

**HENHAM PARISH COUNCIL**  
**Minutes (Unapproved) of Annual Parish Council Meeting**

Date: Thursday 5 May 2022

Time: 7.30pm

Venue: OSCA, Henham

**Present:** Cllrs N. Baker, S. Lee, M. Fisher, P. Franklin, Z Rutterford, J. Leech, G. LeCount, District Cllr P. Lees and County Cllr R. Gooding

**Election of Parish Council Chair for 2022-2023 – proposed Cllr Baker by Cllr LeCount seconded by Cllr Leech. Passed nem con.** Cllr Baker signed the Declaration of Acceptance of Office of Chair.

**Election of Parish Council Vice-Chair for 2022-2023 - proposed Cllr Lee by Cllr Rutterford, seconded by Cllr Baker. Passed nem con.** Cllr Lee signed the Declaration of Acceptance of Office of Vice- Chair.

**1. Apologies for Absence:** Clerk M. Dacey, Cllr Francis

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

The minutes of the 7 April 2022 meeting was approved and signed by the Chair.

**3. Matters Arising**

**4. Reports and Recommendations**

*Greens and Village Estate – Cllr. Baker:*

- (i) **Trees** – All tree work completed 3rd May. A resident has asked the Parish Council to look at the condition of a tree near Bacons Farm. Inspection of the tree found it within the property boundary and therefore not Parish Council responsibility.
- (ii) **Lindens/village hall** – Awaiting estimates from fence contractor.
- (iii) **Greens damage – (a)** The Highfields damage has now been repaired by the Highfields residents. Chair is investigating how best to ensure developers./contractors deal with damage caused.  
**(b) Other areas** - General greens erosion in the village causing other potholes. Update from Cllr Leech who presented a comprehensive document with supportive photographs and examples of honeycomb matting. It was agreed that the Chair and Cllr Leech would identify where this sort of protection would be useful.  
**(c) Flooding on Greens at Crow Street** – rainwater not draining away and pooling on greens. The Chair has reported the leak to Thames Water. Ref no.144902. It was agreed that the Chair would follow up on Thames Water visit on 24 April. The area is still waterlogged. Cllr Leech also reported an area of flooding at the top end of Woodend Green.  
**(d) Billys Barn/Church Road** – greens damage caused by lorries delivering to the business by Smiths Farm. Clerk previously wrote to the owner of the business on 23/12/21 but has received no response. More damage caused another lorry on 30/3/22. Clerk emailed again on owner 8/4/22. Owner replied 22/4/22 and confirmed that: “I have asked for prior notice for when the Transporters will arrive so that we have adequate Colleagues to unload the vehicles in a safe and speedy manner. We are also actively recruiting a further 10 Colleagues to work from the site to ensure we have enough people available to support.” Site meeting with the owner and Chair arranged for 24 May.
- (iv) **Correction of Title to HPC Greens** - The owner of Starr Garage as requested that the Land Registry title to the Parish Greens be amended so that they do not refer to Starr House as this is impacting the sale of his property. The Chair instructed our solicitors to rename the greens without reference to Star House – registration has now been completed at the Land Registry.
- (v) **HPC Greens by Church** – The Parish Council welcomed Derek Ward and Isobel Brookes to the meeting. Mr Ward made a very comprehensive presentation to the Parish Council outlining the scale and requirements to proceed with the planned building of the extension to

the Church. The presentation was followed by a Q and A session. The HPPC would like use of the village greens in front of the Church during the construction phase. The PC in a further discussion decided it required more clarification of details relating to the request and awaits the HPCC response to these further questions.

- (vi) **Sages** – Residents have requested that the grass is cut. Since it has been established that this is not Parish Greens, our contractor no longer cuts it. The clerk had written to the Housing Association, however, the matter has now been resolved as it has been established that Sages Greens belongs to UDC and it has been cut.
- (vii) **Queen’s Platinum Tree** - The Parish Council previously agreed on an Elm Tree as our 'Queens' tree. Unfortunately our Arborist cannot source this species and has recommended a Hornbeam as a replacement which will be planted for the official weekend. The Chair will organise a plaque.

**Village ponds** – The Farming & Wildlife Advisory Group have written to the Parish Council about a funded pond conservation project they are delivering on behalf of Natural England.

**Village Hall** – Clerk has paid the first half of the annual grant to the village hall (£2,500) as previously agreed by Councillors. Cllr Fisher presented a comprehensive update on his work with the Village Hall Committee and outlined the next stage in the Village Hall refurbishment. The following proposal was put forward by Cllr LeCount seconded by Cllr Lee. 'That HPC formally agree the approach to implementation, formally agree preliminary budget subject to actual quotes, establish a schedule of works to fit continued usage of Village Hall, explore ways of reducing costs where possible and try to utilise local builders and contractors where available. Approved nem con.

**Speedwatch** – Camera posts are now in place and the cameras arrive end of May. The speedwatch team have a training day. The new speed gun is on order.

**Queen’s Platinum** – Our village event will be on 4<sup>th</sup> June 2022. Cllr Lee to update. Deposits paid for Staging and Bands. Toilet Hire balance now fully paid. Clerk has circulated insurance details on event management obtained previously to Cllrs Lee and Fisher to ensure the Parish Council is fully compliant. The chair has applied for a temporary events licence. Grant of £1000 received towards the event from UDC. The Flyer has gone in the Dragon. At 17:00 on the day the 9 individuals and organisations will be honoured for their outstanding contributions to the village during the Covid pandemic and lockdowns.

**Defibrillator training** – Defibrillator Training OSCA 10.30 Saturday June 18th and September 10<sup>th</sup>. The unit is located by the main door at OSCA. Cllr Fisher would very much appreciate and encourage as many villagers as possible to attend the very short demonstration and training session. This piece of equipment is very simple to use but could be a life saver in the event of an emergency.

**The Barn, Old Mead Road** – Essex Highways have passed the matter back to UDC planning, a new planning officer is now dealing with this and will arrange a site visit. The owners have made a formal complaint to the Parish Council regarding the handling of the planning application by the planning sub-committee and Cllr Franklin and this has been referred to the monitoring officer at UDC. The Chair has been dealing with an ongoing FOI request made by the owners of the Barn regarding the Parish Council sub-planning committee’s decision-making process in connection with the planning application. The UDC Monitoring Officer has now withdrawn her decision and reprimand letter and apologised to Cllr Franklin.

**UALC meeting** – Report prepared by Cllr Franklin regarding the UALC, LCLF and UDC Parish Forum meetings which he attended on behalf of HPC, circulated to all Councillors prior to this meeting.

(ii) Finance

<u>Receipts</u>		
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>
UDC	Precept	£20,570.00

ECC	Locality fund for Village Hall works			£1,000.00
<u>To Whom</u> (Invoice no.)	<u>Description</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>
M Dacey	Clerk's salary (April)	£398.38	£0.0	£398.38
Old School Community Association	HPC room hire Nov 21 to March 22	£75.00	£0.0	£75.00
JRB Enterprise Ltd (23758)	Dog poo bags	£58.04	£11.61	£69.65
Highfields Henham Management Company	Refund for Type 1 material for pot hole repairs	£49.17	£9.83	£59.00
Henham Village Shop Association Ltd (H00058)	Post Office fees Feb-May 22	£2083.50	£0.0	£2083.50
M Dacey	Quarterly WFH allowance and admin costs	£86.39	£0.0	£86.39
M Fisher (0365)	Refund for Festival staging deposit	£960.00	£240.00	£1200.00
Uttlesford District Council (0000089223)	PCSO Q4 salary contribution	£1,207.76	£0.0	£1,207.76
Barry Poole	Re-issued cheque for Village Hall Fencing works	£45.00	£0.0	£45.00
Gardner Planning (075.1)	Halt Bungalow Planning advice	£750.00	£0.0	£750.00
PA Knott (61683)	Grass cut 6/4 & 20/4	£910.00	£0.0	£910.00
Leanne S Pharaoh (PATB036)	Deposit for band for Festival	£300.00	£0.0	£300.00
JMM Burnell	Deposit for bands for Festival	£500.00	£0.0	£500.00
BHIB Ltd (LCO00320-643919)	Renewal of HPC annual insurance	£347.76	£0.0	£347.76
Information Commissioner (Z2259172)	Renewal of annual fee	£40.00	£0.0	£40.00
Ricki Shelsher (1013)	Village windows and signs cleaning	£50.00	£0.0	£50.00
Stanley Tee LLP (345034)	Legal Fees for title rectification Starr House	£440.00	£88.00	£540.00
JRB Enterprise Ltd (23861)	Dog poo bags	£65.71	£13.14	£78.85
Luxury Toilet Hire UK Ltd	Balance Toilet Hire for Festival	£558.00	£139.50	£697.50
Henham Village Hall	50% HPC grant	£2,500.00	£0.0	£2,500.00

**Treasury Management Investment Policy and Strategy 2022/23 – Cllr Fisher-** Nothing to report.

**AGAR 2021-22** – The Clerk will be preparing the relevant paperwork over the coming weeks. The clerk has renewed our annual insurance for £347.76.

(viii) *Planning and Developments* –

- **UTT/22/1030/HHF** – proposed garden shed, Sucklings Cottage, Crow Street.
- **UTT/22/0805/FUL** – proposed replacement of existing dwelling, 2 Hall Close

- **UTT/22/0907/HHF** – proposed demolition of existing outbuilding and erection of garage, workshop, home office and storage areas with alterations to landscaping and access, Meadside, Old Mead Road
- **UTT/22/1160/FUL** – proposed Demolition of existing bungalows and outbuildings and the erection of 2no. replacement dwellings, detached garages and associated works, Dunroamin Old Mead Road
- **UTT/22/0713/FUL** – Proposed demolition of existing dwelling and erection of replacement dwelling, Halt Bungalow, Wood End Green – awaiting planning decision.

**Breaches: Continuing breaches at Cedar Cottage-** This is now under an enforcement notice which becomes operational and effective on 31/1/22. Parish Council continues to monitor the situation.

**Appeals:** n/a

**Mill Road Development :** The Chair wrote to UDC planning on 11/1/22 requesting information regarding the S106 Agreement and will continue to ensure that the Parish Council is kept informed on matters relating to the development. District Cllr Lees is chasing.

**Decisions:** n/a

(ix) *Highways –*

**North Hall Road: Road Closure:** Notice received of intended closure of North Hall Road, due to commence on 12th February 2022 for a further 266 days The closure is required for the safety of the public and workforce while Essex County Council undertakes retaining wall. Latest update from EH: “We have received and reviewed the preliminary design for works to North Hall Road and are satisfied with the proposal. Therefore, we instructed our contractors to carry out the next task of completing the submission documents to the Environment Agency. The full application was submitted in March 2022 and consultations will be held with the Environment Agency to ensure that we gain approvals for the preferred design. We anticipate the consultation period and approval time to be between 8-12 weeks. We have also discussed the preferred option with the utility companies whose apparatus is within close proximity to the works location, and they have accepted our proposed design. The necessary vegetation works were carried out within the Highway land in February 2022 to avoid bird nesting season. Please be assured we are working very closely with the design and build contractor and as soon as we received a detailed construction programme we will be able to share this information. The latest information will also be made available on the scheme [webpage](#).” The link to the webpage is on the village website.

An enforcement file has been opened ENF/21/0204/C regarding the application for a residential site application on North Hall Road. A new enforcement officer has been appointed by 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. This was approved by LHP meeting on 7/4/22.

**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. Cllr Gooding had a site meeting with the EH engineer and potholes will be filled in 2 weeks. Road resurfacing and repair work to correct subsidence and blocked drains has also been agreed in the next 12 months.

**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 North Essex Parking Partnership. The application has been re-submitted by County Cllr Gooding.

**Residents are encouraged to also report any matters to Essex Highways direct via the Essex Highways web site [www.essex.gov.uk/highways](http://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 350 emails in April 2022. FOI correspondence with owner of The Barn OMR, correspondence with UDC regarding formal complaint lodged by owners of The Barn, OMR. Residents re uncut grass at Sages. Resident re tree.

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

**7. SAW (Stop Stansted Expansion)** – Following London Stansted's Stage 2 ACP submission on 25th February, the CAA have now completed their Develop and Assess Gateway Assessment and given approval for MAG to progress to Stage 3. MAG will be sharing further details on the full Stage 2 submission documentation in due course. Residents can also access all the documents on the CAA's airspace change portal [Airspace change proposal public view \(caa.co.uk\)](https://www.caa.co.uk/air-space-change-proposal-public-view)

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

**9. Local Plan** – A List of approved sites is awaited from UDC. Councillors have reported any flooding risks to the Chair who has now reported back to UDC as part of the Local Plan studies currently being carried out with the districts flood risk assessment data.

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

### **April Draw**

Cllr Petrina Lees conducted the draw. She drew from a black bag containing all current members lottery balls. The winning numbers were:

1st Prize Number 130 (J King) £236

2nd Prize Number 160 (R Hunt) £114

3rd Prize Christmas Bonus Ball Accumulator £57 Cumulative total £285

Total funds received per draw were £815. Half will be paid in prizes plus the cumulative Christmas Bonus Ball with the balance of £408 paid to Henham Parish Council SOV Funds.

### **13. Date of Next Meeting**

The Annual Parish meeting will be held on Thursday 9<sup>th</sup> June at 7:00pm at OSCA – Everyone Welcome and will be immediately followed by the Parish Council meeting at 7:30pm at OSCA.

***Mareike Dacey, Clerk***