

GREAT HALLINGBURY PARISH COUNCIL

MRS U. SYDEE
CLERK OF THE COUNCIL

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25th February 2020

Dear Councillor,

A meeting of the Parish Council, will be held in the Peachy Room of the Village Hall on **Monday 2nd March 2020**, beginning at **7.00 p.m.**, to consider the items set out in the Agenda below, and you are hereby summoned to attend.

Yours sincerely,

Clerk of the Council

AGENDA

20/117. APOLOGIES FOR ABSENCE

To receive apologies for absence.

20/118. DECLARATIONS OF INTEREST

To receive Declarations of Interest by Members

20/119. PUBLIC PARTICIPATION (limited to 15 minutes)

To receive representations from members of the public on matters within the remit of the Parish Council.

20/120. MINUTES OF PREVIOUS MEETING



To approve as a correct record and authorize the Chairman to sign the minutes of the meeting held on 6th January 2020. Copy attached.

20/121. MATTERS ARISING FROM PREVIOUS MEETING

To attend to any matters arising not dealt with elsewhere on this agenda.

20/122. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's appointments and communications.

20/123. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

To receive representations and reports from District and County Councillors.

20/124. HIGHWAYS MATTERS

To receive an update on reported matters.

20/125. AFFORDABLE HOUSING

To receive an update.

20/126. HALLINGBURYS' SPEEDWATCH GROUP

To receive update.

20/127. AIRPORT

To receive an update.

20/128. NEIGHBOURHOOD WATCH

To receive an update.

20/129. WEBSITE

To receive an update.

20/130. WOODSIDE GREEN ROAD

To receive an update re speeding on the Woodside Green Road.

20/131 BEDLARS GREEN

To receive report re adopting Bedlars Green from Cllr Alan Pinnock.

20/132. CONSULTATION

Saffron Walden Neighbourhood Plan

To consider submitting comments to the proposed Saffron Walden Neighbourhood Plan. Circulated: 28.01.2020.

20/133. GOVERNANCE



a) Risk Register

To approve risk register.

b) Standing Orders

To consider adopting Standing Orders.

c) Financial Regulations

To consider adopting Financial Regulations.

d) Complaints Procedure

To consider adopting Complaints procedure.

e) Disciplinary Policy

To consider adopting Disciplinary Policy

f) Grievance Policy

To consider adopting Grievance Policy

g) Training Policy

To consider adopting Training Policy

20/134. LOCAL COUNCIL AWARD SCHEME

a) Council Resolution for Foundation Level items 1 - 15

To confirm that the following documentation have been achieved and it is on the Council's website: Standing Orders, Financial Regulations, Code of Conduct, Councillors' registers of interests, Publication Scheme, the last annual return, Transparent information about Council payments, a calendar of all meetings including the Annual Meeting of Electors, current agendas, Minutes for at least one year of full Council meetings, the budget and precept information, Complaints Procedure, Council contact details and Councillor information, the action plan for the current year, evidence of consulting the community, publicity advertising Council activities, evidence of participating in town and country planning.

b) Council Resolution for Foundation Level items 16 – 23

To confirm that the following documentation have been achieved: a risk management scheme, a register of assets, contracts for all members of staff, up-to-date insurance policies, disciplinary and grievance procedures, a policy for training, a record of all training undertaken by staff and councillors in the last year, a clerk who has achieved 12 CPD points last year.

20/135. CORRESPONDENCE

a) Received Correspondence:

- EALC – E Bulletins; Police bulletins; legal updates, county updates, training bulletins, Highways Highlights; Larger Local Council Forum, Community Initiatives Emergency Fund 2019/2020 information. Circulated on various dates.
- Stop Stansted Expansion – PowerPoint of SSE Parish & Town Council Liaison meeting held on 08.01.2020; Press releases 13, 20 and 25 January 2020; Minutes of Parish & Town Council Liaison Group meeting 8 January 2020; Circulated on various dates.
- Stansted Airport Limited, Head of Public Affairs and Partnerships - London Stansted Airport newsletters. Circulated on various dates.
- Integrated Passenger Transport Unit – agenda for transport representative meetings March 2020. Circulated: 28.01.2020 and 10.02.2020.
- Uttlesford District Council, Housing Enabling Officer - Housing Market Report January 2020. Circulated: 04.02.2020.
- Uttlesford District Council, Performance and Business Manager - Stansted Airport planning application public speaking and Committee meeting information. Circulated: 08.01.2020.
- Uttlesford Association of Local Councils, Secretary – UALC Communication. Circulated: 20.01.2020.
- Uttlesford District Council, Planning Policy Officer – invitation to comment on Consultation on Essex Coast RAMS Supplementary Planning Document (SPD) to prevent bird and habitat disturbance from recreational activities; deadline: 21.02.2020. Circulated: 20.01.2020.
- Uttlesford Citizens Advice, Office Administrator – Activities update. Circulated: 20.01.2020.
- Essex County Cllr Susan Barker - Essex County Council January report. Circulated: 20.01.2020.
- Uttlesford District Council, Democratic Services Officer - North Essex Parking Partnership – dates for parking surgeries. Circulated: 13.02.2020.
- North Essex Parking Partnership, Operations Manager – info re North Essex Parking Partnership surgeries. Circulated: 23.02.2020.
- Uttlesford District Council, Leader – Uttlesford District Local Plan letter. Circulated: 24.02.2020.
- Uttlesford District Council, Democratic Services Officer - Local Councils' Liaison Forum Minutes - 18 February 2020. Circulated: 24.02.2020.
- UALC, Secretary - UALC meeting dates. Circulated: 24.02.2020.
- Letter of thanks received from Essex air Ambulance.

b) Late Correspondence

To deal with correspondence received following the publication of this agenda and received before 2 March 2020.

20/136. FINANCE**a) Payments**

The following payments had been made during the period 14 December 2019 to 13 January 2020:

	£
Uttlesford Community Travel - donation	100.00
Essex Air Ambulance – donation	150.00
NWEEHPA – donation	100.00
HMRC - Tax November 2019	77.40
SSE – donation	250.00
Clerk - net salary and expenses December 2019	370.70

The following payments had been made during the period 14 January 2020 to 13 February 2020:

	£
SLCC – membership 2020	100.50
HMRC - Tax December 2019	77.40
Clerk - net salary and expenses January 2020	364.35
HMRC - Tax January 2020	77.60
UDC – Chair's Civic Dinner	110.00

b) Income

None for the period.

c) Balances on 13 February 2020

Community Acc.	£8,421.79
Reserve Acc. (Business Premium Acc.)	£8,980.93

d) Budget Update [📄]

To receive budget update.

e) Approvals [👏]

To approve the payments.

f) Pension

To receive update on pension arrangements for the clerk.

20/137. PLANNING**a) Application Decisions (the Council's comments are shown in brackets)**

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/18/0460/FUL	Stansted Airport	Refused

Airfield works comprising two new taxiway links to the existing runway (a Rapid Access Taxiway and a Rapid Exit Taxiway), six additional remote aircraft stands adjacent Yankee taxiway); and three additional aircraft stands (extension of the Echo Apron) to enable combined airfield operations of

274,000 aircraft movements and a throughput of 43 million terminal passengers, in a 12-month calendar period.

(The Council objected on various things)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/19/1203/HHF	The Street Farmhouse, The Street, Great Hallingbury, CM22 7TR	Withdrawn

Demolition of 2 bay stable block and erection of single storey extension connecting cartshed with existing annexe. Conversion of open sided cartsheds to changing rooms for existing swimming pool. Internal alterations to coach house to form gym with entrance lobby, formation of new cellar, extension to roof and glazed linking section to rear of coach house.

(No objections.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/19/1204/LB	The Street Farmhouse, The Street, Great Hallingbury, CM22 7TR	Withdrawn

Demolition of 2 bay stable block and erection of single storey extension connecting cartshed with existing annexe. Conversion of open sided cartsheds to changing rooms for existing swimming pool. Internal alterations to coach house to form gym with entrance lobby, formation of new cellar, extension to roof and glazed linking section to rear of coach house.

(No objections as such as long as all listed building requirements are adhered to.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/19/2303/FUL	Great Hallingbury Manor, Tilekiln Green, Great Hallingbury, Bishop's Stortford, CM22 7TJ	Approved

Enlargement of existing car park.

(No objections.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/19/2402/FUL	Little Jenkins Barn, Jenkins Lane, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7QL	Awaiting decision

Removal of storage container and erection of detached double storey showroom and storage building with offices above (Revised scheme to that approved under UTT/18/1740/FUL)

<u>Application No.</u> UTT/19/2768/HHF UTT/19/2769/LB	<u>Site and Development</u> The Street Farmhouse, The Street, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7TR Demolition of existing greenhouse, erection of replacement greenhouse, widening of drive and erection of a low-level garden wall	<u>Decision</u> Approved Awaiting decision
<u>Application No.</u> UTT/19/2894/FUL	<u>Site and Development</u> Land at South View, Start Hill, Great Hallingbury, Bishop's Stortford, Hertfordshire Erection of two new detached dwelling houses	<u>Decision</u> Awaiting decision
<u>Application No.</u> UTT/19/2951/FUL	<u>Site and Development</u> Land East of M11, Howe Green, Howe Green Road, Great Hallingbury, Bishop's Stortford, Hertfordshire Application to vary conditions 8, 9 and 10 of UTT/18/2935/FUL relating to drainage.	<u>Decision</u> Awaiting decision
<u>Application No.</u> UTT/19/3050/HHF UTT/19/3051/LB	<u>Site and Development</u> 95 Woodside Green, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7UL Demolition of rear porch extension and erection of single storey rear extension	<u>Decision</u> Refused Refused
<u>Application No.</u> UTT/19/2864/FUL UTT/19/2865/AV	<u>Site and Development</u> Land East of M11, Howe Green, Howe Green Road, Great Hallingbury, Bishop's Stortford, Hertfordshire Proposed entrance gate for cemetery approved under UTT/18/2935/FUL.	<u>Decision</u> Approved Approved

b) Applications to be Dealt with at this Meeting:

<u>Application No.</u> UTT/20/0130/HHF	<u>Site and Development</u> Street Barn, The Street, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7TR Amendments to previously approved outbuilding under UTT/19/0093/HHF - addition of 4 no. dormer windows and an external staircase.
<u>Application No.</u> UTT200230HHF	<u>Site and Development</u> Honeybee Barn, 76 Woodside Green, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7UU Proposed one and half storey extension

<u>Application No.</u> UTT/20/0219/FUL	<u>Site and Development</u> Vine Lodge, 66 Woodside Green, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7UU Demolition of existing dwelling and barn and construction of new dwelling with integral garage (resubmission of UTT/16/3382/FUL)
<u>Application No.</u> UTT/20/0306/HHF	<u>Site and Development</u> Rosebery House, Hallingbury Place, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7UE Proposed outdoor swimming pool.
<u>Application No.</u> UTT/20/0398/FUL	<u>Site and Development</u> Thremhall Park, Stane Street, Great Hallingbury, Bishop's Stortford, Hertfordshire, CM22 7WE Application to vary condition on UTT/16/0735/FUL ('The erection of four buildings to provide offices with cafe, gym and function room together with the provision of new hard surfaced parking.') inserted under UTT/19/1741/NMA - amendments to approved plans.
<u>Application No.</u> UTT/20/0336/DFO	<u>Site and Development</u> Land South East Of Great Hallingbury Manor Bedlars Green Road Tilekiln Green Great Hallingbury CM22 7TJ Details following outline approval UTT/16/3669/OP for the erection of 35 no. Dwellings - details of appearance, landscaping, layout scale and access.

c) Late Planning Applications

To deal with Planning Applications received following the publication of this agenda and received before 2 March 2020.

e) Enforcement

To receive information regarding ENF/19/0265/C. Circulated 08.01.2020.

d) Existing Address Letter

To receive existing address letter -19/00188/NEWNUM. Circulated: 20.01.2020.

e) Appeal Notifications

To receive appeal notification APP/C1570/W/20/3244453 - 20/00018/REF.
(circulated 06.02.2020) and appeal decision APP/C1570/W/19/3240744 -
UTT/19/0396/OP (circulated 23.02.2020).

f) Official Address Notification

To receive official address notification -19/00188/NEWNUM.
Circulated: 20.01.2020.

20/138. MEMBERS' REPORTS

To receive Members' reports and representations.

20/139. ITEMS FOR THE NEXT AGENDA AND INFORMATION ONLY

To propose items for the next agenda and to receive miscellaneous information.

20/141. NEXT MEETING

The next meeting will be held on 11 May 2020 at 20.00 in Great Hallingbury village hall.

AGM will be held on 23 March 2020 at 20.00 in Great Hallingbury Village Hall.