MINUTES OF PARISH COUNCIL MEETING held on Monday 5th October 2026 at Leaden Roding village hall.

Present: Chair Jeanette Norfolk, Cllr Jim Mclintock, Cllr Jo Waters, County Councillor Geoff Bagnall and District Cllr Susan Barker.
Apologies: Cllr Todd, Cllr Farrington
Members of the public: 0

1. MINUTES
   1.1 The minutes of the Parish Council Meeting of Tuesday 1st September 2026 were proposed by Cllr Waters as a true record, seconded by the Cllr Mclintock and carried unanimously. The minutes were signed by the Chair.
2. DECLARATIONS OF INTEREST
   2.1 None.
3. COUNTY COUNCILLOR'S REPORT
   3.1 Cllr Bagnall stated that the traffic survey performed after the fatal accident on Chelmsford Road in April has been passed to the police. He will request a copy of the survey once the police have released it. Cllr Bagnall agreed to request the possibility of a pedestrian crossing on Chelmsford Road but is aware there are currently approximately 600 requests across Essex with a budget for only 30 per year to be installed.
   3.2 Cllr Mclintock informed Cllr Bagnall that he witnessed two men using a drone in fields opposite and adjacent to the village hall: they appeared to be in a van with signage which suggested they could have been from Essex Highways. The men told Cllr Mclintock they were surveying the fields to report back regarding housing development. Cllr Bagnall was not aware of this or that Essex Highways carries out any drone activity. He will contact Highways ascertain if they instigated this work.
4. DISTRICT COUNCILLOR'S REPORT
   4.1 Cllr Barker reported that changes are being made to the planning system which will make applications more difficult to be called in, allowing more planning applications to be decided by officers instead of the committee.
   4.2 Cllr Barker stated that Uttlesford are rolling out a new food recycling plan which should have commenced on 14th September but has been delayed until 12th October.
5. PARISH COUNCILLORS' REPORTS
   5.1 Cllr Norfolk reported that she and Cllr Waters had visited a resident of Leaden Hall Cottages following an incident in which Essex Fire and Rescue Service had been called to extinguish a bonfire at the property. The resident expressed his apologies for having lit the bonfire during the heatwave and explained that he had been unaware that a previous bonfire in the village had required the assistance of the Fire Brigade.
   5.2 Cllr Norfolk and Cllr Waters also spoke with a resident of a flat in Holloway Crescent regarding two untaxed vehicles parked in a designated parking bay, which are being used to store belongings due to limited space within the flat. It was noted that the resident had since taxed one of the vehicles. Cllr Barker agreed to report the remaining untaxed vehicle to Uttlesford District Council.
   5.3 Cllr Norfolk reported that rubbish was once again accumulating outside and in the rear garden of the Council-owned property in Holloway Crescent, an issue which had been reported on numerous previous occasions. It was also noted that the resident appeared to be storing additional items in a white van parked in the Crescent. Concerns were also raised that the property may be being sublet. Cllr

Barker agreed to report these matters to Uttlesford District Council for further investigation.

6. PUBLIC QUESTIONS/CONCERNS

6.1 None.

7. CLERK'S REPORT

7.1 Ongoing antisocial behaviour from a resident in Holloway Crescent – see 5.3 above.

7.2 Local PCSO, Mike O'Donnell Smith is due to visit the village hall on 25th October if his shift patterns allow. The clerk will contact him nearer the tine to confirm before advertising the dates on the website and Facebook page.

7.3 Overhanging hedges on Chelmsford Road have been reported but not yet cut.

7.4 The clerk has reported overhanging trees on the approach to the village on Dunmow Road which is obscuring the 30 mph signs.

7.5 The overgrown hedge between Holloway Crescent and the village hall has been reported but not yet cut.

8. FINANCE

8.1 Cllr Waters proposed that the following cheque to be issued, this was seconded by Cllr Mclintock and carried unanimously:

8.1.1 £19.00 to Leaden Roding Village Hall Trust – hire of hall

8.2 Cllrs Waters approved the following debit to the bank account; this was seconded by Cllr Mclintock and carried unanimously:

8.2.1 £4.99 debited by Santander Bank on 20.09.2026– Bank charges

8.3 The Clerk reported that research had been undertaken into the availability of internet banking facilities with Lloyds Bank. It was agreed that a Parish Councillor should also review the available options before a decision is made. Cllr Norfolk agreed to work with the Clerk to investigate the options further prior to the next meeting.

9. PLANNING APPLICATIONS

9.1 Nothing to report.

10. FOOTPATHS

10.1 Cllr Mclintock reported information received from Phil Sutterby:
The footpath across the field opposite the church has not been reinstated since harvesting the field.

11. PURCHASE OF VAS SIGN

11.1 The Clerk reported that Highways had advised that the licence for a Vehicle Activated Sign (VAS) on Chelmsford Road had been granted. Formal confirmation is awaited by email, which Highways has advised will be issued in due course. Should confirmation not be received within the next week, the Clerk will follow this up with Highways. Upon receipt of the formal licence confirmation, the sign will be ordered, with the aim of arranging installation as soon as practicable. It was also noted that an optional facility is available to receive data recorded by the device, and it was agreed that this facility would be taken up.

12. 12. VILLAGE LOCAL PLAN

12.1 Cllr Waters stated she was keen to adopt a Local Plan/Village Design Statement for Leaden Roding and explained the information she has researched:
What is a Parish Plan? Parish Plan aims to set out a vision for the future of the parish and identifies the actions needed to achieve that vision. It is aimed specifically at rural parishes and the challenges they face in maintaining viable and vital communities and is part of the Government's Rural Strategy, published in July 2004. The planning process is coordinated by the Rural Community Council of Essex (RCCE), a registered

charity established in 1929 to help those who live and work in the county's rural areas. The purpose of the Parish Plan is to act as a catalyst, bringing together members of the community with common goals and aspirations and setting out how the village as a whole sees its community developing over the next few years. The emphasis of this document is very much on community planning, covering social, environmental and economic issues, rather than on planning for housing and development. This latter issue is better covered in a Village Design Statement (VDS), the next stage in the community planning process and which, given sufficient interest, the Parish Council intends to address next.

A Village Design Statement (VDS) is the next stage in the Parish Planning process. Like the Parish Plan, it is a document created by the community that reflects the views of the village as a whole. It identifies the physical qualities and characteristics of the village and its surroundings that are valued by local people and the aspects that they would like to preserve and protect. It details the existing character and main features of design in the village and guidelines for how this should be respected in any new development. It is an advisory document for planners, designers and developers, providing them with information on what is felt by the community to be 'acceptable' development. Whilst it must fit in with existing local plan policies, if it meets the requirements of the local authority it can be adopted as a supplementary planning document. Parish Councils and local people can then cite it when objecting to, or supporting, individual planning applications.

Following discussion, it was agreed that Cllr Waters would proceed with developing a Village Design Statement, subject to recruiting a sufficient number of residents to form a working group to contribute views and input to the process.

13. ROAD SAFETY TASK FORCE

13.1 Cllr Waters requested that Cllr Bagnall looks into the possibility of a pedestrian crossing on A1060 Stortford Road following the fatal accident in April (see 3.1 above).

13.2 Cllr Waters will arrange a meeting with the Headteacher of Roding Primary School to discuss road safety concerns on Dunmow Road arising from parent parking during school drop-off and pick-up times, following a recent vehicle collision. Cllr Bagnall expressed an interest in attending the meeting.

13.3 Cllr Waters and Cllr Farrington have prepared a proposal addressing traffic and parking issues within the village. The proposal is attached as Appendix 1.

14. ANY OTHER BUSINESS

14.1 The Chair proposed that a Facebook page entitled *Leaden Roding Parish Council* be established to provide residents with information and updates on village matters. It was agreed that the page would be used solely for information purposes, with comments disabled. The proposal was seconded by Cllr Waters and carried unanimously.

14.2 The clerk stated that changes are to be made to the end of year accounts/AGAR for Smaller Authorities which will be put into practice for the financial year ending March 2027. To help Parish Councils navigate these changes, a series of free seminars have been set up so the clerk has booked a seminar for herself for 26th January 2027.

14.3 The clerk has received an email from Uttlesford Elections Committee stating that following the introduction of S32A of the Localism Act 2011, which stipulates that a councillor's home address must not be shown on public registers of interest unless the individual member explicitly requests publication,; all home addresses of Parish

Councillors have been redacted from the Register of Interests and this has been reflected on the Council's website. Uttlesford Elections have asked the clerk to consult with Parish Councillors in respect of whether they would like their home address published. Parish Councillors present were happy to accept the change; absent Parish Councillors will be asked in due course. The clerk stated that Registers of Interests are not published on our own website so no changes are needed to be made by the clerk to accommodate this change.

DATES OF NEXT MEETINGS:

Monday 30th November 2026

There being no further business the meeting closed at 9.55pm