

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

Date: Thursday 7 April 2022

Time: 7.30pm

Venue: OSCA, Henham

**Present: Cllrs N. Baker, J. Leech, M. Fisher, S. Lee, G. LeCount, County Cllr R. Gooding and clerk M. Dacey**

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

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

The minutes of the 3 March 2022 meeting was approved and signed by the Chair.

**3. Matters Arising**

**4. Reports and Recommendations**

*Greens and Village Estate – Cllr. Baker:*

- (i) **Trees** – The works on the village trees as recommended by our arborist was completed 3 March 2022. There was some damage to trees during the storm, clearance commenced immediately, and all debris has been removed. However, there is still clearing yet to be carried out by the fallen tree on Crow Street. There is also a dead tree in the Crow Street pond that needs dealing with. Chair will arrange for these works to be carried out.
- (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. The Chair has reported this to EH (reference no 2762479) – Update from EH: “Reference Number: 2762479  
Issue: carriageway defects Location: CHURCH STREET Current status: inspection outcome: We have investigated, risk assessed and recorded this issue as requiring future non-urgent works”.
- (iii) **Lindens/village hall** – Some fencing has been replaced. The hedge on the village hall side has been pruned back and a decision will be made once the fence has been inspected.
- (iv) **Greens damage – (a) Bell House Site:** The Chair has reached an impasse with Mackay Developments as to when the repair works will commence. Unfortunately, the developer continues to fail to take responsibility for the damage along the greens on the High street from Bell House along the High Street greens by Datchet Mead and Highfields which occurred in November 2021 by an aggregate lorry delivering to the site, although he said he has reseeded by the village hall. The Chair has been contacted by residents regarding the Highfields damage as the greens erosion has formed a pot hole by the road. Similar issues with the developer who has caused damage at Wood End Green and has not repaired the damage. Following a discussion, it was agreed to refund the Highfields residents for the Type 1 material (approx. £58) and they will fill in the remaining potholes, including the greens erosion pothole, as a temporary measure. Chair will also investigate what rights HPC has in order to ensure repairs are carried out by developers/contractors.  
**(c) Other areas** - General greens erosion in the village causing other potholes eg Wood End Green, Wrights Piece. Following a discussion, Cllr Leech will investigate whether honeycomb matting could be a viable method for restoring greens erosion throughout the village.  
**(d) Flooding on Greens at Crow Street** – Rainwater not draining away and pooling on greens. Chair to contact Affinity Water.  
**(e) 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 by another lorry on 30/3/22. Clerk chased owner of the business 8/4/22.
- (v) **Halt Bungalow request for pedestrian access over greens** – the development plans show a requirement for a pedestrian access over the greens. It was agreed nem con that in

accordance with legal advice, the Parish Council has the right to refuse access over parish greens.

- (vi) **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 Star House as this is impacting the sale of his property. The Chair has instructed our solicitors to rename the title so that it refers to the greens and not Star House.

**Village Hall** – ECC has approved and will pay the £1000 grant towards village hall works. The Parish Council thanks County Cllr Gooding for the ECC grant. Signage for the village hall has been ordered. Cllr Fisher attended a meeting with the village hall committee 6/4/22 and reported to councillors that new enthusiastic members have joined the committee. Grants are being looked into by the village hall committee members and responsibility for Health & Safety and safeguarding is being taken over by the committee. Mr Brennan provided an updated comprehensive presentation regarding refurbishment costings to the village hall committee which Cllr Fisher will review with a view giving a presentation to the Parish Council at an EGM to discuss and agree refurbishment costings.

**Speedwatch** –The chair read out a report from the Speedwatch team confirming how much more effective a new laser gun is compared to their existing gun, during a test carried out with the PCSO on 31/3/22. It was agreed nem con to purchase a new laser speed gun for around £2000. The Clerk has paid for the new VAR signs and delivery is awaited in due course.

**Queen's Platinum** – Our village event will be on 4<sup>th</sup> June 2022. Cllr Lee provided an update, acts are being finalised, however, there will be an increase in the costs for running the event. The event will be advertised in the next edition of the Dragon and invitations will be ordered for residents. A meeting will be held with Cllrs Fisher and Lee and the fete committee next week. The tree is in the process of being ordered by the parish council arborist and a contractor will plant the tree. A resident has been asked to be consulted prior to finalising the exact location of the tree on the greens. The Chair will order a commemorative plaque for the tree.

**Defibrillator training** – Cllr Fisher will arrange training for late spring and mid September at an approximate cost of £300 which was agreed nem con.

**Woodland** – The Parish Council have received a letter from the expert who originally gave advice on aspects of the regeneration of the Woodland. Another expert has been recommended by the original expert and the files have been passed across.

**PCSO** – A new PCSO has started, his name is Alexander Stewart. The Chair has met with him along with the Stansted and Elsenham Chairs and will be inviting him to join one of our next parish council meeting in May.

**Remembrance Sunday 2022** – The clerk has applied for and obtained the usual road closure order for this year's Remembrance Sunday on 13 November 2022.

**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 apologised to the Chair regarding UDC's improper procedure in investigating the complaint made by the owners against Cllr Franklin who has now been invited to liaise with UDC regarding the complaint. The Parish Council fully supports Cllr Franklin who is an outstanding parish councillor.

(ii) *Finance*

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<b>Receipts</b>				
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>		
SOV 100 Club	Feb 22 SOV 100 Club	£405.00		
Peasgood and Skeates	Headstone fees	£1110.00		
Funeral Services Ltd	Cemetery fees	£600.00		
Shop	Village shop SOV donations	£25.00		
<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 (Feb)	£398.38	£0.0	£398.38
Treecology (01414)	Village tree works	£950.00	£190.00	£1140.00
Simon lee	Refund for clerk's new laptop	£415.84	£83.17	£499.01
Swarco Traffic Ltd (90018703)	VAR signs	£6,405.00	£1,281.00	£7,686.00
Treecology (01417)	Remedial tree works Woodend	£140.00	£28.00	£168.00
M Dacey	Refund for stamps	£40.80	£0.0	£40.80
Treecology (01422)	Village hall hedge works	£380.00	£76.00	£456.00
Pat Doughty	Installation works for Mill Road dog poo bin	£220.00	£0.0	£220.00
PA Knott (61655)	Grass cut 10/3 & 23/3	£910.00	£0.0	£910.00
HM Land Registry	Fees for title document and plans for village greens	£6.00	£0.0	£6.00
Tangent Signs (3230)	Village hall signs x3	£360.00	£72.00	£432.00
Gary King	Village hall signage works and works to village hall frontage	£650.00	£0.0	£650.00
EALC (15302)	EALC and NALC affiliation fees	£312.48	£78.79	£391.27

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

**HPC Accounts** – Q3 21/22 accounts have been provided to Cllr Fisher by the clerk for review and approval.

**AGAR 2021-22** – The Clerk will be preparing the relevant paperwork over the coming weeks.

(vii) *Planning and Developments* –

- **UTT/22/0713/FUL** – Proposed demolition of existing dwelling and erection of replacement dwelling, Halt Bungalow, Wood End Green. The Planning sub committee recommended that the Parish Council instructs its planning adviser to object to the proposal given the size and scale of the development in a conversation area. An objection has now been submitted to UDC.
- **UTT/22/0516/HHF** – proposed detached single storey home office, Sucklings Cottage Crow Street. The Planning sub committee have reviewed the application and have objected on the basis of its size and scale in a conservation area.
- **UTT/22/0793/LB** – proposed Replacement of existing staircase, Little Acre, Church End
- **UTT/22/0587/HHF** – proposed 2 Storey extensions to rear and side, 4 Mill Road
- **UTT/22/0761/HHF** - proposed addition of 3 no. black roller garage doors to cart lodge, The Stables, High Street

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

**Land Adjacent to Pennington Hall –** Cllr Rutterford has reported the soil damage and issues with lorry deliveries to UDC environment who have referred this to UDC planning and an enforcement file has been opened ENF/22/0043/C, also possible breach of a construction of a barn. District Cllr Lees has visited the site.

**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. The Chair is awaiting a response – the delay has been caused by the departure of the relevant officer at UDC. Cllr LeCount will investigate and report back to the Parish Council.

**Decisions:** n/a

(viii) *Highways – Update*

**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. Update from County Cllr Gooding re damage to road along the diversion route to Patmore End – pot holes are all along the route. A Highways Engineer will inspect the site next week.

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 a resident and Cllr Rutterford on 5/4/22 to discuss their concerns. A Highways Engineer will inspect the site next week.

**Blocked drains in Old Mead Road** - A Highways Engineer will inspect the site next week.

**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.

Grove Hill, Stansted – County Cllr Gooding provided an update regarding proposals for managing the traffic in Stansted with proposed diversion routes for HGVs, signage, cameras and enforcement, a consultation with local parishes will follow in due course.

**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 March 2022. Correspondence received from Directors of Highfields regarding greens damage. FOI correspondence with owner of The Barn OMR, correspondence with UDC regarding formal complaint lodged by owners of The Barn, OMR. ECC re Vernons Footpath. Correspondence with the owner of Starr Garage regarding the boundary with Parish Greens. Correspondence with resident regarding location of Jubilee Tree.

**6. Waste and Minerals Development Issues** – Fly tipping (fridge freezer) on Hall Road has been reported to UDC Environmental Health by Cllr Franklin.

**7. SAW (Stop Stansted Expansion)** – The airport's Stage 2 documentation has now been submitted to the CAA for review and is available to view on the CAA's airspace change portal.

**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 –**

### **March Draw**

Cllr Leech conducted the draw on behalf of the Henham SOV 100 Club. He drew from a black bag containing 162 lottery balls. The winning numbers were:

1st Prize Number 107 (R Sweeney) £235

2nd Prize Number 124 (J Smith) £113

3rd Prize Christmas Bonus Ball Accumulator £57 Cumulative total £228

Total funds received per draw were £810. Half will be paid in prizes plus the cumulative Christmas Bonus Ball with the balance of £405 paid to Henham Parish Council SOV Funds.

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

The Annual Parish Council meeting will be held on Thursday 5 May 2022, 7:30pm at OSCA.

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

***Mareike Dacey, Clerk***