

**Minutes of a meeting of Ashdon Parish Council, held on  
Monday 15 September 2025, 7.30pm at Ashdon Village Hall.**

*Present:* Cllrs: Goodwin, Gray, Horrigan, Lewis, Moran & Pardue.  
*In the Chair:* Cllr Horrigan.  
*Clerk:* Angela Balcombe.  
*Also present:* members of the public.

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**25/36. ELECTION OF CHAIRMAN.**

Due to the resignation of Cllr Olley as Chairman, a new Chairman to be elected. Cllr Gray proposed Cllr Horrigan as Chairman, this was seconded by Cllr Goodwin and agreed.

- The Chairman signed the Declaration of Acceptance of Office of Chairman.

**25/37. APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr Olley.

**25/38. MINUTES OF THE LAST MEETING.**

The minutes of 21 July 2025 were approved as a correct record of events.

**Proposed: Cllr Lewis. Seconded: Cllr Goodwin. All agreed.**

**25/39. DECLARATIONS OF INTERESTS.**

To receive any Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests relating to items on the agenda.

***Please note: all Councillors are Sole Trustees of the Village Hall.***

***Cllr Moran is a District Councillor for Uttlesford District Council (UDC).***

**25/40. MATTERS ARISING.**

A brief update on any actions from the previous meeting.

*(For information only, Councillors are reminded that no decisions can be made under this agenda item; Longfield Parish Council v Wright (1918) 88 LJ Ch 119).*

- **Affordable Housing, All Saints Close** – English Rural have confirmed they are in discussions with the Rural Housing Trust and UDC regarding the ransom strip and any additional funding they can provide before confirming if a scheme can progress.
- **White Railings** – to receive an update. Work is in progress, thanks were noted to all the volunteers who have helped with the work.

**25/41. COUNTY & DISTRICT COUNCILLOR REPORTS.**

**Essex County Council** (Cllr Foley). Apologies were received from Cllr Foley.

**Uttlesford District Council** (Cllr Moran). A brief update on the Local Plan was received; there is no requirement for any additional housing in Ashdon. Local Government Reform (LGR) – various proposals have been put forward for 3, 4 and 5 unitary councils; information is available on the UDC website. The Local Highways Panel (LHP) is not taking on any additional work due to the LGR. The All Saints Housing scheme is likely to be smaller than planned and should be offered to people with a link to the village of Ashdon.

## **25/42. PUBLIC FORUM**

No matters were raised.

## **25/43. FINANCE.**

### **Payments made:**

103068 £48.00 Ashdon Village Hall (Hire)  
103069 £393.12 M D Landscapes Ltd (Grass Cutting)  
103070 £408.00 VCS Websites (Web hosting)  
103071 £480.90 A Balcombe (Salary/Expenses)  
103073 £27.00 J Gray (Outdoor Jack – Weed Spraying)  
103074 £960.00 C J Cook (Croak Tree Surgery – reduce 2 x trees at Cemetery)  
D/D £73.14 Npower Business Solutions (Streetlighting – March)  
D/D £60.12 Npower Business Solutions (Streetlighting – April)  
D/D £51.11 Npower Business Solutions (Streetlighting – May)  
D/D £43.42 Npower Business Solutions (Streetlighting – June)  
D/D £48.01 Npower Business Solutions (Streetlighting – July)  
D/D £57.71 Npower Business Solutions (Streetlighting – August)  
103075 £429.66 M D Landscapes Ltd (Grass Cutting)  
103076 £239.42 J Gray (Printer Ink £17.42, Notice Board Repair £222.00)  
103077 £193.43 Ashdon Village Hall (VAT Reclaim)  
103078 £482.72 A Balcombe (Clerk Costs - Salary/Mileage/Postage)  
103079 £30.00 Grasshopper Lawncare (War Memorial)  
103080 £36.00 CPRE (Annual Subscription)

***Cllr Horrigan checked the authenticity of cheques against invoices, she also signed off the quarterly bank reconciliation.***

### **Income**

£27.00 A Balcombe (Petty Cash)  
£100.00 H J Paintin (Inter. Cemetery)  
£900.00 A J Curran (Cemetery Plot)  
£22,655.00 UDC (second instalment Precept)

**Financial Report** – the Clerk gave an update on expenditure against budget, the following points were noted:

- Audit Fees - £5,000 was budgeted for the cost of the External Audit due to a resident challenging the 2024/25 accounts, the final fee of £5,424.90 includes £317.40 for the Internal Auditor.
- Training – under budget to date, the main training provider specific to town and parish councils is the EALC, various courses available at cost. Free training is available through the Councils contract with Worknest and Clear Management the Councils insurer.
- Election Costs – over budget by £3,765.64 due to contested election. The Clerk explained her other Councils process for co-option if no election is called, which is similar to a job interview. A co-option policy to be circulated.

**Internal Auditors Report** – there are very few actions/recommendations in the latest report. The Council has already dealt with matters raised by the External Auditor by completing most of the actions raised previously in the last Internal Auditors report, of which there were many. We received positive feedback on all the work completed by the Council from the last report.

*Cllr Goodwin declared a non-registrable interest in the following item 25/44 as she has met the person (trainer) at two previous events.*

**25/44. TRIM TRAIL.**

It was agreed to accept the quote for £300 from Track 1 Fitness. This will be a one-off event split into two one-hour sessions.

**Proposed: Cllr Lewis. Seconded: Cllr Moran. Agreed with one abstention.**

**25/45. PLANNING.**

**Application No: UTT/25/2282.** Application to discharge condition 3 (window and door details) and condition 4 (materials) attached to UTT/25/1277/LB.

**Location:** Rothend, New House Lane, Ashdon CB10 2LX. **Noted.**

**Application No: UTT/25/1345/DOC.** Application to discharge condition remaining condition 4 (biodiversity gain plan) attached to UTT/24/2741/FUL.

**Location:** Guildhall, Church End, Church Lane, Ashdon CB10 2HG.

**Discharge conditions in full.**

**Application No: UTT/25/1277/LB.** On the north-west elevation of the old Dairy replace the existing window with a pair of patio doors. In the kitchen remove the existing modern replacement post and half-high wall and remove the modern stud work and plasterboard fireplace surround and build a replacement fireplace surround centrally in stud work and plasterboard. Remove the internal modern partition walls in the old Dairy to enlarge the breakfast room. Remove the old garage side wall and add a beam above. Form a new door between the breakfast room and boot room in the solid brick wall of the old Dairy. Replace the single glazing in the existing modern windows and doors of the old Dairy and modern extension with 14mm slim double glazing.

**Location:** Rothend, New House Lane, Ashdon CB10 2LX

**Approved with conditions.**

**Planning Enforcement**

INV/25/0057/C & UTT/25/2099/FUL - Section 73A Retrospective application for the construction of a farm reservoir.

**Location:** Land to the west of Butlers Lane, Saffron Walden.

The case is required to be heard at a planning committee meeting, due to the size area of the site (date to be advised). **Next agenda.**

**25/46. COMMUNITY SPEED WATCH (CSW).**

Volunteers are needed to get CSW up and running again. The Parish Council has its own speed gun. Online training is available for new volunteers. Agreed to advertise for volunteers who can contact either the Clerk or Cllr Lewis for more information or to put their names forward. Cllr Lewis to check if the gun needs re-calibrating.

**25/47. SPEED INDICATOR DEVICES.**

- Awaiting a decision from Highways regarding erecting two devices on existing ECC poles in Radwinter Road and Saffron Walden Road. The third device to go at Steventon End the exact location marked on a map is needed. It appears that Steventon End may not meet the criteria for a device. Cllr Goodwin to explore this separately.

- The type of device to be agreed and whether to order batteries or solar panels (or both) with the device.
- To agree who is going to install the devices, collect the data once installed and change batteries if needed.

Cllr Moran, Cllr Lewis and Cllr Pardue will work together to agree the type of device etc. The Clerk will start process to obtain the relevant licenses from ECC.

#### **25/48. HEDGE AND TREE MAINTENANCE.**

Work to the two trees at the Cemetery have been completed and a tree survey has now been done. Cllr Gray gave an update; the Parish Council is responsible for a total of 87 trees and a lot of them will need some work. As the survey has only just been received it will be added to the next agenda for action. The Clerk to write to the residents near the trim-trail at Churchfield regarding cutting the nearby hedges.

#### **25/49. STANDING ORDERS.**

The Councils Standing Orders 14 (Code of Conduct Complaints) and 18 (Financial Controls) have been updated according to the NALC model. To be uploaded to the Ashdon Parish Council website.

#### **25/50. CLERKS CONTRACT.**

A contract for the Clerk has been drawn up based on the NALC model and has been forwarded to Worknest for their information.

#### **25/51. CORRESPONDENCE TO NOTE.**

- Residents email – flag flying.
- Residents letter – 40mph speed limit, Radwinter Road (forwarded to Cllr Foley)
- Copy of a Notice of Objection (sent to the External Auditor) to the Parish Council Accounts for 2024/25.
- EALC AGM – online meeting 25 September 6.30pm.
- Email regarding overgrown PRow 7 and 15. The Clerk explained that any minor highways issues such as overgrown hedges, potholes etc can be reported online at: [www.essexhighways.org](http://www.essexhighways.org)
- ACME Transport Services – reply to say that ACME appreciate the concerns raised about the proposed removal of the school bus stop at Church End. This has now been reinstated, and the parents have been informed.

#### **25/52. ITEMS FOR THE NEXT AGENDA.**

- Wreaths & Items of Remembrance at the War Memorial.
- Fireworks – to consider a single display to hopefully stop so many individual firework events.
- Tree Survey.

#### **25/53. MEETING DATES 2025.**

Meetings are held on the third Monday of the month (except August).

20 October, 17 November (Budget Meeting), 15 December.

**Close of meeting 21:02**

**Signed (Chairman):**

**Date:**