

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

Date: Thursday 7<sup>th</sup> September 2017

Time: 7.30pm

Venue: OSCA, Henham

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

**1. Apologies for Absence: Cllrs J. Bawden, M. Fisher, County Cllr R. Gooding**

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

The minutes of the July 2017 meeting were approved and signed by the Chair. There was no meeting in August.

**3. Matters Arising**

**Resignation of Cllr Bawden** -The Parish Council would like to thank Jon Bawden for the commitment and hard work he has shown over the past 2 years particularly in relation to the village hall. He has been a very hard working Councillor and we wish him well.

**4. Reports and Recommendations**

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

1. **Village ponds** – Final grading and seeding of bare areas around the ponds will be completed once Affinity has completed their work programme. The posts and rails around the ponds have now been painted and look splendid. The fish which were moved into the small pond when the silting was done will be moved back into the large pond they came from. The Chair received authorisation from ECC for the Parish Council to carry out the wire work on the footpath bridges which has now been done. ECC have also confirmed they will replace one damaged bridge at their own cost. ECC have unblocked the drains in High Street and Chickney Road, there is one drain not working. 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 Chair will follow this up. Cllr Frindle confirmed the ducks do not require any additional feeding and it was agreed that Cllr Lee will look into getting the no duck feeding poster printed. It was agreed that the “hidden” Crow Street pond should be opened up as per Henleys, the Chair will obtain an estimate for the work.
2. **Restoration of damaged Greens** -The Council will commence a programme of reseeded areas of damaged greens and verges to include damage around ponds, greens once the Affinity Water works have been completed. The Chair continues to liaise with AWL regarding the ongoing works and impact on the village greens, with updates provided on the village website and Facebook. Cllr Marshall and Mark Mower will examine the drains along the High Street to see if they are free-flowing into the ditches.
3. **Superfast Essex/New BT Cabinet** - BT have confirmed they are installing a new cabinet outside School Cottages, on the Green off Crow Street. The Parish Council are unhappy with the exact location of the cabinet in the middle of the green and have asked for its position to be reconsidered. It was agreed the Clerk will liaise with our new Broadband Superfast Champion, Elaine Randall, regarding potential slippage in the superfast broadband timetable.
4. **Routine Maintenance works** – Routine maintenance has now taken place on benches, the village sign, bus shelter and village notice board. The posts on Carters Lane and poo bin posts have also been repaired.
5. **Tree pruning** – The previously agreed works to the tree growth above the bus shelter in Mill Road, together with some overhanging branches on the greens by Highfields Lane and along Crow Street, the removal of the old tree in front of Starr Garage and various canopies which need cutting back, will commence shortly.
6. **Fence around the entrances across the ponds.** It was previously agreed to obtain quotes for replacement fencing along the ponds by the Bury and Woodstock. For one bay each side by the

first pond with posts etc and 5 Bays each side by The Bury. The work involves removal of the old fences, removal of old posts, new posts put in, area tidied and growth cut away. £1443.60 including VAT.

7. **Telephone Box** – This has now been refurbished. Cllr K Lafferty-George to liaise with volunteers to keep the inside of the telephone tidy.

**Village Hall** – Glenn Brennan has been working hard on the Village Hall project. The main issue is the wayleave granted by the Parish Council to Eastern Electricity in 1967 which gives them control over the piece of land at the back of the Village Hall that the Village Hall Committee would want in order to extend the back of the Hall. It also gives them an easement down one side of the Village Hall. When the project was discussed a few years back the Electricity Company were most unhelpful nonetheless the Chair has written to them again. We await their response.

**New Signs** – a replacement no fly-tipping sign for Little Henham has been placed and a new sign for Pledgdon Green will be placed shortly. A new no parking on the greens sign has been placed by OSCA.

(ii) Finance

<b>Receipts</b>				
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>		
Henham SOV	SOV 100 Club April & May draws	£748.00		
Henham SOV	SOV 100 Club June draw	£374.00		
<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 (June)	£ 366.27	£ 0.0	£ 366.27
Gardner Planning Ltd (020/7)	Planning advice re School Lane Appeal	£4000.00	£800.00	£4800.00
SSE	Annual SSE donation for membership	£250.00	£0.0	£250.00
L. Beresford (4)	Village signs cleaning	£40.00	£0.0	£40.00
Rural Community Council of Essex	Annual Membership	£60.50	£12.10	£72.60
P. Knott (59550)	Grass Cutting 5/7 & 19/7	£820.00	£0.0	£820.00
BT (direct debit)	Village hall telephone and broadband	£46.79	£9.35	£56.14
CZ Design & Print (86700)	Local Plan Leaflets	£19.00	£0.0	£19.00
Tangent Signs Ltd (2753)	Fly tipping signs x3	£135.00	£27.00	£162.00
Tangent Signs Ltd (2757)	No parking sign	£55.00	£11.00	£66.00
M. Dacey	Clerk's Salary (July)	£366.27	£0.0	£366.27
Gardner Planning Ltd (020/8)	Planning Advice re School Lane	£450.00	£90.00	£540.00
Gardner Planning Ltd (039/4)	Planning Advice re Local Plan	£750.00	£150.00	£900.00
Candy Chlapik (370)	Village garden maintenance	£113.75	£0.0	£113.75
Pat Doughty	Telephone Box repairs and maintenance	£250.00	£0.0	£250.00

JRB Enterprise Ltd (17177)	Dog poo bags	£58.04	£11.61	£69.65
PKF Littlejohn LLP (SB20170239)	External Auditors fees for Annual Return	£400.00	£80.00	£480.00
Barry J Poole (006)	Footbridge mesh work	£513.00	£0.0	£513.00
Henham Village Shop Association (H00040)	Post Office quarterly fees Aug-Nov	£1897.00	£0.0	£1897.00
M. Dacey	Refund of Printer ink	£25.61	£0.0	£25.61
S. Lee	Refund for Office 365 subscription for Clerk's laptop	£49.99	£10.00	£59.99
Uttlesford Association of Local Councils	UALC subscription	£25.00	£0.0	£25.00
BT (direct debit)	Village hall telephone and broadband	£45.20	£9.04	£54.24
CZ Design and Print (86812)	HTY leaflets	£22.00	£0.0	£22.00
MAJ Fiddler (0584)	Village maintenance, sign, noticeboard etc	£798.92	£0.0	£798.92
Andrew Simister (080)	Chemical Spraying at The Bury	£200.00	£0.0	£200.00
P. Knott (59609)	Grass cutting 2/8, 16/8 & 30/8	£1,230.00	£0.0	£1,230

**Treasury Management Investment Policy and Strategy 2017/18 – Cllr Fisher:** Nothing to report

**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.

**Annual Return for Henham PC 2016/17** – the Annual return has been approved by our external auditors and the Notice will be displayed on the village noticeboard on 10<sup>th</sup> September. The Parish Council thanks our internal auditor, Trevor Judd, for all his assistance.

Henham Parish Council Receipts and Expenditure records for Quarter 1 of 2017-2018 financial year were previously given to Cllr Fisher for review.

It was agreed by the Parish Council to award the Clerk an annual bonus.

*(iii) Planning and Developments*

**Applications:**

- **UTT/17/1742/LB** - Proposed move of an internal door between 2 modern parts of the house, Mondis Cottage, Crow Street, Henham
- **UTT/17/1741/LB** - Proposed replacement of bay window with French doors/side screens, Mondis Cottage, Crow Street, Henham
- **UTT/17/1878/HHF** - Proposed erection of 3 no. dormer windows (amended scheme to previously approved application UTT/16/2324/HHF), Clifton House, High Street, Henham
- **UTT/17/2095/HHF** - Proposed first floor extensions, internal alterations and removal of Chimney, 13 Chickney Road, Henham
- **UTT/17/2156/HHF** - Proposed erection of single storey side extension 20 Mill Road Henham
- **UTT/17/2158/LB** – Proposed replacement brick plinths and sole plates as well as associated timber stud repairs plus taking down existing chimney to first floor level and rebuilding, The Wyndies Crow Street.
- **UTT/17/2333/HHF** – Proposed single storey front extension, 34 Vernons Close, Henham
- **UTT/17/2241/FUL** – proposed Retention of lamp posts/external lights reduced in height to 2m, and reduction in number from 20 to 10, Hill Top Yard, Mill Road
- **UTT/17/2365/HHF** - Erection of single storey side extension, 31 Vernons Close, Henham

- **UTT/17/2387/FUL** – Proposed demolition of existing garage and erection of new garage and 1 no. dwelling, Thatch End, The Row, Starr Road
- **UTT/17/2544/HHF** - proposed new single story garden room to rear of property and internal alterations forming kitchen/dining area, Apple Oak, High Street

**Elsenham Railway** – Concerns were expressed by Cllr Lee regarding the lack of affordable housing at the Elsenham Railway development. District Cllr Lees agreed to take this up with UDC.

**Breaches:**

- **Hill Top Yard (UTT/15/0623 – Enforcement – removal of 5m lights)** – The Parish Council awaits further enforcement action to remove the lights.
- **Hill Top Yard (UTT/16/3393/FUL – Retrospective Application for 2.5m Lights)**
- **Hill Top Yard – Illegal airport parking** – this has been reported to UDC who have confirmed an enforcement file to investigate the alleged airport parking has been opened. The reference number is ENF/17/0270/C and the case officer is Gary Collins who can be contacted at [enforcement@uttlesford.gov.uk](mailto:enforcement@uttlesford.gov.uk). The Parish Council is concerned about the dangers of pedestrians dragging suitcases along the Mill Road and has asked the District Cllrs to report this to UDC which they have done.

**Appeals:**

- UTT/16/2779/OP Outline application with all matters reserved except for scale and access for 1 no. one and a half storey dwelling, Land at The Reeds, Old Mead Road - An appeal has been made to the Secretary of State against the decision of Uttlesford District Council to Refuse APP/C1570/W/17/3178081.
- UTT/17/0668/OP Outline application for the demotion of existing garage and erection of 1 no. detached dwelling, Site at Birch Grove Old Mead Road. An appeal has been made to the Secretary of State against the decision of Uttlesford District Council to Refuse APP/C1570/W/17/3177319

**Decisions- None**

*(iv) Highways* – Cllr LeCount was disappointed to note that none of the requests previously made to ECC have been placed on the Local Highways Panel Schemes to date. He has made the relevant LHP scheme submissions, where applicable, in respect of various items below:

(a) Potholes by Toot Toot Bridge - to be reinspected this month. Pledgdon/Thaxted road (which has now been done but only up to the turning for Pledgdon Green) – Andy Hilsdon (ECC) was chased in July and August. Residents are encouraged to report their concerns via [www.essex.gov.uk/highways](http://www.essex.gov.uk/highways). Cllr LeCount has again chased Andy Hilsdon. The Clerk has also written to ECC regarding the Thaxted Road potholes which are worsening. Pot Hole on High Street opposite Heydon – this has been repaired by Morrisons again.

(b) 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”. Cllr LeCount has submitted LHP scheme submission and chased Norman Chan again.

(c) 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.

(d) County Cllr Gooding continues to liaise with Essex Highways regarding the kerbing on Crow Street.

(e) The blocked drains outside Snow Cottage and 5 blocked pipes running from the road into the ponds – Mike Cottage (ECC) – Now completed.

(f) Signage at The Row - Cllr LeCount has been referred to UDC regarding signage for The Row.

(g) Cllr LeCount to put a notice in the Dragon seeking volunteers regarding launching a speed watch campaign. Anyone interested in joining the scheme, please contact Cllr Frindle.

(h) Rissa Long (ECC) and Vicky Duff at Essex Highways have been asked to investigate (1) extending the 40mph speed limit along Old Mead Road to Toot Toot bridge and (2) along Hall Road up to the village - Rissa replied *"Further to your email to Vicky Duff dated the 1<sup>st</sup> June I can confirm that the speed limit requests for Old Mead Road in Henham are being progressed through the Uttlesford Highways Panel LHP validation stage whereby it will be assessed against Essex criteria. I will respond in due course regarding if this meets the criteria allowing them to then be considered for future funding from the LHP"*. (3) moving the village 30mph speed limit sign back to include the new 9 houses being developed and Blossoms Hill Farm. Cllr LeCount has submitted LHP scheme submission.

## 5. Correspondence

Sent/Received:

- Planning Applications - see 4(iii) above
- Clerk – approximately 300 emails in July 2017 and 200 emails in August.

**6. Waste and Minerals Development Issues** – nothing to report.

**7. Stop Stansted Expansion** –

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

**9. Local Plan** – UDC has now published the Draft Local Plan. The consultation closed on 4<sup>th</sup> September 2017.

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

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

### July Draw

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

1st Prize Number 14 (N. Baker) £ 218

2nd Prize Number 121 (B. Brooks) £105

Christmas Cumulative Bonus Ball £53 – cumulative total £477

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.

### August Draw

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

1st Prize Number 26 (H. Searson) £218

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

Christmas Cumulative Bonus Ball £53 – cumulative total £530

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 next Parish Council meeting will be held on Thursday 5<sup>th</sup> October 2017, 7.30pm at OSCA. Everyone welcome.

**Mareike Dacey, Clerk**