

**Minutes of the Annual Meeting of Ashdon Parish Council, held on  
Monday 19 May 2025, 7.30pm at Ashdon Village Hall.**

*Present:* Cllrs: Goodwin, Gray, Horrigan, Lewis, Moran, Olley & Pardue.  
*In the Chair:* Cllr Olley.  
*Clerk:* Angela Balcombe.  
*Also present:* 12 members of the public.

---

**25/83. ELECTION OF CHAIRMAN.**

To elect a Chairman for the Civic Year 2025/26. It was explained that as no one was prepared to be Chairman for the whole year it was agreed to elect a Chairman for each meeting. Cllr Horrigan proposed Cllr Olley as Chairman, this was seconded by Cllr Lewis and agreed.

- Cllr Olley signed the Declaration of Acceptance of Office of Chairman.

**25/84. ELECTION OF VICE-CHAIRMAN.**

To elect a Vice-Chairman for the Civic Year 2025/26. It was agreed not to elect a Vice-Chairman.

**25/83. APOLOGIES FOR ABSENCE.**

There were no apologies.

**25/84. MINUTES OF THE LAST MEETING.**

The minutes of 28 April 2025 were approved as a correct record of events.

**Proposed: Cllr Moran. Seconded: Cllr Lewis. Agreed.**

**25.85 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).*

*Cllr Olley declared a Disclosable Pecuniary Interest 25/91 Application No: UTT/25/1073/HHF & UTT/25/1134/LB as owner of the property.*

*Cllr Horrigan declared a non-registerable interest in 25/91 Application No: UTT/25/1073/HHF & UTT/25/1134/LB as she is a friend of the applicant.*

No other interests were declared.

**25/86. 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).*

25/66 the Cemetery gates have now been painted/oiled and a vote of thanks was noted to the resident who carried out the work.

25/74 White Railings; a number of volunteers have come forward to paint the railings, suggested they start on the low risk areas first.

25/75 Thanks were noted to Minister Bren for the Service at the War Memorial.

25/76 Weed Spraying; the first application has been done.

25/78 Allotments - a meeting has been arranged to talk to the Chair of the Allotment Group.

25/79 Tree Survey; Cllr Gray is talking to other councils with experience in this area.

#### **25/87. COUNTY & DISTRICT COUNCILLOR REPORTS.**

**Essex County Council** (Cllr Foley). An email report was received and noted.

**Uttlesford District Council** (Cllr Moran). Cllr Moran updated the Council on the Local Plan and Local Government Reform.

#### **25/88. PUBLIC FORUM**

A member of the public stated that it was unlawful not to elect a Chairman as an annual appointment. It was explained that the situation was not ideal, however in this situation as long as a Chairman is elected at the start of each meeting it is not unlawful. The member of the public was advised to put his complaint to the Monitoring Officer at UDC.

#### **25/89. FINANCE.**

##### **Payments made:**

103050 £414.54 M D Landscapes Ltd (Grass Cutting)

103051 £52.50 Ashdon Village Hall (Hall Hire)

103052 £132.87 J Gray (Neighbourhood Plan)

103053 £486.00 A Balcombe (Locum Clerk Costs - Salary/Mileage/Postage)

103054 £25.00 A Olley (Plants - War Memorial)

103055 £300.00 Ashdon CP School Parent Teacher Association (replacement cheque for the Fun Run)

##### **Income**

H J Paintin £100.00 (Cemetery)

H J Paintin £100.00 (Cemetery)

##### **Bank Balances April:**

Current Account £39,926.41

Business Saving Account £55,355.66

Business Saving Account £1,102.77

#### **25/90. ACCOUNTS YEAR ENDING 2023/24.**

As the gross income/expenditure for 2024/25 is above £25,000, the Council must complete the Annual Governance and Accountability Return 2024/25 Form 3 which must be externally audited.

The year-end accounts for 2024/25 were approved by the Council.

**Proposed: Cllr Moran. Seconded: Cllr Lewis. Agreed.**

The Chairman and Responsible Financial Officer signed:

(i) Annual Governance Statement.

(ii) Accounting Statements.

#### **25/91. PLANNING.**

*Cllr Olley left the room for the first two applications. Cllr Horrigan agreed to act as Vice-Chair in the Chairs absence.*

**Application No: UTT/25/1070/HHF.** Proposed Carport.

**Location:** Chapel Farm, Radwinter Road, Ashdon. No objections.

**Application No: UTT/25/1073/HHF & UTT/25/1134/LB.** Proposed single storey rear extension.

**Location:** Chapel Farm, Radwinter Road, Ashdon CB10 2EY. No objections.

*Cllr Olley returned to the meeting.*

**Application No: UTT/25/0985/FUL.** Change of use from dwelling to holiday let.

**Location:** All Saints Cottage, Bartlow Road, Ashdon CB10 2HR.

This is a Grade II listed building; no physical work is proposed. There were mixed views; the general view was that there are already enough holiday lets and it should remain as residential. It was also thought it was a positive thing for the community, bringing in business. Refer to the Housing Needs Policy in the Neighbourhood Plan.

A vote was taken with 4 objections to the application, 1 in favour and 2 abstentions, therefore an objection will be submitted.

**Application No: UTT/25/1102/DOC.** Application to discharge condition 3 (materials) 4 (window and doors) attached to UTT/24/0480/LB.

**Location:** Juniper House, Bartlow Road, Ashdon CB10 2HB. No objections.

**Application No: UTT/25/1249/CLP.** Proposed single storey rear extension

**Location:** South Field, Church End, Church Lane, Ashdon. **Approved.**

**Application No: UTT/25/0712/CLP.** Proposed single storey rear extension

**Location:** South Field, Church End, Church Lane, Ashdon. **Refused.**

## **25/92. MULTI-GYM FACILITY TRAINING DAY.**

To consider the possibility of a training day at the multi-gym facility. Cllr Goodwin had tried to contact a personal trainer several times but no reply. Cllr Moran will contact the Lord Butler Centre.

## **25/93. PLAY AREAS.**

Preparation for the RoSPA Safety Inspection (Cllr Moran/Cllr Pardue). The RoSPA reports will be ready in time for the next meeting. Once these have been received the Council can then action any repairs needed. All of the equipment is in need of a good clean.

## **25/94. CORRESPONDENCE TO NOTE.**

CHS Group - shared ownership resale property available for sale to people with a local connection to the Parish of Ashdon.

## **25/95. ITEMS FOR THE NEXT AGENDA.**

- Speed Indicator Devices - re the suggestion to buy two devices and set them on existing poles.
- Overhanging Hedges - a generic letter can be sent to landowners.
- Play Areas - RoSPA Reports.
- Health of the River Bourne.
- Invite the Ashdon Flood Group to the next meeting.
- Facebook Page.

***The public and press will be excluded for the following two confidential items (Public bodies (Admission to Meetings) Act 19600.***

*Councillors were reminded that the following matters were confidential.*

**25/96. PERSONNEL MATTERS.**

It was agreed to add the Clerk to the payroll to work 7 hours per week SCP 21 (excluding expenses). Any additional hours to be agreed as necessary. The Clerk will write to the two other applicants to explain the situation.

**25./97. VEXATIOUS COMPLAINTS.**

To consider invoking the Councils abusive, persistent or vexatious policy (please refer to the Councils Vexatious Complaints Policy). It was agreed to invoke the policy and to review it one years' time.

**Proposed: Cllr Lewis. Seconded: Cllr Gray. Unanimously agreed.**

**25/98. MEETING DATES 2025.**

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

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

**Close of meeting 21.26**

**Signed (Chairman):**

**Date:**