

MINUTES OF ANNUAL PARISH COUNCIL MEETING held on Tuesday  
13<sup>th</sup> May 2025 at Leaden Roding village hall.

**Present:** Cllr Phil Sutterby, Cllr Mrs Ann Bush, Cllr Jim McIntock and Cllr Geoff Todd.

**Members of the public:** 0

1. ELECTION OF CHAIRMAN

Cllr Bush proposed that Cllr Sutterby be re-elected Chairman for the forthcoming year, this was seconded by Cllr Todd.

2. ELECTION OF VICE CHAIRMAN

The Chairman, Cllr Sutterby proposed that Cllr Todd be elected Vice Chairman for the forthcoming year, this was accepted by Cllr Todd before being seconded by Cllr Bush.

3. ELECTION OF PARISH REPRESENTATIVES

The following representatives were elected for the year 2024/25:

Village Hall Trust - Cllr McIntock

Public Transport - Cllr Bush

Tree Planting - Cllr Todd

Footpaths - Cllr Sutterby

Road Safety - Cllr Norfolk

Essex Police - Cllr Norfolk

4. APOLOGIES FOR ABSENCE

Cllr Jeanette Norfolk and District Councillor Susan Barker

5. DECLARATION OF INTEREST FOR THIS MEETING

None

6. APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

6.1 AGAR Return 2024/2025

6.1.1 The meeting considered the current system of internal control, including monitoring of finances and agreed that these were satisfactory.

6.1.2 Cllr Todd proposed that the Parish Council approves the Annual Governance Statement (Section 1 AGAR) for the year 2024/25 as prepared by the clerk. This was seconded by Cllr Bush and carried unanimously.

6.1.3 Cllr McIntock proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2024/25 as prepared by the clerk. This was seconded by the Chairman and carried unanimously.

6.2 The Chairman proposed that Leaden Roding Parish Council exempts itself from a limited assurance audit as it meets all the criteria for claiming exemption as set out in section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This was seconded by Cllr McIntock and carried unanimously.

6.3 Allison Ward, the Clerk for High Easter Parish Council has agreed to carry out the internal audit, her report will be circulated, and any points considered once received.

7. MINUTES

7.1 The minutes of the Ordinary Parish Council Meeting of Tuesday 4<sup>th</sup> March 2025 were proposed by Cllr McIntock as a true record, seconded by Cllr Todd and carried unanimously. The minutes were signed by the Chairman.

8. PUBLIC QUESTION/CONCERNS

None.

9. DISTRICT COUNCILLOR'S REPORT

None.

10. PARISH COUNCILLORS' REPORTS

- 10.1 Cllr McIntock expressed his concern regarding a large amount of green waste left outside the school before the waste lorry turned up. It is thought it was left by residents living outside the village. After discussion this will be monitored to see if it reoccurs in future weeks.
- 10.2 The Chairman reported the he has been informed by Essex Police that automated number recognition cameras will be placed at the roundabout for police to monitor drivers without tax and insurance.
- 10.3 The Chairman stated the PCSO McDonnell- Smith attended the village on 23<sup>rd</sup> March to discuss any problems with residents – as this was not very well publicised, there were few takers.
- 10.4 The Chairman stated that a PCSO representative would like to attend out Parish Council meeting on 2<sup>nd</sup> December.
- 10.5 The Chairman reported that a litter pick organised on 29<sup>th</sup> March collected 20 bags of litter.
- 10.6 Cllr Bush stated that she has not received any communications regarding the joint parish venture for Love Your Bus.

#### 11. CLERKS REPORT

- 11.1 Ongoing antisocial behaviour from a resident in Holloway Crescent – after expressing concerns regarding new residents living next door to the property, the response from Uttlesford was that the resident is no longer using their front garden and any upcycling of furniture and breaking down of materials should not be impacting on his neighbours, this will be monitored. There also still seems to be some burning taking place at the property which is creating concern, this will also be monitored.
- 11.2 The clerk requested rubbish accumulating behind St. Michaels Mead and The Goldings be cleared by Whirledge and Knott, it appears the clerk might have the wrong contact so she will contact again using a different email.
- 11.3 The clerk has now set up a .gov email as recommended by the Practitioners Guide 2023 for herself and offered to set up individual .gov emails for Parish Councillors present if they wish to use them; this was declined at this time. The annual fee of £100 charged by the host company -Cloud Next, has been waived for this year.
- 11.4 After liaising with the Chairman, John Kenney has now cut the bushes and overgrowth by the roundabout, he also cut the verge from the village shop towards Chelmsford and for road safety cut the brambles and scrub back opposite the village hall. Parish Councillors agreed that this has made a big improvement to the areas. He reduced the costing from the original estimate of £4,800 to £2,800 as a goodwill gesture.
- 11.5 The clerk reported that the VE Day event jointly arranged with the Village Hall Committee and the Social Club held on Thursday 8<sup>th</sup> May went well with a good number of residents in attendance. She will co-ordinate the cost which will be split with the three committees; she will have the final costs in place by the next Parish Council meeting.
- 11.6 After reporting the camper van in Willow Green where somebody is thought to be living in, the clerk received the following response from Uttlesford – *this was not there when officers visited but the tenant who is believed to be providing power for it was contacted and she denied it happening. She has been informed that this is not allowed.* Cllr McIntock stated that the camper van is still in place and electricity is still being provided; the clerk will report this again.
- 11.7 After reporting abandoned vehicles in Holloway Crescent, either the vehicles have been removed or the owners notified by Uttlesford.
- 11.8 Items dumped by the flats in Holloway Crescent have now been removed.
- 11.9 Replacement defibrillator pads have now been purchased and installed with the defibrillator.

11.10 Cllr Barker contacted Uttlesford to report the concerns regarding the posts installed in Holloway Close to Uttlesford as discussed at the last meeting and the reply below was received:

- *When the area was first created the Parish Council would assume it was left open for access for emergency vehicles - with the posts in place, there is no emergency access for ambulances or fire engines if needed.*

***This is not the case – it is just a grass area. Ambulance crews and fire fighters would still be able to get to the properties if they were needed.***

- *Was there a need for planning permission before the posts were put in place or, at the least, consultation with the Parish Council and residents of Holloway Close who were surprised and shocked on the day the work started to install the posts?*

***We have checked with planning and there is no planning permission needed for the bollards. The reason for this is because we are the local authority and we are carrying out works to manage the area as we see fit. In this instance the bollards were installed due to serious health and safety concerns. We had warned and tried to work with the residents who were driving over the grass but despite this they kept doing it. The bollards were installed as a last resort to prevent anyone from potentially being hit by a car driving over the pathways and grass.***

- *What was the cost of this work? It appears there are many other areas in Uttlesford where the money could have been spent better.*

***Works cost £1,939.61 - The Council felt it was appropriate to spend this money to safeguard residents of Holloway Close and the local area.***

- *Elderly residents live at the end of the grass area and sometimes drive a car as near as possible to their doors to allow access for disabled residents who would not be able to walk to the parking area - it has now become nearly impossible for one resident in particular to leave their home. Cars are only driven on the grass in special circumstances and are not parked there for a long length of time and there is never parked when damage could be done to the grass.*

***The grass is not an appropriate area for driving over or for the parking of vehicles. We are aware of the people you have mentioned and have been working with them to look at alternative solutions.***

- *This does not seem to have been very well thought out, particularly in terms of its financial implications and the overall benefits to residents.*

***The health and safety of our residents has to be our priority. Alternatives were considered but residents continued to drive and park on the grass which put other people at risk.***

- *Who asked for the bollards?*

***The request did not come from another resident. It was a solution developed by Council officers after receiving numerous concerns from residents.***

## 12. FINANCE

7.1 The Chairman proposed that the following cheques be issued, this was seconded by Cllr Todd and carried unanimously.

£19.00 to Leaden Roding Village Hall Trust – hire of hall

£ 3,360.00 to John Kenney Services – hedge cutting and clearing (see 11.4 above)  
£236.98 to EALC – Annual Subscription  
£704.60 to Clear Councils – annual insurance  
£117.60 to Defibshop – purchase of replacement defibrillator pads

### 13. PLANNING APPLICATIONS

13.1 The following planning applications were received from Uttlesford for Parish

Councillors' comments:

8 Leaden Close – Erection of Side Extension – *No objections*

Land at Poplars Lane, White Roding – Agricultural storage building – *no objections*

Barn North of Leaden Hall Barns, Stortford Road – Prior notification of change of use of agricultural building to 2 dwellings – *Parish Councillors where not requested to comment at this time*

3 Leaden Hall Farm Cottages, Stortford Road – Proposed replacement of existing lean to and extension with a rear and side extension – *No objections*

Land East of Woodside Farm, High Easter Road (UTT/25/0994/AG) Timber framed forestry building erected under permitted development rights prior notification ref no UTT/24/1532/AG, this was then confirmed lawful under ref no: UTT/24/2307/CLP – *the Parish Council have contacted Uttlesford Planning and was assured this application will be dealt with after consultation and support from the Forestry Commission.*

Land East of Woodside Farm, High Easter Road (UTT/25/1179/CLE) – Timber framed building erected under prior notification UTT/24/1532/AG –

Parish Councillors comments are:

- Views have not changed regarding development in the woods – comments on other applications apply to this application – as an ancient woodland no development should be considered.
- After requesting advice from the Woodland Trust, the response received is:  
*Thank you for seeking the Forestry Commission's advice about the impacts that this application may have on Ancient Woodland. As a non-statutory consultee, the Forestry Commission is pleased to provide you with the attached information that may be helpful when you consider the application:*

*Details of Government Policy relating to ancient woodland*

*Information on the importance and designation of ancient woodland*

*Ancient woodlands are irreplaceable. They have great value because they have a long history of woodland cover, with many features remaining undisturbed. This applies equally to Ancient Semi Natural Woodland (ASNW) and Plantations on Ancient Woodland Sites (PAWS).*

*It is Government policy to refuse development that will result in the loss or deterioration of irreplaceable habitats including ancient woodland, unless "there are wholly exceptional reasons and a suitable compensation strategy exists" (National Planning Policy Framework paragraph 186).*

*We also particularly refer you to further technical information set out in Natural England and Forestry Commission's Standing Advice on Ancient Woodland – plus supporting Assessment Guide and Case Decisions.*

13.2 The following decisions to determine planning applications listed below have been made by Uttlesford:

Rodings Primary School, Dunmow Road – Retention of a class base for a temporary period – *Application Granted*

1 Bridge House, Stortford Road – Re-render house and replacement windows – *Conditional Approval*

New Cottage, Dunmow Road – Retrospective application for catslide dormers and black cladding – Refused

Langleys Farm, Poplars Lane, White Roding – Demolition of existing commercial buildings and erection of 2 self-build dwellings, garages, the creation of new vehicle access with access gates and associated works – Conditional Approval

8 Leaden Close – Erection of side extension – Proposed – Approve Cert of Lawfulness

Barn North of Leaden Hall Barns, Stortford Road – Prior notification of change of use of agricultural building to 2 dwellings – Prior approval approved

3 Leaden Hall Farm Cottages, Stortford Road – Proposed replacement of rotten painted timber single glazed windows with heritage painted timber double glazed windows – Conditional Approval

Darwell Wood, High Easter Road – Retrospective application for the erection of a forestry building - Refused

#### 14. FOOTPATHS

14.1 Cllr Sutterby reported:

Broken footbridge on footpath 28 from Cloghams Green to Cut Elms – the job to replace the bridge has been programmed for September however access is difficult due to location and the Public Rights of Way Team need to wait until after harvest to get there. In the meantime, the team will arrange another assessment and close the footpath until September if necessary.

#### 15. PURCHASE OF VAS SIGN

15.1 After making enquiries from other Parish Councils and seeking advice from the Highways website the clerk gave details of the next steps to install two VAS signs in the village. If there are posts already in the village which are able to be utilised, then planning permission would not be required; if planning permission is required it is a much more lengthy process. The clerk read the long list of conditions regarding the placement of the VAS signs; it was also noted that Elan City – the company which was earmarked to purchase the signs are not on the list of Highway approved companies.

After discussion it was decided that the clerk would find further information before a site visit is arranged to seek possible locations of the VAS signs.

#### 16. ANY OTHER BUSINESS

16.1 Cllr McIntock reported that an overgrown tree in a front garden in Holloway Crescent is blocking telephone wires and affecting the safety of residents as they walk on an adjoining footpath. As there seems that there are no residents at the property the clerk will contact Uttlesford in the first instance.

16.2 Cllr McIntock reported that a tree in Willow Close is in need of cutting back as it is blocking the rear entrances to properties in Willow Close. The clerk will report this to Uttlesford

16.3 The clerk received an email from a resident from Chalk Villas, Chelmsford Road stating her concerns after confronting a man sitting behind her back fence with a rifle. He informed her that he was a deer stalker and had been asked by the owner of the field to shoot deer. The resident was very unhappy that this was happening so close to houses without any consideration to residents. The clerk looked into the legal regulations for shooting deer and found that as long as the field owner gives permission and certain rules adhered to, it is a legal practice. Parish Councillors were in agreement that there is nothing the Parish Council can do to stop this.

16.4 In Cllrs Barker's absence the clerk gave details of the Uttlesford Local Plan. Planning Inspectors have now been appointed and a number of hearing sessions will be held for the independent examination of the plan. These dates are from 10<sup>th</sup> to 19<sup>th</sup> June with three reserve days of 29<sup>th</sup> -31<sup>st</sup> July should matters not be completed during the scheduled two weeks in June. All details relating to the Local Plan can be located on Uttlesford's website.

16.5 The clerk requested a change of date for the next Parish Council meeting which originally arranged for Tuesday 8<sup>th</sup> July. Parish Councillors were in agreement for the meeting to be rearranged for Tuesday 1<sup>st</sup> July. The clerk will change all notifications to reflect this new date.

17. DATE OF NEXT MEETING:

Tuesday 1<sup>st</sup> July 2025

Tuesday 2<sup>nd</sup> September 2025

Tuesday 14<sup>th</sup> October 2025

Tuesday 2<sup>nd</sup> December 2025

There being no further business the meeting closed at 9.40pm.