retain the current service. ECC agreed to review the situation again and will be arranging public meetings later this year with local residents.

**Henham Information Brochure** - Cllr LeCount continues to review a Henham Information Brochure that lists useful services and telephone numbers in and around the Henham area with a view to publication with the September issue of the Dragon.

**Defibrillator** – A defibrillator has been delivered and was installed at OSCA in the recessed area on the left of the main doors on 4<sup>th</sup> July. A “how to use” date will be announced in due course. The Parish Council wishes to thank the Village Fete Committee for their generous donation of £500 towards the cost of the defibrillator.

**Henham Website** – Cllr LeCount continues to liaise with Nina and Ray Gaubert to finalise how the new website will be structured before contacting the web design company.

**Field View Close Hedge** - A resident, Ms Coke, has approached the Parish Council with regard to responsibility for reinstating the hedgerow along Chickney Road, where it borders with Field View Close. The Parish Council previously agreed to obtain some estimates for reinstating the hedging in order to maintain the rural, countryside feel of the village.

**Affinity Water – new reservoir at Debden/Chickney Road** – Although the work is necessary, the impact during construction is unacceptable for Henham. There will be 200 X 10m Lorry movements over 9 months but most within the 3 month concrete works, all coming through Henham from the airport. A drop in session in the Village Hall for residents was held on 22 June 2016. The Parish Council instructed their Transport Consultant to try and mitigate the effects this disruption would have on the Village. However, the Parish Council have since been informed that as the UDC case officer has gone on indefinite sick leave and it was decided by UDC to deal with the application using delegated powers rather than taking it to the planning committee on 29<sup>th</sup> June and the application has now been approved. The Parish Council continues to consider what steps (if any) it can take to mitigate disruption.

**Community Achievement Award scheme 2016/17-** This scheme was set up to ensure that outstanding work within the local community is recognised by UDC. All of the award winners in previous years have enhanced either individual or their local communities lives and, by definition, were very much deserving of some form of recognition. Nominations can be made by any person but must be proposed by the Parish Council who can select up to 2 nominees. Deadline is 1<sup>st</sup> September 2016. Anyone wishing to nominate a candidate should please contact the Clerk.

**School Fete 9<sup>th</sup> July** – The Parish Council has been approached by the PSA who has asked whether the Parish Council would be willing to provide a raffle prize or sponsor the school fete. The Parish Council agreed it was not appropriate for it to use public money for any sponsorship.

**Bee-keeping at Pledgdon Green** – A resident, Steve Hockley has consulted his neighbours about keeping bees on the common land only one resident has objected due to a pending house sale. The Parish Council agreed the resident could keep bees on the common land.

**Cemetery** - The Parish Council agreed to purchase a rechargeable strimmer to keep the graves in the cemetery at Chickney road in a tidier state.

**Garage Sale** – The Parish Council wishes to thank Nic Lutz and the volunteers who helped to organise another successful village Garage Sale. In excess of £1000 was raised for SOV.

(ii) Finance

<b>Receipts</b>				
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>		
Henham SOV	Henham SOV 100 Club May 2016	£370.00		
Henham SOV	Garage sale stall fees	£30.00		
Henham Parish Council	Unused Street Party cash float	£250.00		
Village Fete Committee	Donation for Defibrillator	£500.00		
<b>Expenditure</b>				
<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 (May salary)	£ 328.32	£ 0.0	£ 328.32
Candy Chlapik (252)	War Memorial and Bus stop gardening	£105.00	£0.0	£105.00
Local Council Public Advisory Service (637)	Highways Training Course for Cllr Le Count	£25.00	£0.0	£25.00
Pat Doughty (91)	Village furniture maintenance	£200.00	£0.0	£200.00
Gardner Planning LTd (024/9)	Professional planning advices re HTY	£500.00	£100.00	£600.00
Railton TPC Ltd (1613)	Professional transport advice re School Lane/SUDS	£120.00	£0.0	£120.00
Railton TPC Ltd (1612)	Professional transport advice attending planning hearing re School Lane	£408.90	£0.0	£408.90
Simon Lee	Street party decorations	£56.44	£0.0	£56.44
St John Ambulance Supplies	Defibrillator and cabinet	£1,768.50	£353.70	£2,122.20
Cash	Street party float to pay 2x bands and DJ and other entertainment	£1,500	£0.0	£1,500
Treecology (0721)	Tree Pond Clearance work	£700.00	£0.0	£700.00
St John Ambulance (SP16008376)	Street Party medical cover	£168.00	£33.60	£201.60
Rural Community of Essex	Renewal of annual membership	£55.00	£11.00	£66.00
T.J Ellis-Callow (45137)	Flat bed truck hire for street party	£264.00	£36.00	£300.00
BT (direct debit)	Village Hall telephone and broadband (June)	£39.90	£7.98	£47.88
P. Knott (58945)	Grass cutting 8/6 & 22/6	£820.00	£0.0	£820.00
Treecology (0740)	Cemetery hedge cutting and pond tree work	£310.00	£0.0	£310.00
AON UK Limited	HPC insurance premium	£329.37	£0.0	£329.37
Gardner Planning Limited (024/10)	HTY planning services re HTY Appeal	£3657.10	£732.42	£4388.52

Jenny Wigley	HTY Barrister re HTY Appeal	£1750.00	£350.00	£2100.00
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**Treasury Management Investment Policy and Strategy 2015/16** – Cllr Fisher will be conducting a review of this due to Brexit.

**The Pensions Regulator** - The Parish Council has completed its legal responsibilities in respect of the change of law on workplace pensions. The Automatic Enrolment Declaration has been completed in accordance with the legal requirements.

*(iii) Planning and Developments*

**Applications** –

- CC/UTT/24/16 Proposal: The continued use of a class base for a temporary period until August 2021 without compliance with condition 2 (time limit) attached to planning permission, Henham & Ugley School, School Lane, Henham, Bishop's Stortford, CM22 6BP
- UTT/16/1643/FUL Proposed Change of use from light industrial/warehousing to cafe, deli and yoga studio, Parsonage Farm Church End, Henham
- UTT/16/1688/HHF Proposed single storey extension and conservatory, alterations to roof and roof mounted windows, Cordoanier Old Mead Lane, Henham

**Breaches** – None reported

**Appeals**

- **Hill Top Yard (UTT/15/0623)** – The Inspector has agreed to the Parish Council request to have a hearing for the Hill Top Yard appeal rather than a written consideration only. The hearing was held on 14th and 15th June 2016 at UDC offices in Saffron Walden. A decision will be made within 2 to 6 months from now.  
The Parish Council has made a complaint to UDC re effluent discharge at HTY.
- **Hill Top Yard (APP/C1570/C/15/3139123)** – 15/00068/ENFNOT Appeal of the Enforcement Notice to remove portacabin with toilet facilities on the Land approximately and the erection of twenty (20) street lights five (5) metres high on the boundary of the land. This Appeal was heard at the same time as the appeal above and a decision will be made within 2 to 6 months from now.

**Decisions**- None reported

*(iv) Highways* –

(a) Cllr LeCount has been in discussions with The Essex Casualty Reduction Section (EPCRS) with regards to obtaining a speed gun and training. To take this project forward the village needs a volunteer team of people (minimum 10) who would be interested in attending a short training course presented by EPCRS personnel. Unfortunately, due to a lack of volunteers (only 2 currently) this initiative will not be able to go ahead. Cllr LeCount will continue to look for more volunteers.

(b) Essex County Council had issued a Public Notice relating to the proposal to reduce the speed limit on Chickney Road, Henham to 40mph and Blossom Hill Drive and Fieldview Close to a 20mph Zone. ECC are proposing to introduce a 40mph speed limit as 30mph is normally implemented in areas that are built up with developments on both sides of the road. Cllr LeCount contacted Essex Highways to reconsider this decision but Highways have made no change in their decision.

(c) The proposal to move the village signs to before the start of Blossom Hill continues to be investigated by Cllr LeCount with Essex Highways and Cllr LeCount awaits a response.

(d) Cllr LeCount is submitting to ECC changes in GPS road name of North Hall Road to correctly Old Mead Road (the area is from the White House to the Toot Toot Bridge) and a continuation of the 40mph speed limit on Old Mead Road to the Toot Toot Bridge.

(e) Footpath 39: Cllr LeCount to contact Margaret Shaw with regards to ECC footpath “cutting schedule”.

(f) Footpath 7: Cllr LeCount has contacted the rights of way personnel at ECC with regard to closing the last small part of the Footpath Henham 7 remaining open through Julia Smith’s property to allow for the footpath sign to be removed. Cllr LeCount will also contact the Uttlesford Ramblers chairman to discuss the closure of this small part of the Henham 7.

(g) Potholes by Toot Toot Bridge – ECC have inspected the road damage and have provided the following response: “**Enquiry 2460414** The issue you reported at NORTH HALL ROAD, Henham (Reference 2460414) has now been assessed. On this occasion whilst the issue may appear unsightly it does not meet our minimum requirements to be classed as a pothole that needs fixing. We have kept details of this issue, which we will monitor during our routine inspections, but we will not provide you with any further updates regarding this matter. If you would like more information about potholes please visit our web pages <http://www.essexhighways.org/Transport-and-Roads.aspx>.” Cllr LeCount to continue to monitor as the holes are getting worse, and will continue to pursue the issue with ECC.

## **5. Proposed Housing Development at Elsenham**

The Parish Council has replied to the questions asked by The Secretary of State about the 800 houses in NE Elsenham. We await the decision.

## **6. Correspondence**

Sent: Received:

- Planning Applications - see 4(iii) above
- Clerk – approximately 250 emails received/processed in June 2016. Letter received from Peter Smith

## **7. Waste and Minerals Development Issues – none**

## **8. Stop Stansted Expansion – Parish Council agreed to a membership renewal donation of £250.**

## **9. Governance – Nothing to report**

## **10. Neighbourhood / Village Plan**

The UDC Local Plan committee sits on Tuesday 12th July to consider whether Uttlesford should have a dispersed housing policy or a single settlement. The decision will form a recommendation to the full council later this month.

## **11. Henham SOV 100 Club draw Cllr. Fisher –**

### **June Draw**

Cllr Baker conducted the draw on behalf of the Henham SOV 100 Club. He drew from a black bag containing 152 lottery balls. The winning numbers were:

1st Prize Number 107 Cumul (R. Sweeney) £220

2nd Prize Number 91 (M. Gardner) £106.

3<sup>rd</sup> Prize – Christmas Cumulative Bonus Ball £53.

Total funds received were £760 half will be paid out in prize money totalling £379 the balance of £381 will be paid to Henham Parish Council SOV Funds.

## **12. Date of Next Meeting**

The next Parish Council meeting will be held on Thursday 1<sup>st</sup> September 2016, 7.30pm at OSCA. Note there is no meeting in August 2016.

*Mareike Dacey, Clerk*