

**GREAT YELDHAM PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held on**  
**Thursday 14<sup>th</sup> March 2024 at 7.30pm, Reading Room, Gt Yeldham**

**Present:** Cllr Philip Rawlinson (Chairman)  
 Cllr Ann Burrows  
 Cllr Bikaram Chahal  
 Cllr Phil King  
 Cllr Mark Lovell  
 Cllr Gary Theobald

**In attendance:** Tracy Wigmore (Parish Clerk). No members of the public.

**24/020 Welcome and apologies for absence.**

Cllr Rawlinson welcomed everyone to the meeting. Apologies received from Cllrs Burr, Marks and Sargeant. Cllr Rawlinson informed the meeting that he had received a written request from Cllr Burr regrettably failed to attend the required six consecutive meetings due to ill health reasons and therefore was requesting that the Parish Council approve the reason for non-attendance. It was noted that during this time Cllr Burr had attended working group meetings, helped organise the Christmas Tree and Carole Service and the Over 60's Tea Party and was actively involved in the events working group.

**RESOLVED that the Parish Council approve Cllr Burr's reason for non-attendance to enable Cllr Burr to continue as a Parish Councillor. All in favour.**

**24/021 Declarations of Interest.** None declared.

**24/022 To approve the minutes of the Parish Council**  
**RESOLVED that the minutes of the meeting held on 11<sup>th</sup> January 2024 were a correct record. All in favour.** Chairman signed the minutes.

**24/023 Public Participation Session with respect to items on the agenda and other matters of mutual interest.** None.

**24/024 Invitation to Cllr Peter Schwier, Essex County Council (ECC) and Cllr Richard van Dulken, Braintree District Council (BDC) to address the meeting on matters of mutual interest. The maximum time allowed for this item is 10 minutes but may be extended at the discretion of the Chairman.**

Cllr van Dulken

Apologies received. Update report submitted.

- 2024/25 BDC Budget approved at Full Council on 19th February. The BDC portion of the total Council Tax bills have increased by 2.96%, one of the lowest rates in Essex. The Councillors Community Grant will continue during the coming year, at the same rate of £1,250 per Councillor. Please to see the new handrail at the Pavilion, partly paid for by a recent grant.
- Toppesfield Road - temporary closure/restricted passage between 18-20 March
- Wethersfield - currently 550-600 residents, reliably informed that no crime has been attributed to the migrant residents. The Home Office has advised that it wishes to use the site for three years (plus 6 months for decommissioning). BDC appeal against the decision to use it to house up to 1,700 migrants will take place on 11/12 June. The Department of Justice appears to have no further interest in Wethersfield as a prison site, more appropriate locations have been approved.

- Community Infrastructure Grant Fund launched with £100,000 available to provide grants to community groups wishing to reduce their carbon output - e.g. renewable energy, insulation, LED lighting. Funded from the UK Shared Prosperity Fund.
- Property Flood Resilience grants of up to £8,000 can be applied for by residents affected by river or surface water flooding.
- New grant scheme - grants of up to £10,000 to start up or enhance community projects which support residents with the cost of living. Non-profit community groups can apply if they can evidence that the project supports one of the main objectives of the Cost-of-Living Fund, has a clear purpose and benefits residents.
- BDC Operations were able to assist Uttlesford Council with their waste collections in February, with no adverse effect on services.
- The no side-waste rule comes into effect from 1st April - only residual waste which fits into the grey bin, with lid closed, will be collected.
- Strawberry Fields - proposed new walkway to the Recreation Ground – in progress.
- Vintage bus museum at Poole Farm - supported in writing, exciting plans.
- The Slipe, and the Canies Hall planning applications which are over two years - waiting on a determination. Will endeavour before the next meeting to get an update.

Cllr Schwier - Apologies

**24/025 Planning Applications – Received as at 07/03/24**

24/00317/HH - Proposed replacement garage with rear dormer | 20 Toppesfield Road, Great Yeldham, Essex. Consultation End: 14/03/24

**RESOLVED: No Comments.**

**Planning Applications Resolved under Delegated Powers 15.b.xv:**

24/00073/FUL Erection of two buildings and provision of associated infrastructure to be used as vintage bus museum following the demolition of existing buildings Open for comment icon. Poole Farm House Poole Street Great Yeldham Essex CO9 4HP

**RESOLVED: Supports the application.**

24/00210/HH | Erection of two storey side extension with cat-slide dormer and rear pergola | 6 Stambourne Road, Great Yeldham, Essex

**RESOLVED: No Comments.**

24/00305/HH | Two storey side extension and single storey rear extension to form annexe accommodation. Single storey side extension to form garage | 16 Whitlock Drive, Great Yeldham, Essex.

**RESOLVED: No Comments.**

**24/026 Planning Decisions as at 07/03/24**

22/00552/HH Retention of 1.8m boundary fence adjacent to highway. Canie Hall, Toppesfield Road. **PENDING**

22/01781/HH Retention of single storey rear extension to outbuilding | Canie Hall Toppesfield Road. **PENDING**

23/01028/OUT | Outline planning application with all matters reserved for the erection of 1240 Sqm of B1, B2 and B8 commercial space with associated parking. | Gt Yeldham Water Treatment Works, Hedingham Road, Gt Yeldham. **PENDING**

23/02453/FUL | Proposed commercial development of 8 light industrial units/ (B8) and associated parking and access provision | Land North West Of The Old Council Yard, Hedingham Road, Great Yeldham. **PENDING**

23/02772/VAR | Variation of Condition 1 of permission 18/01475/REM granted 08/08/2018 for Application for approval of Reserved Matters (Access, Appearance, Landscaping, Layout and Scale) following grant of Outline Approval 14/01254/OUT - For the erection of up to 60 no. dwellings and community use area. **PERMITTED**

23/02821/TPO | Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 8/07 T1- Oak Removal of low hanging branch | The Lines, High Street, Great Yeldham. **PENDING**

23/02781/HH Two storey side extension and single storey rear extension to form annexe accommodation. Single storey side extension to form garage. 16 Whitlock Drive, Gt Yeldham, CO9 4EE. **WITHDRAWN**

23/02991/FUL | Erection of 1 No. 3 bedroom chalet bungalow | Land South Of, 4 Little Hyde Close, Great Yeldham. **PENDING**

24/00449/DAC Application for approval of details as reserved by condition 5 (part discharge) of approved application 23/02031/LBC The Rookery Poole Street Great Yeldham Essex CO9 4HJ **PENDING**

Erection of two buildings and provision of associated infrastructure to be used as vintage bus museum following the demolition of existing buildings Open for comment icon Poole Farm House Poole Street Great Yeldham Essex CO9 4HP Ref. No: 24/00073/FUL | Validated: Tue 23 Jan 2024 | Status: **PENDING**

#### 24/027 Annual Parish Meeting

The Local Government Act 1972 states that 'for every parish there shall be an Annual Parish Meeting for the purpose of discussing parish affairs' which must be held each year between March 1st and June 1<sup>st</sup>. General discussion held, agreement that proposed plans for the new play park on Bowtells Meadow be unveiled for comments.

**RESOLVED: That the Annual Parish Meeting will be set for Thursday 16<sup>th</sup> May 2024.**

#### 24/028 Churchfields Bridge – Draft Proposal for New Access Road

At the Public Meeting held on the 18th January 2024, members of the public were informed about ECC plans for reconstructing Churchfields Bridge and the draft proposal to create a new access road to connect "Churchfields" Road to Church Road (A1017); with the existing bridge being used for pedestrian access only with vehicle access over the bridge restricted by installing lockable bollards. The Parish Council have been collating comments raised by residents to forward to ECC (rpt circu) available on the website <https://greatyeldhampc.co.uk/churchfield-bridge-proposal-for-new-access-road/>. A discussion was held, general concerns were raised with regards to the strip of land from Church Road to Churchfield Bridge (cuts across the existing play park), road safety and access to the rest of the meadow. Parish Council to seek a meeting with ECC to discuss proposed layout of scheme and concerns.

**Clerk to Action.**

#### 24/029 Clerks Report

Councillors to review actions list, update and report progress to date (Rpt circu).

- Potholes outside Reading Room, Highfields (North Road) completed 14/03/24.
- Cemetery – reports of anti-social behaviour by young people. Regular monitoring of grounds. Cllr Lovell to investigate locking systems for gates (would need sign for opening times). Other security measures to be investigated.
- Recreation Ground Insurance Claim – Cllr Lovell to prepare a response.
- Fly tipping behind Highfields Garages (next to footpath 19). Reported to Eastlight Community Homes Ltd.

**For note.**

#### 24/030 To approve the monthly invoices and accounts due for payment. (Rpt circu).

Accounts for Payment Report circulated prior to the meeting. Awaiting invoices from Brushwood Ltd and Ivybuild Ltd. **RESOLVED: that payments be approved of £5049.30, and payments authorised by BACS under delegated authority since the last meeting £3884.34. All in favour.** Cllrs Rawlinson and Burrows signed the Accounts for Payment.

- 24/031 Receipts and Payments for the period ending 29<sup>th</sup> February 2024** (Rpt circu.).  
The Clerk presented the Receipts and Payments report. There were no queries or comments.  
**RESOLVED: That the report is approved. All in favour**
- 24/032 Information Exchange/Communication Received/Next Agenda Items Only**  
BDC Community Infrastructure Grant, part of the UK Shared Prosperity Fund provides up to three years funding for local investment. The grant is available to community groups wishing to reduce their carbon output - e.g. renewable energy, insulation, LED lighting. BDC shall be supporting ten projects with a guide application value of £10,000 each and projects must be delivered and completed by 31st March 2025.  
<https://www.braintree.gov.uk/braintree-district/community-infrastructure-grant/3> For note and comment.
- 24/033 Public Bodies (Admission to Meetings) Act 1960. Exclusion of the press and public.**  
In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to RESOLVE that the press and public be excluded from the meeting during consideration of the items 24/034, 24/035, 24/036 owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.
- 24/034 Award of Grounds Maintenance Contract for the period 1st April 2024-31st March 2027**  
To consider tender submissions received and award the grounds maintenance contract and Bowtells Meadow. The Clerk reported that three tenders were received.
- | *            | Total      |
|--------------|------------|
| Contractor A | £27,141.20 |
| Contractor B | £22,756.89 |
| Contractor C | £22,982.86 |
- \*tender prices exclude ad-hoc cuts*
- After debate, Councillors felt that from previous experience, a local contractor would be preferred as a village-based company would be able to monitor growth and cut when weather is right although not the cheapest it was felt that Contract A was the preferred choice. Contractor A, a local based company, currently provided a service to the Parish Council, undertaking jobs on time (including urgent tasks) providing that little bit of extra care and attention.  
**RESOLVED that Contractor A (Brushwood Ltd) is selected for the Grounds Maintenance and Bowtells Meadow Contract for the period 1st April 2021-31<sup>st</sup> March 2024. Proposed: Cllr Theobald Seconded: Cllr Lovell. All in favour.**
- 24/035 Proposed Pedestrian Path Connection, Strawberry Fields**  
Councillors received a copy of ECC's Heads of Terms for the licence for the proposed footpath link between the housing development on the Hunnables site and the footpath on the disused railway line. (Terms circa). A general discussion was held on the proposed terms, clerk outlined key points: PC will take a photograph annually and send this to ECC Highways for their records; PC shall covenant to maintain and insure (with not less than £10m cover) the new footpath link; Should ECC terminate the license PC shall be responsible for reinstating the land to its current condition. No concerns were raised by members of the Parish Council.  
**RESOLVED: That the Parish Council agree to the Heads of Terms for the proposed pedestrian path connection. Clerk to inform Lambert Smith Hampton to proceed.**

- 24/036**      **Transfer of Bowtells Meadow to Great Yeldham Parish Council, S106 Agreement relating to the South West side of Church Road, Gt Yeldham, Essex dated 14<sup>th</sup> January 2020**  
Introduction letter received from Lambert Smith Hampton (LSH) acting on behalf of ECC in land and property relating to Churchfield Bridge – Church Road. Parish Council to seek a meeting with ECC/LSH to discuss proposed layout of scheme.  
Still waiting on completion of Bowtells Meadow.
- 24/037**      **Public Bodies (Admission to Meetings) Act 1960**  
Re-admittance of the press and the public.
- 24/038**      **Date and time of next meeting.**  
The next meeting of the Parish Council will be held on Thursday 4<sup>th</sup> April 2024.  
Cllr Theobald gave his apologies in advance of the meeting.

Meeting Closed: 8.55 pm.

Scheduled Meeting Dates:

The dates for all meetings are subject to change having regard to the business needs of the Council. Should it be necessary to revise the Timetable of Meetings, the amended Timetable will be re-published on the Council's website. (*Please check the website/notice board for Agenda for confirmation of meeting*):

- Thursday 9<sup>th</sup> May – Annual General Meeting (Parish Council)
- Thursday 16<sup>th</sup> May at 7.00 pm - Annual Parish Meeting (meeting of Gr Yeldham electors)