

HENHAM PARISH COUNCIL
Minutes (Unapproved) of a Council Meeting

Date: Thursday 2 December 2021

Time: 7.30pm

Venue: OSCA, Henham

Present: Cllrs N. Baker, S. Lee, M. Fisher, G. LeCount, P. Franklin, J. King, County Cllr R. Gooding, Clerk M. Dacey

1. Apologies for Absence: Cllrs M. Francis, Z Rutterford and District Cllr P. Lees.

2. Approval of the Minutes of the Last Meeting

The minutes of the 4 November 2021 meeting was approved and signed by the Chair.

3. Matters Arising

4. Reports and Recommendations

Greens and Village Estate – Cllr. Baker:

- (i) **Tree Inspection** – As previously agreed the Chair has put the remedial work out to tender. The Quotation is awaited and it is anticipated that works will commence in February 2022.
- (ii) **Gym/Farm/Church Road** - The Chair awaits legal confirmation from landowner as to ownership of the road and responsibility for maintenance and will chase. The clerk checked on EH interactive map and it would appear that ownership is with EH.
- (iii) **Lindens/village hall** – Some fencing has been replaced, discussions ongoing with resident. A meeting is planned.
- (iv) **Dog Poo bin** – District Cllr Lees has confirmed she has obtained funding from UDC for an additional dog poo bin collection in the village. It is agreed by all Councillors that this is located on the site just off the pavement, on the side of the track on the sharp bend at Mill Road leading up to the old cricket ground. The site belongs to ECC and County Councillor Gooding agreed it was suitable. The Chair will organise the purchase of the bin.
- (v) **Greens damage by Bell House Site** – The Chair has reported the damage to the developer who confirmed this will be repaired. The developer will continue to remind his contractors not to park on the greens.

Village Hall – A meeting to discuss the Village Hall Committee Business Plan was held on 8th November 2021 with the Village Hall Committee. The Parish Council held a meeting at 6:30 on 2 December to discuss the Village Hall works going forwards. It was agreed that the Parish Council would provide a grant of £5,000 towards maintenance of the village hall to be reviewed on an annual basis (subject to terms of reference). Given the unsafe state of the building the Parish Council also agreed it would fund all works to ensure the building is Health and Safety compliant. It was further agreed that the Parish Council would fund the refurbishment of the VH (subject to final cost approval by the Parish Council) to bring it back to a high standard for the benefit of residents and re-establish it as a Village Hall fully fit for purpose Health and Safety compliant. Cllrs Fisher and Franklin would assist the village hall committee to provide ongoing support in this process and report back to the Parish Council at each Parish Council meeting as required. Proposed by Cllr Lee and seconded by Cllr LeCount, approved nem con.

Speedwatch – A site meeting with County Councillor Gooding was held last month with potential sites agreed. There is a new complex procedure for purchasing VAS speedwatch signs and the speedwatch team together with the Chair have applied for one VAS initially. This application has now been submitted to Essex Highways.

Queen's Platinum – Our village event will be on 4th June 2022. Cllr Lee is in ongoing discussions regarding the hiring of acts and sourcing of a stage.

Defibrillator training – It has been 5 years since the village Defibrillator training was last carried out following the installation of the defibrillator at OSCA. Cllr Fisher continues to liaise with the

resident responsible for the defibrillator training and it is hoped a CPR and defibrillator training event will be held in late spring 2022.

Woodland – Cllr Fisher has received 5 responses so far but more volunteers are required. An appeal will be posted on Facebook.

PCSO – The Chair previously circulated an update to all Councillors following a meeting with the other parish councils on the PCSO last month and whether we are all receiving value for money Cllr King has kindly taken on the role to be the liaison Councillor for the PCSO in order to ensure a guarantee of time spent in our village and closer involvement with the Speedwatch campaign. A new PCSO is being trained with a one month handover in January 2022.

Village Christmas tree – Tree is in place with some new Christmas lights. The Parish Council thanks everyone involved with this.

(ii) Finance

Receipts				
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>		
SOV100 Club	October draw	£410.00		
J Day & Son	Headstone fees	£110.00		
<u>To Whom</u> <u>(Invoice no.)</u>	<u>Description</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>
Jon Goodwin (1)	OSCA electrical works (materials only)	£20.00	£0.0	£20.00
Thinktrees ltd (000639)	Tree Survey	£710.00	£0.0	£710.00
M Dacey	Clerk's salary (November)	£398.38	£0.0	£398.38

Treasury Management Investment Policy and Strategy 2022/23 – Cllr Fisher- The annual investment Policy and Strategy for 22/23 was updated by Cllr Fisher and circulated to all Councillors prior to the meeting for review and approval. Approval for the Policy and Strategy was proposed by Cllr Le Count and seconded by Cllr King, approved nem con.

2022-2023 Draft Budget/Expenditure Forecast and Precept discussion for setting of Precept – deadline 21 January 2022. The Clerk distributed a draft budget and draft expenditure forecast to all councillors for their appraisal during November 2021. Councillors were previously advised by the clerk to consider the draft expenditure forecast for Henham for the 2021-2022 period and this would help them arrive at an income requirement for the coming financial year. Having held the precept for a number of years, with a 3% increase agreed last year, Cllr Fisher proposed the precept is increased by 3% (£1,198.26) from £39,942 to £41,140, seconded by Cllr LeCount, approved nem con.

(iii) Planning and Developments -

- **UTT/21/3447/HHF** – proposed Loft conversion to provide better headroom to master bedroom by construction of new dormer and enlargement of existing, 11 Mill Road
- **UTT/21/3478/HHF** – proposed Erection of single storey rear extension, Keyham House High Street

Breaches: Continuing breaches at Cedar Cottage- UDC enforcement has confirmed the matter has been closed due to it being time barred. The Chair is liaising with District Cllr Lees who is shortly meeting with the UDC planning legal team and will advise the Chair of the meeting outcome in due course.

Appeals: APP/C1570/W/21/3272403: LAND SOUTH OF VERNONS CLOSE, CM22 6AF

proposed Outline permission with all matters reserved except access for the erection of 45 no. dwellings. UDC REFUSED 17/2/21. APPEAL ALLOWED. The Parish Council is very disappointed that the Appeal was allowed by the Inspector due to the UDC housing supply issues. The Parish Council is seeking the advice of their planning advisor on next steps and will be liaising with the Vernons Close Residents Association.

Decisions: POST MEETING NOTE: UTT/21/3027/FUL – proposed Erection of 3 no. terraced dormer cottages and demolition of sheds, Land Adj. 2 Wood End Green Cottages Wood End Green on 3rd December the Parish Council was informed that the planning application for 3 houses in the garden of 2 Woodend Green Cottages was refused.

(vi) *Highways –*

North Hall Road:

(a) **Road Closure:** The Parish Council has been in continuing discussions with all stakeholders regarding the continued closure of North Hall Road. Following the completion of the vegetation clearance, arrangements have been made to attend site to carry out topographical survey on Monday 15 November and Tuesday 16 November 2021. The results of the survey will help EH with the progression of the design phase. EH have also confirmed they are now in the process of producing a geotechnical specification for ground investigations, during this period you may see minimal activity on site while we prepare the required documentation. These works are anticipated to be carried out in December 2021 with laboratory test results and an interpretive report expected to return in January 2022. The clerk emailed County Cllr Gooding on 22 November to report the potholes along the diversion route following a complaint by a resident regarding the state of the potholes at Patmore End. County Cllr Ray Gooding is having a site meeting with ECC cllr Lee Scott, portfolio holder for Essex Highways, to review the diversion route and NHR.

Travellers Site: An enforcement file has been opened ENF/21/0204/C and will be allocated to Oliver Sear, a new member of the enforcement team at UDC. A retrospective planning application has since been made for a travellers site for one pitch. The Parish Council has objected on the grounds that the egress is exceptionally dangerous and is an inappropriate site. County Cllr Gooding has confirmed that EH have not approved the egress. Cllr LeCount confirmed he will obtain and circulate the report from Oliver Sear at UDC.

Hall Road, Henham: The Parish Council previously agreed to pay for the installation of a 40mph buffer zone at this site. Essex Highways previously confirmed the cost of construction is now a fixed price of £9,711.74. We were originally quoted £6k for the signage works. The Parish Council has already paid approximately £3500 plus VAT to get to this stage. ECC have now promised to provide funding and the Parish Council awaits further details – clerk sent an email to County Cllr Gooding on 5/11/21. County Cllr Gooding confirmed the funding has been agreed in principle with ECC and a meeting is being held in January 2022.

Pledgdon Green Lane/Brick End Road –The Clerk emailed County Cllr Gooding on 5/11/21 with a request to reapply for quiet lane status and 20 mph speed limit to be granted by the Highways Panel and for the pot holes/repairs to be put forward to the highways panel. County Cllr Gooding confirmed both applications have been put forward although the process for achieving quiet lane status is lengthy.

Blocked drains in Old Mead Road - The Clerk emailed County Cllr Gooding to log this on 5/11/21. County Cllr Gooding will attend a site meeting with a representative from EH with Cllrs Franklin and LeCount also attending.

Mill Road/School Road yellow lines – The Parish Council is aware of dangerous parking on the Mill Road bend by School Lane. The PCSO has been asked to speak to the owners of the vehicles. The clerk emailed County Cllr Gooding on 5/11/21 with a formal request to extend the yellow lines round the bend. County Cllr Gooding has submitted the request to Essex Parking Partnership.

Residents are encouraged to also report any matters to Essex Highways direct via the Essex Highways web site www.essex.gov.uk/highways (details also on the Henham Website), as

the more people who complain regarding Highways matters the more likely something will get done.

5. Correspondence

Sent/Received:

Planning Applications - see 4(iii) above

- Clerk – approximately 250 emails in November 2021

6. Waste and Minerals Development Issues – Nothing to report.

7. SAW (Stop Stansted Expansion) – Cllr Rutterford is attending a SAW meeting on 2/12/21 in order to receive advice on how best to comment and respond on Airport matters on behalf of HPC and will report back to Councillors on or before the next meeting.

8. Governance – The Parish Council Standing Orders and Financial Regulations have been circulated by the Clerk to all Councillors for review in the coming months. The Clerk will liaise with Cllr Fisher to draft a Social Media policy for review.

9. Local Plan – A List of approved sites is awaited from UDC. The Chair had a meeting on 23 November 2021 with other Chairs from Local Parishes to discuss the list of approved sites. It was agreed at that meeting that the parishes would campaign together and support each other to resist any coalescence of communities under the call for sites.

10. Henham SOV 100 Club draw Cllr. Fisher – November draw

Cllr Ray Gooding conducted the draw. He drew from a black bag containing 164 current members lottery balls. The winning numbers were:

1st Prize Number 142 (C & R Balls) £238

2nd Prize Number 45 (D Sammons) £115

3rd Prize Christmas Bonus Ball 39 (J Bawden) Cumulative GRAND TOTAL £666

Total funds received per draw were £820 Half will be paid in prizes plus the cumulative Christmas Bonus Ball with the balance of £410 paid to Henham Parish Council SOV Funds.

13. Date of Next Meeting

There is no meeting in January 2021. The next Parish Council meeting will be held on Thursday 3rd February 2022, 7:30pm at OSCA.

Mareike Dacey, Clerk