

# **Parish Council of Ugley**

## **Minutes of the Parish Council Meeting of Ugley held on Monday 31 March 2025 at 7.30pm, in the Ugley Village Hall**

### **Present:**

Cllr. Nick Shutes (Chair), Cllr. Nick Bowers,  
Cllr. Matt Francis, Cllr. Jonathan Harding, Cllr. Clayton Powter  
and Mrs. Louise Johnson (Parish Clerk)

### **Members of the Public: 2 plus**

District Cllr. Janice Loughlin and County Cllr. Ray Gooding.

**1. To receive and approve apologies for absence:** Cllr. Roger Pryor and Cllr. Elizabeth Reay.

**2. Declarations of interest:** No declarations.

**3. Approval of the Minutes:** The minutes of the meeting held on Monday 24 February 2025 were approved and signed by the Chair as a true and accurate record.

**4. Open to the public.**

A resident from Bedwell Road has been asking for many months if Essex Highways can install a section of footpath from Elsenham to Ugley. It would run from the motorway bridge towards Ugley Green. There is currently a kerb of grass rather than pavement, which gets very muddy and treacherous for pedestrians.

Cllr. Gooding said he would arrange to meet the resident to get a clearer picture of what was required.

**Cllr. N Bowers joined the meeting, he apologised for being late.**

**5. District Councillor's report.**

Cllr. Loughlin said that Uttlesford District Council were expecting another planning application from Stansted Airport to increase the number of passengers from 43 million to 51 million per year. The airport says the number of flights would not be increased.

**6. Planning applications submitted to UDC.**

**6.1. UTT/25/0405/FUL S73** application to vary approved plans condition (added by UTT/25/0463/NMA) of UTT/22/1644/FUL (Erection of 1 no. Dwelling with ancillary garage, workshop, pool plant room and swimming pool (minor revisions and repositioning to approved application UTT/21/0663/FUL).)- alterations to approved plans. Lavender Cottage, Dellows Lane.

**No Comment.**

### **Appeals.**

Ref UTT/24/1003/PIP. The appeal is allowed and permission in principle is granted for up to three new dwellings, on land to the west of The Cottage, Ugley Green, Essex CM22 6HW, in accordance with the application, Ref UTT/24/1003/PIP.

**Uttlesford had refused this application, Ugley Parish Council had objected.**

### **7. Parish Clerk's Report.**

Grove Hill and Pound Lane were both closed recently, at the same time, for work to be carried out. This led to the amount of traffic using Snakes Lane to be increased tenfold. Grove Hill is not due to open until July, so Snakes Lane is still being used by cars from Elsenham. Snakes Lane is a single mud track, the amount of use it has taken over the last few weeks has damaged the road and the verges immeasurably.

Cllr. Gooding ensured councillors that once Grove Hill was open Highways would repair Snakes Lane.

The fidelity guarantee on the Parish Council's insurance policy has been increased from £5,000 to £50,000.

A resident has noticed that the pond by the Old School House has been dangerously high for the last two years.

The underground drain connected to the pond may have been damaged by the subsidence in the road near Ugley Green. Cllr. Gooding is due to visit Ugley Green on Friday 4 April to assess the subsidence and will look for any damage to the drain. Cllr. Gooding will inform the Parish Council of his findings.

### **8. Financial Report.**

Brought Forward £7,523.34

The Parish Clerk has constructed an annual calendar listing actions which need to be taken to comply with the Financial Regulations.

The following point from the Financial Regulation will be added to the calendar.

- **2.6 At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council.**

It was agreed that this will be carried out four times per year.

- **2.4 At least once a year, the council must review the effectiveness of its internal system of control, before approving the Annual Governance Statement.**

The Council has reviewed the Financial Regulations. After the Initial Auditor has completed the audit, the Council will address any issues raised.

- **6.6 For each financial year the RFO shall draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent rates, regular maintenance contracts and similar items), which the Council may authorize in**

**advance for the year. Each such payment shall have a maximum value per payment, which must not be exceeded without the specific approval of the Council.**

This requirement was noted by the Council. Implementing the Schedule has covered this requirement.

- **7.6 Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and at least one member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.**  
The Council noted the requirement and will carry out the check every two years.

- **1.7 Determine and regularly review the bank mandate for all council bank accounts.**  
The bank mandates were reviewed by the Council, no changes were deemed necessary.

Any Other Business (no decisions can lawfully be made).

There was no other business.

9. The meeting finished at 8.16pm.