

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

Date: Thursday 4<sup>th</sup> May 2017

Time: 7.30pm

Venue: OSCA, Henham

**ANNUAL PARISH COUNCIL MEETING**

**Present:** Cllr and District Cllr G. LeCount, Cllrs S. Lee, F. Frindle, N. Baker, J Bawden, District Cllr P. Lees, 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 Lee, seconded by Cllr Frindle – unanimously elected.

Vice-Chair – Karen George-Lafferty nominated by Cllr Frindle, seconded by Cllr Bawden – unanimously elected.

**1. Apologies for Absence:** Cllrs M Fisher, A. Malins, K. George –Lafferty, D. Marshall and District Cllr Gooding

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

The minutes of the April 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 when the Affinity water works are completed. Following a discussion, it was agreed to authorise the work for the chicken wiring of footpath bridges at a cost of £855 with a further quote to be sought for the replacement of scaffold boards for one of the badly damaged bridges. As regards the painting of the pond railings, four professionals have been approached with only two willing to provide a quote. It was previously agreed the blocked drains need to be cleared before deciding on the silt trap design. The Parish Council is awaiting a revised quote for pond planting. The pathway next to Clematis Villa has now been levelled and seeded. Cllr Frindle provided an update regarding duck feeding.
2. **Henleys pond** – The area around the pond has now been seeded. Cllr Baker to obtain a quote for cost of planting some evergreen shrubs by the garage.
3. **Access Across the Village Greens** – At the previous meeting it was agreed that the existing policy would be updated to include a new fee-structure on a sliding scale for the grant of access over existing rights of way. Cllr Frindle proposed the adoption of the policy and Cllr LeCount seconded the proposal. Any resident seeking further information regarding the policy can approach the Clerk.
4. **Restoration of damaged Greens** -The Council will commence a programme of reseeding areas of damaged greens and verges to include damage around ponds, greens following the recent pond/gas/water works.
5. **Billy's Barn** - The Parish Council approved a quote for £1000 plus VAT for remedying the damage by Billy's Barn and on the village green triangle by the pub/church.
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.

**Village Hall** – The Parish Council continues to wait for the Village Hall Committee to provide further detail regarding finance and scope relating to refurbishment. Following a discussion, it was agreed that the Chair would put a notice in the Dragon seeking assistance from a volunteer with project management skills who could help put together a business case. Cllr Bawden will liaise with the Village Hall Committee to agree this approach.

**Henham Website** – Cllr Lee proposed and Cllr Frindle seconded a proposal to remunerate the Clerk an additional 3 hours per month for the Clerk’s time in connection with running the website.

**Field View Close Hedge** – The area has been cleared of builders rubble and planting carried out.

**Family Fun Event on Sunday 2nd July** – The Church has asked the Chair for permission to host a Family Fun Day on Sunday 2<sup>nd</sup> July at Wood End Green which has been granted. Details to appear on the village website in due course.

**Additional dog poo bins** – Ms Barrett has asked the Parish Council to provide an additional dog poo bin in the village. The difficulty is that UDC refuses to empty any further dog bins. District Cllr Lees will attempt to change the policy and The Parish Council will also write to UDC expressing disappointment in their policy.

**Risk Assessment** - The Parish Council risk assessment report was approved. The Local Council insurance for 2017-2018 has been renewed by the Clerk and the premium paid.

**Affinity Water Works** – The Parish Council is disappointed that as a result of some dangerous driving through the roadworks by some residents, ECC have now imposed a full roadblock. The Parish Council continues to liaise both with the contractor to Affinity Water and residents to ensure the remaining works are conducted with as little disruption as possible. The works are now due to be completed by 15<sup>th</sup> May 2017.

*(ii) Finance*

<b>Receipts</b>				
From Whom	Description	Amount		
Henham SOV	Henham SOV 100 Club (April Draw)	£374.00		
UDC	First half of the Precept	£19,392.79		
<b>Expenditure</b>				
To Whom (Invoice no.)	Description	Amount	VAT	Total
M. Dacey	Clerk’s salary (March)	£ 334.89	£ 0.0	£ 334.89
MAJ Fiddler (0573)	Henleys pond fence work	£298.00	£0.0	£298.00
Old School Community Association	HPC Meetings OSCA room hire	£144.00	£0.0	£144.00
BT (direct debit)	Village Hall Telephone and Broadband	£42.90	£8.58	£51.48
AON UK Limited	HPC insurance	£336.88	£0.0	£336.88
Richard Buxton Client Account (HCO1-002/LF)	Legal advice regarding Village Greens Access	£212.70	£42.54	£255.24
P. Knott (59418)	Grass Cutting 12/4 & 26/4	£820.00	£0.0	£820.00
EALC (7547)	EALC & NALC Affiliation fees	£359.22	£0.0	£359.22
Information Commissioner (ICO:00044354249)	Data Protection registration	£35.00	£0.0	£35.00
Candy Chlapik (336)	War Memorial and Bus Stop garden maintenance	£232.50	£0.0	£232.50

**Treasury Management Investment Policy and Strategy 2017/18:** The Nationwide Account is expiring on 18<sup>th</sup> May 2017 and a new account will be opened at an interest rate of 0.65%.

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

**VAT Reclaim** – The Clerk has submitted a VAT reclaim for £15,633.38 on behalf of the Parish Council and JPSGC.

**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 Bawden proposed the approval, Cllr Lee 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 LeCount proposed the approval, Cllr Frindle 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 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:**

- **UTT/17/0996/HHF** - Proposed erection of single storey side extension, Clematis Villa, High Street Henham
- **UTT/17/0974/HHF** - Proposed demolition of existing garage and erection of new garage/store, rear extension, loft extension/conversion and roof alterations, The Shielings, Old Mead Lane, Henham
- **UTT/17/1107/HHF** - Proposed garage extension to form workshop and part conversion to form utility room, Cornerways Crow Street, Henham
- **UTT/17/1147/HHF** - Proposed detached double car-port with storage area in roof space, Bracklin, High Street
- **UTT/16/3670/FUL** - Amended proposal for the conversion of existing coach house into separate dwelling with re-positioned access and new 1.8m boundary wall
- **UTT/17/1122/HHF** – Proposed single storey side extension to provide utility and kitchen, 1 Mill Road, Henham
- **UTT/17/0426/FUL Thatch End** – the Parish Council has sought legal advice in respect of ownership of the parking area in front of the garage and has written to the resident.

#### **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) & SUDS, Land South of School Lane Henham (3171425/ LPA Ref UTT/16/0814/FUL)** The Appeal hearing has been set for 13<sup>th</sup> June for 3-4 days at the Stansted Conference Centre in Takely. The

Parish Council will oppose the Appeal and have met with their legal and professional advisors, the Headteacher, and the Co-Chair of the Governing Body in order to prepare for the Appeal.

### **Decisions- None**

#### ***(iv) Highways – Cllr LeCount updated generally regarding local Potholes survey***

(a) Potholes by Toot Toot Bridge – Cllr LeCount to re-measure the potholes, Crow Street bend, Yarrow Cottage in High Street - now repaired as part of the Affinity Water works, Pledgdon/Thaxted road – ECC will repair the road but only after the planned Affinity Water works have been carried out. Cllr LeCount to 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 has challenged this.

(c) School parking – It was agreed that Cllr LeCount will continue to liaise 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 still ongoing. It was agreed that Cllr LeCount will pursue this with ECC with due vigour.

(f) The removal of the silt has uncovered blocked pipes running from the road into the ponds - Cllr LeCount to pursue this with ECC with due vigour.

(g) Signage at The Row - Cllr LeCount is liaising with Essex Highways regarding signage for The Row. No update.

(h) Network Rail – Cllr LeCount is reviewing the proposed level crossing closures.

(i) Essex County Council has made an Order to divert Footpath 38 in the parish of Henham in the District of Uttlesford.

### **5. Correspondence**

Sent/Received: The Chair has received an email from Ms Barrett re additional dog poo bins in the village.

- Planning Applications - see 4(iii) above
- Clerk – approximately 300 emails in April 2017.

**6. Waste and Minerals Development Issues** – The Examination of the Essex and Southend-on-Sea Replacement Waste Local Plan has been underway since June 2016. The hearing sessions began on Tuesday 27 September and adjourned on 7 October 2016. As part of the examination process, the Planning Inspector has requested that a number of modifications be made in order for the Plan to be found sound and consequently suitable for adoption. Public consultation on the Schedule of Modifications closed on 16 February 2017 with more than 550 comments received from around 370 individuals and organisations. All comments have been processed and were passed to the Inspector on Monday 20 March 2017. The Parish Council has responded to this consultation. If residents wish to view the comments received, these are available to view now on the ECC website [www.essex.gov.uk/wlp](http://www.essex.gov.uk/wlp). The Inspector will consider the comments received as part of the preparation of her final report. This is anticipated in late April 2017 and, if deemed sound, the Plan will be adopted by the Authorities in July 2017.

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

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

**9. Local Plan** – District Cllr Lees provided an update. A draft plan will be submitted to the Working Group in June 2017 with a consultation in the Summer. It has now been confirmed that Fairfield is being included along with 6 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.

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

**11. Henham SOV 100 Club draw Cllr. Fisher** – As Cllr Fisher was not present, it was agreed that the SOV 100 Club draw would be conducted at a later date and the results will be recorded in the June Parish Council Meeting minutes.

**12. Date of Next Meeting**

The next Parish Council meeting will be held on Thursday 1<sup>st</sup> June 2017, 7.30pm at OSCA

***Mareike Dacey, Clerk***