

HENHAM PARISH COUNCIL
Minutes (Unapproved) of a Council Meeting

Date: Thursday 5th September 2019

Time: 7.30pm

Venue: OSCA, Henham

Present: District Cllr and Cllr G. LeCount, Cllrs N. Baker, S. Lee, F. Frindle, Z. Rutterford, M. Fisher, D. Marshall, M. Francis and clerk M. Dacey

1. Apologies for Absence: District Cllr P. Lees; Cllr R. Ryan

2. Approval of the Minutes of the Last Meeting

The minutes of the July 2019 meeting and EGM on 18 July 2019 were approved and signed by the Chair.

3. Matters Arising

4. Reports and Recommendations

Greens and Village Estate – Cllr. Baker:

- (i) **Ponds** – As the pond in High St is dry the Councillors previously agreed to get a digger in and clear the unsightly growth and make the pond look a lot better, this work has been done. The pond railings have now been repainted. The Parish Council thanks Richard Peake for clearing some debris. The Chair will investigate further clearance of some debris in the pond opposite the shop.
- (ii) **Tree inspection** - The arborist has inspected our trees. The comprehensive report has previously been circulated to all Councillors for review. Following a discussion, it was agreed to authorise a recommended further inspection of 2 trees highlighted in the report for immediate action at a cost of £478. The Chair will liaise with UDC in order to seek their approval of other recommended works to some trees on the Parish Council land.
- (iii) **Village green outside Poplar Hall** – All vegetation has now been cleared and plans in place to prevent further overgrowth. A quote to be obtained for a second circular bench on the green near the pub.
- (iv) **Rose Cottage** – Request from owner of Rose Cottage to install a fence to support the hedge which would be on the Parish Council green. The Chair confirmed pursuant to a deed of gift of the village greens no structures including fencing can be erected on the greens.
- (v) **Parking on Greens** – Residents are reminded parking is not permitted on the greens. Any residents having building work should seek Parish Council consent prior to allowing their contractors to park on the greens. A notice will go in the Dragon.
- (vi) **Stumps on Greens** – Residents are reminded that no stumps of any nature are permitted on the greens. A notice will go in the Dragon.

Woodland – Update from Cllr Fisher regarding an approach made by an ecologist acting for a developer regarding a proposed relocation of lizards from another site to the woodland. Following a discussion, it was agreed not to proceed with this until a finalised plan for the woodland has been established and agreed. UKPN has asked for HPC's consent to works to some trees near the overhead lines. The Chair has approved the works.

Village Hall – Update from Cllr Marshall following the EGM in July and meeting with the village hall committee held on 30th August with the Chair and Cllr Marshall. The Chair confirmed that the Parish Council is the custodial trustee of the village hall and the Parish Council is under an obligation to maintain and repair the village hall. However, the Parish Council is not permitted to apply for a government grant for village hall improvement. The Chair has asked the village hall committee to find out if they are eligible and to produce a business plan outlining the future use of the village hall. At this stage the Parish Council has not yet made any formal decision regarding the expenditure required to improve the village hall. Following a discussion Cllr Fisher proposed that the drawings should therefore not be displayed at the village hall committee AGM until Parish Council consensus

with the village hall committee has been obtained regarding the future of the village hall. Seconded by Cllr Lee. Three voted in favour and 4 against with 1 abstention.

Speedwatch – update from Cllr Frindle. The speedwatch campaign is back up and running. Any new volunteers are always welcome and should contact Cllr Frindle for details.

Cemetery plots – A person from another village has requested a plot in the village cemetery. Following a discussion this was agreed.

PCSO – A new recruit has nearly completed their induction training. All residents are encouraged to engage with the PCSO when he/she arrives to work in the village. Henham has been allocated 25% of the PCSO's time.

(ii) Finance

Receipts				
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>		
SOV 100 Club	June draw	£395.00		
HMRC	VAT refund	£6000.02		
Whitehead & Day	Headstone fees	£90.00		
<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 (July)	£ 386.31	£ 0.0	£ 386.31
RCCE	Membership renewal	£60.50	£12.10	£72.60
SSE	Membership renewal and donation	£500.00	£0.0	£500.00
Simon Lee	Refund for Just Giving donation (Mind)	£101.00	£0.0	£101.00
Pat Doughty	Village furniture repairs	£400.00	£0.0	£400.00
Treecology (01040)	Cemetery hedge cut	£350.00	£0.0	£350.00
M. Dacey	Clerk's salary (August)	£ 386.31	£0.0	£386.31
Uttlesford District Council (72005)	Admin fees for uncontested election	£115.35	£0.0	£115.35
Railton TPC Ltd (1918)	Transport advice re 16 houses Chickney Road planning	£354.45	£0.0	£354.45
P. Knott (60535)	Grass cut 15/7 & 29/7	£870.00	£0.0	£870.00
Gardner Planning Ltd (060.2)	16 houses Chickney Road planning advice	£300.00	£60.00	£360.00
Gardner Planning Ltd (039.6)	Local Plan planning advice	£2410.80	£482.16	£2892.96
L. Beresford (3)	Village window and signage cleaning	£40.00	£0.0	£40.00
Jonathan Leech (19-08-566)	Road Repairs Billys Barn	£450.00	£90.00	£540.00
Jonathan Leech (19-08-565)	Road Repairs Church Road	£1300.00	£260.00	£1560.00
JRB Enterprise Ltd (20125)	Dog poo bags	£58.04	£11.61	£69.65
PM Land Limited (0000032)	Village Hall project management fees (July)	£420.00	£84.00	£504.00
ThinkTrees Ltd (000523)	Tree inspection report	£1400.00	£0.0	£1400.00

P. Knott (60567)	Grass cut 8-9/8 & 21/8	£870.00	£0.0	£870.00
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Treasury Management Investment Policy and Strategy 2018/19 – Cllr Fisher – nothing to report.

It was agreed the Clerk is to be awarded one month's salary bonus.

AGAR 2018-19 –The auditors have now requested confirmation that the 2018 risk assessment policy (previously circulated to councillors) has been reviewed and approved by the full council in order to provide a positive response to Section 1 Assertion 5 of the AGAR part 3. Cllr Fisher proposed and Cllr Frindle seconded approval of the 2018 risk assessment policy. This was agreed nem con.

The higher level Audit has now been approved by the External Auditors and the Conclusion of Audit Notice has been displayed on the notice board and website. The Parish Council thanks Trevor Judd, our internal auditor, for his assistance.

To avoid any issues with next year's audit, confirmation is required that the 2019 risk assessment policy (previously circulated to councillors) has been reviewed and approved by the full council in order to provide a positive response to Section 1 Assertion 5 of the AGAR part 3. Cllr Fisher proposed and Cllr Frindle seconded approval of the 2019 risk assessment policy. This was agreed nem con.

Nationwide Account – This has been renewed with a higher interest rate of 1.10%. Last year's interest was £1,936.62.

Lloyds Bank accounts – The Chair, Cllr Fisher and clerk have agreed to close two Lloyds bank accounts which are about to incur regular admin charges. The clerk has completed the necessary paperwork with the Chair. The Lloyds bond will remain open.

Henham Parish Council Receipts and Expenditure - Records for Quarter 4 of 2018-2019 and Quarter 1 of the 2019-2020 financial year were previously given to Cllr Fisher for review.

VAT Reclaim – £6002.02 was refunded to Henham Parish Council by HMRC on 12 July 2019.

(vii) *Planning and Developments*

Applications:

- **UTT/19/1606/HHF** - proposed Erection of single storey side/rear extension, Caldecote High Street
- **UTT/19/1431/FUL** – proposed Extension to and alterations to church, Saint Marys Church Church Street
- **UTT/19/1824/HHF** – proposed new roof to side and changes to fenestration. Elm Cottage Pledgdon Green
- **UTT/19/1825/LB** - proposed new roof to side, changes to fenestration and internal alterations including bathroom and en-suite refurbishment and washroom proposed to first floor redundant store, Elm Cottage Pledgdon Green
- **UTT/19/1777/FUL** - Brick End Broxted (renewed traveller site application) – HPC have been liaising with Broxted Parish Council and have objected to this renewed application.
- **FAIRFIELD: UTT/17/3573/OP Land to The North West of Henham Road - RECONSULTATION**– Henham Parish Council strongly opposes this development of 350 houses and will challenge the re-consultation which was submitted by Fairfield in mid July 2019. UDC has agreed to an extension to the deadline for responses to 23 September. A constructive a meeting with JPCSG was held on 3rd September to consider a joint response. Advice to residents will be provided shortly via the website, emails and Facebook– all residents are encouraged to object to the application.

Breaches:

- **Hill Top Yard (UTT/15/0623 – Enforcement – timing of lighting system)** – The Parish Council continues to monitor any other ongoing breaches of the planning conditions. District Cllr Lees has

chased up the breach. UDC has confirmed this has now been logged as a new investigation. The reference number is ENF/19/0077/C.

- **Appeals:** none
- **Decisions:**
UTT/19/0293/FUL - Land to the North of Chickney Road, HENHAM CM22 6BB (16 houses) - Cllrs Fisher and Lee attended, Cllr Lee and our traffic consultant spoke on behalf of HPC. The decision was refused 8:4 which is excellent news.

(iv) **Highways – UPDATE from Cllr LeCount :**

Hall Road Henham The Henham Parish Council agreed to pay for the installation of a 40mph buffer zone at this site – ***ECC have sent designs to the Parish Council for review. ECC will be sending the construction costs to the Parish Council for approval prior to commencing the works.***

Blocked drains in Old Mead Road - ***A new online application has been applied for by Cllr LeCount***

School Parking at Pimletts and Carters Lane, Henham – ***The request for double yellow lines in the vicinity of the school would need to be made to the North Essex parking Partnership and will need Cllr Gooding's support as the relevant County Member.***

Closure of Hall Road, Elsenham (Abbotford Bridge) - for bridge repairs commenced in May and the road will be closed for between 4 – 6 months (depending on weather conditions). The division has caused major problems in Pledgdon Green. ***Therefore a permit to reduce the speed through the village to a temporary 20 mph has been submitted. This been agreed (6 June) and will come into force in the next two weeks. Cllr LeCount will then ask Essex Police to enforce the reduced speed limit, and when Hall road is reopened, Cllr LeCount will request that the temporary 20 mph becomes a permanent fixture. New signage to stop HGVs and none residents using Pledgdon Green village as a short cut has been erected.***

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: None.

Planning Applications - see 4(iii) above

- Clerk – approximately 200 emails in July 2019 and 100 emails in August.

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

7. Stop Stansted Expansion – Thank you letter received from SSE regarding our donation. SSE, Parish & Town Council Liaison Group for Wednesday 18th September. This will be held in Great Easton village hall, The Endway, Great Easton, Dunmow CM6 2HF starting at 8pm. Cllr Rutterford to attend.

8. Governance – Nothing to report.

9. Local Plan – The Stage 1 hearing sessions have been heard at UDC.

10. Henham SOV 100 Club draw Cllr. Fisher –

July Draw

Cllr Frindle 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 17 (J Franklin) £229
2nd Prize Number 63 (A Haddock) £111
3rd Prize Christmas Bonus Ball £55 Cumulative total £438

August Draw

Cllr Marshall 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 145 (N Marshall) £229
2nd Prize Number 88 (A&T Lane) £111
3rd Prize Christmas Bonus Ball £55 Cumulative total £493

Total funds received per draw were £790. Half will be paid in prizes with the balance of £395 paid to Henham Parish Council SOV Funds.

11. Date of Next Meeting

The next Parish Council meeting will be held on Thursday 3rd October 2019, 7:30 at OSCA.

Mareike Dacey, Clerk