

HENHAM PARISH COUNCIL
Minutes (Unapproved) of a Council Meeting

Date: Thursday 3 February 2022

Time: 7.30pm

Venue: OSCA, Henham

Present: Cllrs N. Baker, S. Lee, Z. Rutterford, P. Franklin, M. Fisher, Clerk M. Dacey and County Cllr R. Gooding

1. Apologies for Absence: District Cllr P. Lees, Cllrs M. Francis and G LeCount.

2. Approval of the Minutes of the Last Meeting

The minutes of the 2 December 2021 meetings were 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 for £950 has been approved by Councillors by email and it is anticipated that works will commence 3rd and 4th March 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. The clerk will send this to County Cllr R. Gooding to investigate.
- (iii) **Lindens/village hall** – Some fencing has been replaced, discussions ongoing with resident. The hedge on the village hall side will be pruned 3 and 4 March 2022 and a decision will be made once the fence has been inspected.
- (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. The Chair has received the dog poo bin purchased by the Parish Council and installation was completed on 5 February 2022. The Chair will contact District Cllr Lees to ensure that the bin is now on the UDC collection list.
- (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. Work has now finished on site, repairs not yet carried out due to winter weather. The Chair will chase the developer for an update as to when the repair works will commence.
- (vi) **Puddles on The Row** – A resident has asked whether the Parish Council will repair the tarmacked footpath along The Row towards OSCA due to puddles. The Chair has established that the footpath forms part of the Parish Greens and is therefore the responsibility of the Parish Council. Photos have been circulated to all Councillors. The resident also suggested extending the path by the telephone box and putting a pavement at Chickney Road towards allotments. Following a discussion it was agreed that the works to the tarmacking in The Row will be added to the Parish works schedule. It was not agreed to tarmac by the telephone box as this would constitute a loss of village greens. It was further not agreed to instal a pavement along Chickney Road as there is no space for one as the road is too narrow.

Village Hall – The Chair has successfully applied for a grant of £1000 from the Locality Fund. Electrical Inspection has been carried out and paid for by the Parish Council. The overgrown ivy at the front of the hall and hedging either side will be cut back on 3 and 4 March. Cllr Franklin provided an update on the Health and Safety aspects of the village hall which need addressing by the village hall committee. Cllr Fisher provided an update on an informal meeting held with the village hall committee members. A formal meeting will be held in mid February 2022.

Speedwatch – Essex Highways have now authorised the purchase of the VAR. The application is now with Essex County Council legal team for approval which will take another 6 weeks. County Cllr Ray

Gooding will try and speed this process along. There is then a 6 week lead in time for ordering and receiving the signs.

Queen's Platinum – Our village event will be on 4th June 2022. The clerk has notified UDC police. A meeting was held between Cllr Lee and the summer fete committee who are taking on responsibility for providing St Johns Ambulance and a risk assessment. It was agreed that the Parish Council would plant a tree – see <https://queensgreencanopy.org/>. The Chair agreed to write to our arborist for a recommendation as to species and location.

Defibrillator training – It has been 5 years since the village Defibrillator training was last carried out following the installation of the defibrillator at OSCA.

Woodland – Cllr Fisher agreed to establish a working group to commence clearance work. Cllr Fisher is still seeking more volunteers and has contacted those who have stepped forward with a view to planning works in the autumn so as not to interfere with the nesting season.

PCSO – A new PCSO has started, his name is Alexander Stewart. The Chair will arrange to meet with him.

Transport Meeting – There has been the introduction of a new Bus Back Better Strategy which the government introduced in March 2021. Cllr Francis previously circulated a report to all Councillors having attended the meeting, this was also published in the Dragon.

Mowing Contract – Our contractor has provided a quotation of £455 per cut, an increase of £20 having held his prices for 2 years. It was agreed nem con to renew the contract.

(ii) Finance

Receipts				
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>		
SOV100 Club	NOV draw	£410.00		
<u>To Whom</u> <u>(Invoice no.)</u>	<u>Description</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>
GJ Cox	Village Christmas tree	£160.00	£0.0	£160.00
Popcorn Wed Design Ltd (5990)	Website annual hosting fee	£165.00	£33.00	£198.00
Pat Doughty	Village Furniture Repairs	£135.00	£0.0	£135.00
Uttlesford District Council (0000088136)	PCSO Q1 and Q2	£2,425.97	£0.0	£2,425.97
Ricki Shelsher (RJS391)	Village signs and window cleaning	£50.00	£0.0	£50.00
Henham Village Shop Association Limited (H00057)	Post office Fees Nov 21 to Feb 22	£2083.50	£0.0	£2083.50
M Dacey	Clerk's salary (December)	£398.38	£0.0	£398.38
Jon Goodin (3)	Village hall electrical inspection	£225.00	£0.0	£225.00
M Dacey	Clerk's quarterly working from home allowance	£78.00	£0.0	£78.00
JRB Enterprise Ltd (23342)	Dog poo bags	£58.04	£0.0	£69.65
Nick Baker	Refund for Queen's Platinum flag	£17.94	£0.0	£17.94
Nick Baker	Refund for new dog poo bin	£215.00	£0.0	£258.00

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

2022-2023 Precept – The HPC Income requirement was increased by 3% to £41,140, as agreed in the December 2021 meeting. The net tax base for Henham (i.e. number of properties paying council tax) has gone up from 652.56 to 664.58. This has the effect of increasing ever so slightly the amount of council tax raised per household for the precept; for example, the band D rate for 2022-23 will be £61.90 compared to £61.21 in 21/22.

Paperwork regarding the precept was submitted to UDC on 5 January 2022 by the clerk.

HPC Accounts - Q2 21/22 accounts prepared by the clerk have been approved by Cllr Fisher.

(iii) Planning and Developments –

- **UTT/21/3756/HHF** – proposed Erection of rear extension, rear dormer window, an extension between the garage and the house to connect these two spaces, conversion of half the garage into a kitchen, creation of a poolhouse at the rear of the property, accessibility for a wheelchair user, Holly Bank Crow Street
- **UTT/22/0008/HHF** – proposed Creation of first floor and change of roof profile, Homeleigh Old Mead Lane

Breaches: Continuing breaches at Cedar Cottage- This is now under an enforcement notice which becomes operational and effective on 31/1/22.

Appeals: APP/C1570/D/21/3282955 - UTT/21/1600/HHF - 4 Mill Road- appeal dismissed.
APP/C1570/W/21/3273774 - UTT/20/2856/FUL - The White House – appeal allowed.

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 and has asked District Cllr LeCount to follow this up.

Decisions: n/a

(vii) 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. 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 was planning a site meeting with ECC cllr Lee Scott, portfolio holder for Essex Highways, to review the diversion route and NHR. The clerk emailed County Cllr on 24/1/22 for an update. 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.

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 previously confirmed he will obtain and circulate the report from Oliver Sear at UDC. The clerk chased Cllr LeCount for this on 24/1/22.

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. Clerk chased County Cllr Gooding for an update on 24/1/22.

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. County Councillor Martin Foley was asked by Broxted's Clerk to check if Broxted's application for speed and weight limits on Brick End/Pledgdon Green Road had been put on the agenda of the forthcoming Highways Panel meeting on 17 Jan. However, it was missed off the agenda and she is now hoping from Rissa Long's (Essex Highways) response that it should now be on the agenda for the meeting in February and that they will be doing speed surveys before that. The clerk emailed County Cllr Gooding on 24/1/22 for an update and he confirmed he will request speed surveys to be carried out and advised Cllr Rutterford that a request for an exception to the policy relating to Essex Speed Management Strategy should be made to EH.

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. This meeting has not yet taken place.

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 clerk chased County Cllr Gooding for an update 24/1/22.

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 December 2021 and 150 emails in January 2022.

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, the presentations were about stage 2 of the future airspace programme which Cllr Rutterford has now submitted. At this stage, STAL are only supposed to be consulting on possible route options. SAW did not raise fundamental issues with the departure options other than existing routes should not be altered unless there are significant noise reduction benefits for local residents. For arrivals, it seemed wise to oppose to the proposed new routes that fly over the centre of the runway since they are very different from the current arrival routes from 7,000ft to touchdown and would introduce noise where it did not exist before.

8. Governance – The Parish Council Standing Orders and Financial Regulations have been circulated by the Clerk to all Councillors for review and the EALC has confirmed there have been no updates since these were previously adopted by the Parish Council. The clerk is preparing the Social Media policy and will be circulating this to Councillors for review shortly.

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 –

December and January Draws

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

December 162 Members

1st Prize Number 162 (D King) £235

2nd Prize Number 104 (B Smith) £113

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

January 162 Members

1st Prize Number 130 (J King) £235

2nd Prize Number 57 (A Chater) £113

3rd Prize Christmas Bonus Ball Accumulator £57 Cumulative total £114

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 next Parish Council meeting will be held on Thursday 3rd March 2022, 7:30pm at OSCA.

Mareike Dacey, Clerk