

HENHAM PARISH COUNCIL
Minutes (Unapproved) of a Council Meeting

Date: Thursday 6th October 2016

Time: 7.30pm

Venue: OSCA, Henham

Present: Cllrs N. Baker, S. Lee, M. Fisher, K. George-Lafferty, F. Frindle, D. Marshall, clerk M.Dacey and District Cllr R. Gleeson

1. Apologies for Absence: Cllr A. Malins, J. Bawden, G. LeCount, District Cllrs E. Parr, R. Gooding

2. Approval of the Minutes of the Last Meeting

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

3. Matters Arising

4. Reports and Recommendations

(i) Greens and Village Estate – Cllr. Baker

1. **Village ponds** – As regards the forthcoming work on the de-silting of the village ponds, the proposal and budget was agreed subject to further detail being obtained regarding the proposed filters. The work is due to commence in November 2016. Cllr Baker will provide details of the works for villagers in next month's Dragon. With reference to the ecology report circulated to Councillors prior to the meeting, it was suggested that the village shop could sell duck food to prevent the feeding of bread. It was agreed the ducks will also only be fed duck food three times a week by Cllr Frindle. The Parish Council thanks Lady Hammet and Lindsay Lane for allowing the pond silt to be deposited on their land, a considerable cost saving for the Parish Council.
2. **Village Ditches** - Work will commence next week to clear both the ditch near Snow Cottage in the High Street and the pipes under the road. The Parish Council agreed to remove the grass verge outside Snow Cottage and tarmac over at an agreed cost of £500 plus materials.
3. **Utility Company damage** – BT Open Reach have now advised that the insurers for their subcontractors, Carillion- Telent will now be dealing with our claim.
4. **Parking on the Village Greens** – Residents continue to be reminded that it is an offence under the Village By Laws to park on the Village Greens. Cllr Frindle has spoken to relevant owners/builders. Letter received from owners of Gernells seeking permission to park on the greens during building work. It was agreed that any future application to the Parish Council for planning permission would be considered in connection with no parking on the greens by builders.
5. **Restoration of damaged Greens** -The Council will commence a programme of reseeded areas of damaged greens and verges commencing with Woodend Green, it has been held up by the very dry weather.

A resident has asked if stumps on the Village greens are acceptable. In general the Parish Council does not allow any posts or other items to be placed on the village greens. It was agreed the Parish Council would review the legal position regarding stumps on greens.

The Parish Council continues to monitor the damage to the roadway/greens triangle outside Billy's Farm. The Parish Council is also investigating a possible solution to the damage on the village green triangle by the pub/church by using concrete grass mats.

Village Security – Unfortunately there continues to be random thefts in the village. The majority are opportunistic thefts and often caused by people leaving property visible to persons walking past. People are reminded that although we live in a lovely village, we still need to take basic security measures to ensure we do not fall victim of criminals.

Local Government Finance Settlement Technical Consultation – It was agreed Cllr Baker would respond to this consultation on behalf of the Parish Council.

Dog Behaviour – Unfortunately there has been a recent spate of dog fouling on village greens in particular on the green between OSCA and Carters Lane. Residents are reminded to pick up after their dogs and to use the free poo bags available in the village shop. A recent attack by three dogs in Henham has been reported to the Police and who will investigate the incident. People are reminded that if you are concerned that a dog is dangerously out of control then you should contact the police and Sue Knight (UDC Dog Warden) on 01799-510510.

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 November issue of the Dragon.

Defibrillator – A “how to use” training session for residents was well attended by residents at OSCA and was an excellent and enjoyable presentation. Two more training dates are in the pipeline and are advertised in this copy of the Dragon. The Parish Council urges residents to try and attend these further sessions, it really could be lifesaving. The Parish Council thanks Sarah Coke and Gill Foster for offering to be volunteers to carry out weekly checks and other governance of the machine. PIR lighting has now been installed at OSCA which will light the Defibrillator pad. It is still very dark around OSCA and the Parish Council will review with the OSCA Committee the possibility of extending the PIR system. It was agreed that the Parish Council will donate £100 to Community Heartbeat for their help in setting up the Defibrillator system.

Village Hall - With regard to the plans for the Village Hall extension/refurbishment, the Parish Council still awaits a business case for a Village Hall renovation from the Village Hall Committee.

Henham Website – The website renewal is on 16 October 2016 and Nina Gaubert will no longer be able to update the website due to a change in personal circumstances. It was agreed that the new website should proceed at an initial set up cost of £1150 and an annual running cost of £165.

Emergency Plan Review - Cllr Gleeson has updated the Emergency Village Plan which was circulated to all Councillors and the UDC for final comment prior to this meeting. Final sign-off is awaited from UDC. In the meantime it will be updated to include the defibrillator.

School Governors – The Clerk has been asked by the new Co-Chairs of the School’s Governing Body, Mo Park and Lindy McDermott, to ask the Parish Council if they know of anyone who might be interested in becoming a school governor for our village school. There are currently three vacancies with skills required in education/safeguarding, promotions/marketing and finance. However this does not preclude anyone in the village or elsewhere who could offer other skills that could be of benefit to the school. There is an information pack available at the school (contact Mrs Hipperson on 01279 850213) or alternatively please contact the Clerk for further details.

Village Christmas tree - It was agreed the Parish Council would investigate the possibility of having a decorated tree with Christmas lights over the Christmas period.

(ii) Finance

Receipts		
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>
Henham SOV	Henham SOV 100 Club July 2016 (August Draw)	£381.00
Daniel Robinson & Sons Ltd	Gravestone inscription	£45.00
Henham SOV 100 Club	Garage sale and bags proceeds and donations from shop and F. Frindle	£1217.70
UDC	Second half of Precept	£19,248
Expenditure		

<u>To Whom</u> (Invoice no.)	<u>Description</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>
M. Dacey	Clerk's salary (August)	£ 328.32	£ 0.0	£ 328.32
Pat Doughty (97)	War memorial and bench repairs	£100.00	£0.0	£100.00
P. Knott (59070)	Grass cutting 3/8, 17/8 & 31/8	£1230.00	£0.0	£1230.00
L. Beresford (6)	Village signs and phone box cleaning	£40.00	£0.0	£40.00
Candy Chlapik (301)	Bus Stop and War Memorial gardening	£52.50	£0.0	£52.50
M Dacey	Statutory allowance for expenses working from home	£125.00	£0.0	£125.00
BT (direct debit)	Village hall telephone and broadband	£39.90	£7.98	£47.88
Blueclouds	Defibrillator Training	£100.00	£0.0	£100.00
PFK Littlejohn Ltd (SB20160497)	Annual Return Audit	£2000.00	£400.00	£2400.00
T4 Ecology Ltd (T4e-2016-070)	Pond Site visit and production of Method Statement	£450.00	£90.00	£540.00
Simon Lee	Refund for renewal of clerk's MS 365 licence	£59.99	£0.0	£59.99
M. Dacey	Printer ink refund	£34.26	£6.85	£41.11
P. Knott (59108)	Grass cutting 14/9 & 28/9	£820.00	£0.0	£820.00
Affinity Water Ltd (1377517-4)	Allotment Water supply	£89.61	£17.93	£107.54
N. Baker	Refund for St John Ambulance defibrillator pads	£37.22	£7.47	£44.80

Treasury Management Investment Policy and Strategy 2015/16 – nothing to report

Annual Return for Henham PC– The annual return has been audited and is displayed on the notice board. The Parish Council would like to thank Mr Trevor Judd for his work as internal auditor, it is much appreciated. Unfortunately the Parish Council have been billed £2,000.00 + VAT by the external auditors, PKF Littlejohn LLP. Our two previous accounts for 2013/14 was £200 plus VAT and 2014/15 £300 plus VAT. The present account seems to take into account the sale of Blossoms Hill Farm which is a one off sale of one asset and the deposit of the sale into deposit accounts. Cllr Baker wrote both to EALC which supports our position and SBA (on behalf of PKF Littlejohn LLP), however the response from SBA was as follows: "Whilst we appreciate that you may not feel that the standard fee charged is 'fair', please be advised that the scales of fees are as set by the former Audit Commission at the start of the current contract. It has always been the case that bodies who have a large project are unfortunately subject to a larger than usual standard fee – quite often for two years in a row as income can be received and expenditure made in separate years." The EALC has now also written to the NALC and Local Councils Audit on HPC's behalf, their response is awaited.

(iii) Planning and Developments

Applications –

- UTT/16/2654/FUL proposed dwelling/annexe at Parsonage Bury Farm, Church End Church Street Henham
- UTT/16/1990/HHF proposed rear conservatory extension, Coopers Cottage, High Street, Henham
- UTT/16/2725/LB proposed incorporation of ground and first floor rooms of adjoining property to redefine party wall position including alterations to doors and windows, removal and insertion of partition walls and associated internal alterations, The Wyndies Crow Street, Henham
- UTT/16/2400/FUL proposed removal of existing dwelling, garages and outbuildings and replacement with new oak framed dwelling and garage, The Cedars, Old Mead Lane, Henham
- UTT/16/2801/FUL proposed change of use of the existing building from B1/B8 (Business storage) to be used as a studio/gym, Parsonage Farm, Church End, Henham

Breaches – None reported

Appeals - Hill Top Yard (UTT/15/0623) & Hill Top Yard (APP/C1570/C/15/3139123) – Both Appeals dismissed.

Decisions-

- **proposed SUDS Pond and Swale, Land South Of School Lane School Lane Henham (UTT/16/0814/FUL) – Refused by UDC. We await to see if Persimmons will appeal.**
- **Proposed erection of 9 no. detached dwellings, Land North Of Chickney Road Chickney Road (UTT/16/1988/FUL) – Approved with conditions. The Appeal for 10 houses has been withdrawn.**

(iv) Highways – Cllr LeCount: (a) Regarding the proposal to move the village signs to before the start of Blossom Hill, Essex Highways have provided the following response: “We have discussed this with the developer implementing the proposal and they are unable to assist with this request. I would recommend that the Parish Council contact Essex Highways direct to see if this can be implemented under a Local Highways Panel Scheme. As the developer has no requirement to move the village gateway signs, we are unable to insist on their relocation at the expense of the developer.” It was agreed the Parish Council will investigate moving the signs at its own expense.

(b) Cllr LeCount has submitted 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. ECC have now confirmed they will investigate this and amend their records if necessary. As regards reducing the speed limit on Old Mead Road, ECC provided the following response: “. . .In respect of the current speed limit on Old Mead Road being extended, the speed limit was fully reviewed in the county wide speed review of all classified roads which was completed in 2011. The review did not highlight any changes were required to this section, and the road layout and signage was assessed as appropriate for the location. I also highlight that lower speed limits on their own do not reduce collisions. Speed limits are not targets; drivers should be adjusting their speed to suit the conditions of the road. Regrettably, many drivers who do not drive sensibly are also those that will not comply with speed limits...”

(c) Footpaths 7 & 38: The rights of way personnel at ECC and the Uttlesford Ramblers chairman have been contacted 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. Essex Highways are proposing to divert a section of Footpath 38 from its current route within the grounds of the property Theydon Lodge to an alternative route around its perimeter utilising an existing field-edge.

(d) Potholes by Toot Toot Bridge – this will continue to be monitored and pursued with Essex Highways as the holes are getting worse.

(e) A resident, Mr Sammons has written to the Chair requesting Parish Council assistance regarding damage done by an out of control car some time ago to the protective metal pipes and posts outside his house The White House, Old Mead Road. Cllr LeCount awaits further details from Mr Sammons.

(f) Bus fare increase impacting schools – No update

(g) School parking – Cllr LeCount is liaising with Essex Highways regarding installing double yellow lines on the corners of Pimletts and Carters Lane

5. Correspondence

Sent.: Received:

- Planning Applications - see 4(iii) above
- Clerk – approximately 200 emails in September 2016. A letter from the Chairman of the Village Shop Committee thanking the Parish Council for funding the additional security at the shop. Letter from Brian and Rita Cottee requesting permission to park on the greens, email from Charlotte Morley requesting permission to park on the greens.

6. Waste and Minerals Development Issues – The hearing of the application for a waste incinerator on the road to Elsenham Golf Club is to be heard in October. The Parish Council is represented by a consultant who will oppose the venture.

7. Stop Stansted Expansion – Nothing to report.

8. Governance – The Standing Order and Financial Regulations were distributed to all Councillors for review in the coming months.

9. Local Plan – UDC are in the final stages of producing a draft Local Plan for consultation. Henham Parish Council does not expect any development in the Parish now that Fairfield has been refused.

10. Henham SOV 100 Club draw Cllr. Fisher –

September Draw

N. 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 89 (N&M Brogan) £220

2nd Prize Number 139 (T. Judd) £106

3rd Prize Christmas Cumulative Bonus Ball £53 - currently £212 in total.

Total funds received were £760 half will be paid out in prize money totalling £379 with the balance of £381 (minus £20 renewal of Licence Fee) will be paid to Henham Parish Council SOV Funds.

11. Date of Next Meeting

The next Parish Council meeting will be held on Thursday 3rd November 2016, 7.30pm at OSCA.

Mareike Dacey, Clerk