

## ASHDON PARISH COUNCIL

*Clerk - Angela Balcombe*

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### **Minutes of a meeting of Ashdon Parish Council, held on Monday 21 September 2026, 7pm at Ashdon Village Hall.**

*Present:* Cllrs: Goodwin, Gray, Horrigan, Lewis, Pardue & Wheatley.  
*In the Chair:* Cllr Horrigan.  
*Clerk:* Angela Balcombe.  
*Also present:* 8 members of the public.

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#### **26/08. APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr Moran.

#### **26/09. MINUTES OF THE LAST MEETING.**

The minutes of 20 July 2026 were approved as a correct record of events.

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

#### **26/10. 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).*

No other interests were declared.

#### **26/11. 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).*

- Water Main Renewal Works – a brief update on the Public Meeting held to discuss the road closures etc. The meeting was organised by Affinity Water and the contractor Browns, and attended by over 90 residents, no representative from Highways attended. The Parish Council has offered to facilitate communications from Affinity Water.

#### **26/12. COUNTY & DISTRICT COUNCILLOR REPORTS.**

**Essex County Council** (Cllr Davis). No report received.

**Uttlesford District Council** (Cllr Moran). Apologies were received from Cllr Moran.

#### **26/13. PUBLIC FORUM**

- Responsibility for road signage – Highways.

#### **26/14. CASUAL VACANCY.**

Cllr Horrigan proposed Jo-Anne Wheatley as Parish Councillor for Ashdon Parish Council, this was seconded by Cllr Lewis and unanimously agreed. Cllr Wheatley signed the Declaration of Acceptance of Office and was welcomed to the Meeting.

#### **26/15. PLANNING.**

**Application No: UTT/26 2113/TCA.** 1 no. Lawsons Cypress – remove and plant native hedging including field maple, spindle, hornbeam and elder.

**Location:** The Old Vicarage, Church End, Ashdon. No objections.

**Application No: UTT/26/2133/HHF & UTT/26/2134/LB.** Conversion of existing outbuilding and log store into music rehearsal studio including creation of a new connection between drive and service courtyard.

**Location:** Ashdon Hall, Church Hill, Ashdon. No objections.

**Application No: UTT/26/2164/PAM3.** Prior notification of change of use from commercial business and service (Use Class E) to 1 no. dwelling (Use Class C3)

**Location:** The Baby Unit, Hill Farm, Ashdon CB10 2ET. No objections.

**Application No: UTT/26/2280/FUL.** S73A retrospective application for change of use from paddock to dog training agility area.

**Location:** Saffron House, Redgates Lane CB10 2LP.

It was unanimously agreed to object to this application as Redgates Lane is a single-track lane with passing places; there are blind corners which could be dangerous if drivers don't know the road very well. Redgates Lane is also a bridleway, and there is concern that the above facility will create significant additional traffic, especially when events are held. There is no room for horses or pedestrians to move out of the way when vehicles are trying to pass making it dangerous for horse riders and pedestrians.

### **Decisions**

**Application No: UTT/26/1942/TCA.** Coppice 1 no. Hazel tree to ground level.

**Location:** Ashdon Village Hall, Bartlow Road Ashdon CB10 2ET. **Tree no objections.**

**Application No: UTT/26/1426/PAM3.** Prior notification of change of use from commercial business and service (Use Class E) to 1 no. dwelling (Use Class C3)

**Location:** The Baby Unit, Hill Farm, Ashdon CB10 2ET. **Prior Approval Refused.**

**Application No: UTT/26/1192/HHF.** Demolition of existing garage. Proposed smaller homeowner studio and green house and brick fire wall around existing gas tank.

**Location:** The Old Vicarage, Church End, Ashdon CB10 2HG. **Approved with conditions.**

**Application No: UTT/26/1741/HHF.** Proposed flat roofed single storey bay window to front elevation, flat roofed porch over new entrance door and windows, increase depth of first floor landing window and single storey rear lean-to extension.

**Location:** Ryedale, Radwinter Road CB10 2ET. **Approved with conditions.**

**Application No: UTT/26/1993/TCA.** Felling of 1 no. mature Leylandii and replacement with a variety of suitable planting.

**Location:** Pightle Cottage, Church End, Ashdon. **Tree no objections.**

## **26/16. FINANCE.**

### **Payments made:**

103158 £574.88 A Balcombe (Salary/PAYE/Expenses/Bird Spikes)

103159 £558.00 M D Landscapes (Grass Cutting)

103160 £24.00 Ashdon Village Hall (Hire)

103161 £320.00 VCS Websites Ltd (1 Years Hosting)

D/D £47.80 Npower Business Solutions (Streetlighting July)

Barclays £26.60 Commission Charges (July/August)

103162 £160.00 A Everitt (Beech Hedges – War Memorial)

103163 £545.40 A Balcombe (Salary/PAYE/Expenses)

103164 £36.00 CPRE (Annual Subscription)

103165 £277.20 M D Landscapes Ltd (Cemetery Gates)  
103166 £47.44 J Gray  
D/D £57.57 Npower Business Solutions (Streetlighting August)

**Bank Balances (August 2026)**

Current Account £25,732.41  
Business Savings £56,187.61  
Business Savings £1,119.34

**26/17. CEMETERY TREES.**

To consider the quotes for pollarding the lime trees at the Cemetery. As only one quote has been received so far, it was unanimously agreed to wait for further quotes and to delegate power to the Clerk to decide which quote is accepted in consultation with the Chairman and Cllr Gray.

**26/18. BENCHES.**

Councillors reviewed the state of the benches and agreed a work plan to include cleaning and oiling the benches. It was agreed not to move the bench at the Village Green. Affinity Water to be asked to make good and re-seed the area at Carters Croft. Agreed no more benches to be provided by the Parish Council.

**26/19. WAR MEMORIAL.**

To agree gardening and preparation for Remembrance Day Service. It was agreed to order a poppy wreath and the Church has agreed to do the service. It was also agreed to get a gardener to tidy up the area.

**26/20. SIGNAGE.**

To review condition and status of Parish signs and agree wording for any new signs and costs. Agreed to look at this again once prices and mock-ups have been obtained. Cllr Pardue agreed to get a timetable for the bus shelters.

**26/21. LITTER & DOG WASTE BINS.**

To receive an update. A resident has confirmed that he will continue to empty the bin near Bartletts bench. The Parish Council thanked him for his continued support. The broken bin at the top of the Church Hill footpath (near Lucy Kings studio) has been removed by UDC. They have confirmed that they won't supply a new bin but if the Parish Council provides one, they will empty it. Location of bin needs to be agreed with farmer to avoid bin being damaged again. Cllr Gray offered to get a quote from UDC to empty the Parish Council owned bins. Request for a dog bin at the Baptist Chapel car park but agreed that Parish Council will not purchase any more bins that are not emptied by UDC. Only remaining bins not emptied by UDC are in the playground areas.

**26/22. PLAY EQUIPMENT MAINTENANCE.**

To agree how many safety inspections are carried out per year plus cleaning. It has been previously agreed to ask Playquip to do the annual inspection and get it cleaned. The Clerk to check with our insurers about the minimum requirements. Weekly inspections – Cllr Pardue to inspect All Saints and Church End, Cllr Wheatley will check Rectory Lane.

**26/23. COURT CASE HEARING.**

The hearing to set aside the judgement is on the 6 October at Chelmsford Justice Centre. It was unanimously agreed that the Clerk should claim overtime and expenses to attend Court.

**26/24. REVIEW AND UPDATE OF POLICIES.**

- Complaints Procedure
- Vexatious Complaints Procedure
- Volunteer Policy/Volunteer Advice/Volunteer Registration Form
- Planning Policy
- Reserves Policy

There are no legal updates needed for the above policies therefore it was agreed to review them again in 2028

**Proposed Cllr Horrigan and unanimously agreed.**

**26/26. COMMUNITY SPEED WATCH (CSW) & SPEED INDICATOR DEVICE (SID).**

An update on the training held on Tuesday 15 September was given. A WhatsApp group has been set up and the Group now have a new speed gun and signs. Cllr Lewis will arrange to get three body cameras as recommended by the police. GDPR; forms and body camera footage to be destroyed once evidence is sent to the police. The Chairman thanked Cllr Lewis and the Clerk for arranging the training and getting CSW up and running.

**26/27. HARVEST FESTIVAL.**

To agree any involvement of the Parish Council – Cllr Lewis to attend and take up the loaf for the service.

**26/28. CORRESPONDENCE TO NOTE.**

**UDC** – Guide to Procedures for Parish/Town Council Elections. The Clerk explained the six-month rule which runs from the 10 November.

**Electoral Role Process** – UDC are contacting residents that haven't returned the necessary information.

**Residents email** – requesting that the small bin at the bottom of Carters Croft is removed, as this bin belongs to UDC it has been referred back to them.

Hedge/tree roots on the corner of Dorvis Lane is causing damage to the pathway.

**26/29. GENERAL VILLAGE MAINTENANCE WORK.**

A number of minor maintenance jobs have been actioned, previously agreed in the 2026/27 maintenance budget. Cllr Gray explained the various jobs that have been actioned, our current contractor is happy to carry out minor work.

A resident has stained the wooden gates at the Cemetery, a note of thanks to Mr Bidwell for carrying out this work.

**26/30. ITEMS FOR THE NEXT AGENDA.**

- Christmas Tree.
- Emergency Plan Review.
- Financial Review.
- Worknest Contract.
- Banking Arrangements.

**26/31. MEETING DATES 2026.**

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

19 October, 16 November, 17 December (*please note the earlier date for the December meeting*).

**Close of meeting 20:30**

**Signed (Chairman):**

**Date:**