

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

Date: Thursday 6th April 2017

Time: 7.30pm

Venue: OSCA, Henham

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

**1. Apologies for Absence:** Cllr K. Lafferty-George, District Cllr P. Lees, County Cllr R. Gooding

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

The minutes of the March 2017 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** – Final grading and seeding, preparation of the silt on the allotment, moving of fish and painting of the railings to be undertaken in the Spring. Cllr Baker waiting for a final quote for chicken wiring of footpath bridges, pond landscaping/planting and painting the pond railings. It was agreed that Cllr Frindle would monitor duck feeding. It was agreed the blocked drains need to be cleared before deciding on the silt trap design.
2. **Henleys pond** –The fence has now been removed. It was agreed that the area around the pond will be cleared of weeds and top soil put down, landscaped and seeded at a cost of £250.00. Cllr Baker to obtain a quote for cost of planting some evergreen shrubs by the garage.
3. **Access Across the Village Greens** – The Parish Council has sought legal advice regarding rights of way over the Village Greens. This confirms that the Parish Council can refuse any new rights of access over the greens. Following a discussion it was agreed that a formal policy would be adopted to include a new fee-structure for the grant of access over existing rights of way.
4. **Restoration of damaged Greens** -The Council will shortly commence a programme of reseeding areas of damaged greens and verges to include damage around ponds, greens following the recent pond/gas/water works. It was agreed that the Clerk should no longer pursue the claim relating to BT claim for verge damage caused in December 2015 as no response has ever been received from the sub-contractor despite several attempts by the Clerk.
5. **Billy's Barn** -The Parish Council continues to monitor the damage to the roadway/greens triangle outside Billy's Barn at Birds 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. The Parish Council awaits a second quote for these two pieces of work.
6. **Road outside Ship Cottage** - The Hoggs have written to the Parish Council regarding repairs to the road which is wearing away. The Parish Council is considering this request.
7. **Wyndies Development** – Following a discussion, it was agreed that as the Wyndies development is already at the planning stage and further legal opinion regarding access has only recently been sought, the existing fee structure arrangement relating to the grant of access over greens would apply. Going forwards the new policy will apply.

**Village Hall** - With regard to the plans for the Village Hall extension/refurbishment, Cllr Bawden has now received the Village Hall Committee's business plan and this was circulated this to all Councillors prior to this meeting. It was agreed that further detail relating to finance and scope would be required in order for the Parish Council to support any refurbishment.

**Henham Website** – IT training for Cllr Lee and the Clerk has been completed. The Parish Council now has full control over the website. Cllr Lee to review remuneration for the Clerk's time in connection with running the website.

**Field View Close Hedge** – The Parish Council agreed a cost of £450.00 for the area to be cleared of builders rubble before any planting can be carried out.

**Village School Website Funding** – The School Governors have written to the Chair requesting a donation towards funding a new school website in order to encourage an increase in pupil intake across the school. It was agreed that the Parish Council would support funding via the District Councillor’s allocated budget, with the Governors to provide further details to District Cllr LeCount.

**Remembrance Sunday Road Closure** – The Road Closure Order for this year’s Remembrance Sunday on 12<sup>th</sup> November 2017 has now been obtained by Cllr Lafferty-George.

*(ii) Finance*

<b>Receipts</b>				
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>		
Henham SOV	Henham SOV 100 Club (March Draw)	£429.00		
<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 (March)	£ 328.32	£ 0.0	£ 328.32
Gardner Planning Ltd (020.4)	Professional planning advice re School Lane	£3,000.00	£600.00	£3,600.00
Gardner Planning Ltd (042.1)	Professional planning advice re North Hall Road	£900.00	£180.00	£1,080.00
The Design Mill (16097)	Information Brochure printing costs	£331.00	£0.0	£331.00
Treecology (0822)	Tree works by ponds, Crow Street/School Lane	£380.00	£0.0	£380.00
Treecology (0823)	Hedge work in church yard and cemetery	£275.00	£0.0	£275.00
L. Beresford (3)	Window and signs cleaning	£40.00	£0.0	£40.00
M.Dacey	Refund for stamps	£28.56	£0.0	£28.56
BT (direct debit)	Village hall telephone and broadband	£42.90	£8.58	£51.48
Popcorn Web Design Ltd (2130)	Website technical support	£120.00	£24.00	£144.00
P. Knott (59365)	Grass cutting 15/3 & 29/3	£820.00	£0.0	£820.00
S. Lee	Refund for Dropbox upgrade to Clerk’s laptop for website	£79.00	£0.0	£79.00
Henham Village Shop Association Ltd (H00038)	Post Office quarterly charges February to May 2017	£1897.00	£0.0	£1897.00
Affinity Water	Allotment Water Supply	£38.34	£7.67	£46.01

**Treasury Management Investment Policy and Strategy 2017/18 – Cllr Fisher:** This has been updated by Cllr Fisher and circulated prior to the meeting. It contains nothing new except for a brief paragraph relating to the economic outlook which is required to be in the policy. The Cash Assets Schedule has been updated by the Clerk and circulated prior to the meeting.

**Annual Return for Henham PC**–The EALC has written again to the NALC and Local Councils Audit on HPC’s behalf. The Clerk has chased EALC for a response. Information in connection with the 2016-17 Annual Return has been provided to the Parish Council’s internal auditor by the Clerk.

Henham Parish Council Receipts and Expenditure records for Quarter 2 and Quarter 3 of 2016-2017 financial year were checked and signed off by Cllr Fisher.

*(iii) Planning and Developments*

**Applications:**

- **UTT/16/3670/FUL** - Proposed Conversion of existing coach house into separate dwelling. Demolition of front boundary wall and formation of new access from Old Mead Road, Old Mead, Old Mead Road.
- **UTT/16/3671/LB** - Proposed Conversion of existing coach house into separate dwelling. Demolition of front boundary wall, Old Mead, Old Mead Road.
- **UTT/17/0602/HHF** - Proposed removal of glazed lean-to between kitchen and outbuilding and erection of single storey rear extension, Peddars, Wood End Green, Henham
- **UTT/17/0603/LB** - Proposed removal of glazed lean-to between kitchen and outbuilding, erection of single storey rear extension and repairs including provision of external lighting to the front, replacement of flooring to dining and living room and installation of down lighters to living room, Peddars, Wood End Green, Henham
- **UTT/17/0668/OP** - Proposed Outline application for the demotion of existing garage and erection of 1 no. detached dwelling, with all matters reserved except for access, Site at Birch Grove, Old Mead Road
- **UTT/17/0789/HHF** – Proposed erection of single storey front extension, 34 Vernons Close Henham
- **UTT/17/0759/FUL** - Proposed extension to existing menage and erection of new fencing. Proposed new wide vehicle access track, Tudor Hall, Pledgdon Green, Brick End Road, Henham.
- **UTT/17/0426/FUL** - Proposed demolition of existing garage and erection of dwelling land adjacent Thatch End The Row
- **UTT/16/2177/HHF** - Proposed demolition of existing garage/stable outbuilding reconstruction of new replacement out building to house garage, staff accommodation and guest suite, Wood End, Wood End Green, Henham
- **UTT/16/2178/LB** - Proposed demolition of existing garage/stable outbuilding, Wood End, Wood End Green, Henham
- **UTT/17/0819/HHF** - Proposed single storey side extension Hornbeam Cottage Starr Road

**Breaches:**

- **Hill Top Yard (UTT/15/0623 – Enforcement – removal of 5m lights)** – HPC’s position is the enforcement must go ahead as it is unrelated to HTY’s application for 2m lights (UTT/16/3393/FUL). UDC have now confirmed enforcement action will be taken.
- **Hill Top Yard (UTT/16/3393/FUL – Application for 2m Lights)** - UDC have confirmed this application will not go to committee as they will refuse it.

**Appeals:**

- **Proposed 35 Houses, Land South Of School Lane School Lane Henham (UTT/15/2982/FUL)** – Refused by UDC in May 2016. Deadline for appeal was 10<sup>th</sup> November 2016. Appeal Inquiry deadline 6<sup>th</sup> March 2017. The Appeal hearing has been set for 13<sup>th</sup> June for 4 days. The Parish Council will oppose the Appeal.
- **SUDS, Land South of School Lane Henham (3171425/ LPA Ref UTT/16/0814/FUL)** – Persimmons are appealing the refusal. The Planning Inspectorate has decided to link the appeal to appeal 3162954 (35 houses) to be heard at the inquiry commencing on 13 June 2017.

**Decisions- None**

*(iv) Highways – Cllr LeCount*

- (a) Potholes by Toot Toot Bridge, Crow Street bend, Yarrow Cottage in High Street Pledgdon/Thaxted road – Cllrs LeCount and Frindle updated regarding local potholes and will provide a list of potholes for the Clerk to schedule.
- (b) Protective metal pipes and posts outside The White House, Old Mead Road. Essex Highways have deemed the present damaged post safe. Cllr LeCount will challenge this.
- (c) School parking – Cllr LeCount is liaising with the School and a local resident in order to provide Essex Highways with more detail regarding the proposed installation of double yellow lines on the corners of Pimletts and Carters Lane.
- (d) Cllr Gooding continues to liaise with Essex Highways regarding the kerbing on Crow Street.
- (e) The blocked drains outside Snow Cottage has been logged with Essex Highways – matter is ongoing.
- (f) The removal of the silt has uncovered blocked pipes running from the road into the ponds - Cllr LeCount is investigating this with Essex Highways.
- (g) Signage at The Row - Cllr LeCount is liaising with Essex Highways regarding signage for The Row.
- (h) Network Rail – Cllr LeCount is reviewing the proposed level crossing closures details of which will be put on the website.

## **5. Correspondence**

Sent/Received:

- Planning Applications - see 4(iii) above
- Clerk – approximately 250 emails in March 2017.

## **6. Waste and Minerals Development Issues – update**

### **7. Stop Stansted Expansion – Nothing to report.**

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

**9. Local Plan** – Following an Extraordinary Council Meeting at UDC was held on 16<sup>th</sup> November 2016, there was a three month period of reassessment of the Local Plan following a District wide consultation. The timetable now would appear to be that a draft plan will be submitted to the Working Group on 6<sup>th</sup> June 2017 with a consultation in July/August. It has now been confirmed that Fairfield is being included along with 4 other sites as a contender for a single settlement of some 4000 to 5000 houses. The exit road is now down to the golf club and exiting at the new Hall Road roundabout. District Councillor Lees attended 3 meetings at UDC where all 7 sites were presented to the PPWG. David Locke Associates presented for Fairfield and District Councillor Lees was able to question the presenter about the Fairfield proposal.

### **10. Neighbourhood Planning – Nothing to report.**

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

#### **March 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 42 (J. Ford) £218

2nd Prize Number 20 (M. Churchouse) £105

Christmas Cumulative Bonus Ball £265

Total funds received were £750 half will be paid out in prize money totalling £376 with the balance of £374 will be paid to Henham Parish Council SOV Funds.

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

The Annual Parish Council meeting will be held on Thursday 4<sup>th</sup> May 2017, 7.30pm at OSCA  
**Mareike Dacey, Clerk**