

# MINUTES OF ANNUAL PARISH COUNCIL MEETING held on Tuesday 12<sup>th</sup> May 2026 at Leaden Roding village hall.

**Present:** Cllr Phil Sutterby, Cllr Jim McIntock, Cllr Jeanette Norfolk and County Councillor Geoff Bagnall

**Members of the public:** 2

1. ELECTION OF CHAIRMAN  
Cllr McIntock proposed that Cllr Sutterby be re-elected Chairman for the forthcoming year, this was seconded by Cllr Norfolk. A discussion took place where agreement was made that Cllr Norfolk would take over the Chair in early 2027.
2. ELECTION OF VICE CHAIRMAN  
The Chairman, Cllr Sutterby proposed that Cllr Norfolk be elected Vice Chairman for the forthcoming year, this was accepted by Cllr Norfolk before being seconded by Cllr McIntock.
3. ELECTION OF PARISH REPRESENTATIVES  
The following representatives were elected for the year 2026/27:  
Village Hall Trust - Cllr McIntock  
Public Transport - Cllr Norfolk  
Tree Planting - Cllr Todd  
Footpaths - Cllr Sutterby  
Road Safety - Cllr Norfolk  
Essex Police - Cllr Norfolk
4. APOLOGIES FOR ABSENCE  
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 2025/2026
    - 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 McIntock proposed that the Parish Council approves the Annual Governance Statement (Section 1 AGAR) for the year 2025/26 as prepared by the clerk. This was seconded by Cllr Norfolk and carried unanimously.
    - 6.1.3 Cllr McIntock proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2025/26 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 Oliver Rogers, the Clerk for High Easter Parish Council has agreed to carry out the internal audit, his report will be circulated, and any points considered once received.
7. MINUTES
  - 7.1 The minutes of the Ordinary Parish Council Meeting of Tuesday 3<sup>rd</sup> March 2026 were proposed by Cllr Norfolk a true record, seconded by the Chairman and carried unanimously. The minutes were signed by the Chairman.
8. PUBLIC QUESTION/CONCERNS
  - 8.1 A resident of Holloway Crescent stated that he was pleased that the potholes in the road have been repaired.

## 9. COUNTY COUNCILLOR'S REPORT

9.1 Cllr Bagnall introduced himself as our newly elected County Councillor. He will undergo three weeks training but wanted to understand Parish Councillors' priorities with regard to Essex County Council concerns. Parish Councillors stated the main priority at this time is speeding through the village and the lack of response from Highways. The clerk applied for a VAR licence on 23<sup>rd</sup> February and has emailed twice to ask for updates but has not received any response. Traffic calming measures on Dunmow Road were due to be installed in September 2025 but have not yet been completed. Cllr Bagnall will make enquiries

## 10. DISTRICT COUNCILLORS REPORT

### 10.1 In her absence, Cllr Barker emailed:

As you will be aware you have a new County Councillor. I am still your District Councillor and will attend meetings as and when needed. District Council of course deals with Planning, Bins, Environmental Health, Council housing, Licensing but not Highways, Buses, Social Care, Children's Services, SEN Please make sure you email me ahead of meetings on [cllrbarker@uttlesford.gov.uk](mailto:cllrbarker@uttlesford.gov.uk).

## 11. PARISH COUNCILLORS' REPORTS

### 11.1 Cllr McIntock reported that Cllr Todd is in the process of purchasing replacement glass for the bus shelter but is having difficulty getting a response from a local company. It was decided that if the difficulties continue another glass company should be approached.

### 11.2 The Chairman stated that the fire station now holds emergency bleed kits.

### 11.3 The planning issue with New Cottage, Dunmow Road was discussed. Windows have now been replaced following enforcement actions by the council. However, concerns remain as the building, which should serve as a garage, is still being occupied; as the property is for sale, it is being advertised as potential rental earnings. The clerk will report to Planning Enforcement.

## 12. CLERKS REPORT

### 12.1 Ongoing antisocial behaviour from a resident in Holloway Crescent – the clerk is still awaiting a response after reporting to Uttlesford. The clerk will again email Uttlesford as the rubbish is accumulating again with lots of noise coming from the property as the resident breaks up household items to burn inside the house, smells coming from the chimney seem toxic and Parish Councillors are concerned a fire could start as the weather gets hotter. The clerk will request that an unplanned visit from Uttlesford could be useful to experience everyday occurrences.

### 12.2 Camper van in Willow Close – still in situ with electricity still being supplied to the camper van from the adjoining house.

### 12.3 The clerk contacted local PCSO, Mike O'Donnell Smith for an update on monthly visits to the Social Club in order to allow residents to talk with him and share any concerns, new dates of Friday 17<sup>th</sup> July and Friday 21<sup>st</sup> August have been arranged but could be subject to change due to his shift pattern. The clerk will contact him nearer the time to confirm before advertising the dates on the website and Facebook page.

### 12.4 Replacement glass for bus shelter – see 11.1 above.

## 13. FINANCE

13.1 Cllr Norfolk proposed that the following cheques be issued, this was seconded by the Chairman and carried unanimously:

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

£246.95 to Essex association of Local Councils – annual affiliation fee

£727.22 to Clear Councils – annual insurance

13.2 Cllr Norfolk approved the following debit to the bank account; this was seconded by the Chairman and carried unanimously:

£9.98 debited by Santander Bank – Bank charges

## 14. PLANNING APPLICATIONS

### 14.1 The following planning application has been received from Uttlesford for Parish Councillors' comments:

UTT/26/0940/FUL – Langleys Farm, Poplars Lane – Construction of a 1.5 storey 3 bedroom chalet bungalow – *No objections*.

UTT/26/0917/HHF – 1 Leaden Hall Farm Cottages, Stortford Road – Creations of driveway and car parking area to front elevation (partially implemented), provision of oil tank to west elevation including shed to enclose it (partially implemented) and 2 side extensions (1 single and 1 x 2 storey) – *No objections*.

UTT/26/0742/LB – 1 Leaden Hall Farm Cottages, Stortford Road – Retention of unauthorised works, remedial works and improvements – *No objections*

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

UTT/26/0419/LB – 3 Leaden Hall Farm Cottages, Stortford Road – existing rear lean to store extension and side entrance lobby to be replaced with a single storey rear/side extension to facilitate a larger kitchen. The extension will have a monopitch tiled roof to match the appearance of the roof over the existing bathroom. Proposed internal works include removing the kitchen wall between the kitchen and existing external store. The installation of a ceiling support clamping plate to an existing timber rail within the living room – Conditional approval.

UTT/26/0340/CLE – Bungalow at Chalks Farm, High Easter Road – the use of an existing bungalow at Chalks Farm as an independent, single dwelling for in excess of 4 years – Approve Certificate of Lawfulness.

UTT/25/3446/DOC – Darwell Wood, High Easter Road – application to discharge condition 3 (Landscape and Ecological Management Plan), 4 (Biodiversity Enhancement Strategy) and 5 (Window details) attached to UTT/24/2863/FUL (approved under Appeal APP/C1570/25/3371939) – Discharge conditions in full.

UTT/26/0946/NMA – Langleys Farm, Poplars Lane – Non material amendment to

UTT/25/1800/FUL – Relocation of plot 1 dwelling north. The alteration of the approved double garage with the removal of the 1.5m covered walkway between the garage and dwelling gable end – Approve.

UTT/26/0098/CLP – Land at Newhouse Farm, Stortford Road – Certificate of Lawfulness seeking to confirm that the placement of a caravan for agricultural purposes would not constitute ‘development’ as defined under the Town and Country Planning Act 1990 – Refuse Certificate of Lawfulness.

14.3 The following appeal has been made to the Secretary of State against the decision of Uttlesford to refuse:

UTT/25/2891/HHF – 3 Leaden Hall Barns, Stortford Road – Proposed open porch.

## 15. FOOTPATHS

15.1 The Chairman had nothing to report at this time.

## 16. PURCHASE OF VAS SIGNS

16.1 The clerk is still awaiting confirmation that a VAS licence has been granted. She has emailed Highways twice but not received a reply to date. Once the licence has been granted the sign will be ordered with the view to have it installed as soon as possible.

## 17. ANY OTHER BUSINESS

17.1 Parish Councillors discussed the clerk’s salary. After discussion Cllr Norfolk proposed the clerk’s salary is increased to £1,800 per annum to be in line the NALC recommendations. The increase will take effect from 1<sup>st</sup> July 2026.

## DATES OF NEXT MEETINGS:

Tuesday 21<sup>st</sup> July 2026 (rearranged)

Tuesday 1<sup>st</sup> September 2026

Tuesday 13<sup>th</sup> October 2026

Tuesday 1<sup>st</sup> December 2026

There being no further business the meeting closed at 9.05pm