

Parish Council of Ugley

Minutes of the Parish Council of Ugley Meeting held on Monday 18 May 2026 at 7.00pm, in the Ugley Village Hall

Present:

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

Members of the Public:

None.

1. Election of Chair.

Cllr. Powter proposed Cllr. Shutes as Chair, Cllr. Harding seconded.
The vote was carried unanimously.

2. Chair to sign Declaration of Acceptance of Office.

Cllr. Shutes signed the Declaration of Officer as Chair for Ugley Parish Council
2026/2027.

3. Election of Vice Chair.

Cllr. Shutes proposed Cllr. Reay as Vice Chair, Cllr. Francies seconded.
The vote was carried unanimously.

4. Declaration of interest. None.

5. To receive and approve apologies for absence.

Cllr. R Pryor, Cllr. E Reay and Cllr. N Bowers.

6. To approve the minutes of the meeting held on Monday 13 April 2026.

The minutes from the meeting held on 13 April 2026 were agreed and signed by Cllr.
Shutes as a true record.

7. Essex County Councillor's Report.

Election update.

Cllr. Shutes congratulated Cllr. Gooding on his recent election win in Stansted and Stort
Valley, Cllr. Gooding thanked those who supported him.

ECC is now under a new administration, with Reform taking control. The Conservatives
lost their 25-year majority on Essex County Council to Reform UK, Conservative leader
Kevin Bentley also lost his seat.

Cllr. Gooding said he has lost his role as Chair of the Council. It would have been his
second term, and he had planned several initiatives for the coming year that will now be
harder to pursue, although Cllr. Gooding said he would try to carry on.

ECC is likely to undergo significant change, and it remains to be seen how matters will
develop.

Cllr. Gooding confirmed that he had reported all the potholes needing repair in the village
that Cllr. Reay had sent him. There is, however, a nine-week turnaround, but he said he
will follow this up.

8. Planning application.

8.1. UTT/26/0847/DFO Detailed outline application for 1 new dwelling – The White Cottage, Snakes Lane. **Agreed no comment.**

8.2. UTT/26/1081/HHF To install a wooden open walled gazebo made from slow grown spruce with a shingle roof within the back garden. The Old Post House, Cambridge Road. **Agreed no comment.**

8.3. UTT/26/1147/FUL Application to vary condition 2 (development to be carried out in accordance with approved plans) attached to UTT/25/2654/HHF- proposals amended to include 2no. flat roof windows and 1no. rooflight to proposed extension, and the replacement of 1no. set of external pair doors with 1no. window. Pound Cottage, Pound Lane. **Agreed, no comment.**

Appeal.

8.4. UTT/25/3066/OP Planning permission for up to five dwellings – Land West of the Cottage, Snakes Lane.

Decisions made by UDC.

8.5. UTT/26/0804/PIP Planning in principle for up to 3 new dwellings. Land West of Snakes Lane. **Refused.**

9. Clerk's Report.

District Cllr. Janice Loughlin has resigned from Uttlesford District Council for health reasons.

She has represented Ugley Parish Council for the past 11 years.

The Parish Clerk will send her a letter of thanks.

The new insurance policies were circulated to all councillors, and it was agreed to continue with Ansvar Insurance.

Proposal:

The Ugley Parish Council resolves to accept Ansvar Insurance for the 2026/2027 period at a premium of £383.35.

Cllr. Shutes proposed Cllr. Powter seconded the vote was carried unanimously.

Internal Auditor's Report 2025-2026

The internal audit's report had been circulated to all Councillors and was discussed at the meeting.

There flowing items needed addressing.

- 1 *Recommendation: council should seek to ensure that Items of Expenditure Above £100 including recoverable and non-recoverable VAT are also published in accordance with the 2014 Regulations.*

At present all payments are published on the website. The Parish Clerk will now publish an additional document showing just the payments over £100.

- 2 *Recommendation: as council has not adopted an IT policy, it is advised to consider its response to Assertion 10 of the Annual Governance Statement. A positive response would require confirmation that the council has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

Proposal Ugley Parish Council adopt the new IT policy.
Cllr. Shutes proposed, Cllr. Harding seconded the vote was carried unanimously.

- 3 *Recommendation: council should adopt a website accessibility statement incorporating review dates and ensure that the content meets the updated WCAG 2.2 AA Standards under Regulation 8 of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.*

Ugley Parish Council adopted an Annual Parish Calendar in March 2025; this has now been published on the website.

- 4 *Recommendation: to be fully compliant with the General Data Protection Regulation requirements, council should adopt and publish policies which will detail the procedures for dealing with subject access and the manner in which personal 13 information will be protected from data breaches. It should also conduct regular data audits to identify the personal information held by the council, the manner in which it is held and the lawful basis in which the information is being processed.*

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- 5 *Council currently operates with the website <https://ugleyparishcouncil.info/>. The site does not support a secure and digitally managed email system. Whilst there is a dedicated email address for the Clerk, this is a Gmail account and therefore not under the ownership of the authority. Recommendation: As advised in the internal audit report for the year ending 31st March 2025 and Practitioners Guide 2025 (Governance and Accountability for smaller authorities in England), every authority must have a generic email account hosted on 12 an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk. The formats using @gmail.com or @outlook.com are not considered to be acceptable.*

The Parish Clerk and Cllr. Francies agreed to carry out research.

10. Financial Report

Balance brough forward	£5,916.35
Precept	£4,000.00
Total Receipts	£9,916.35
Auditor	£199.00
St Peter's Church	£250.00
ECAL	£183.82
Hilbery Turf	£306.00
Bank Balance 19 May 25	£8,977.53

The above payments were signed and agreed.

The bank statement was agreed and signed.

The Payment Schedule was agreed and signed.

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

Cllr. Powter informed members that he and Cllr. Pryor had cleared the fallen tree near the former public house on the B1383, so it no longer obstructs the road sign.

Cllr. Powter reported frequent evening activity in the Village Hall car park, with vehicles arriving and leaving. The Parish Clerk will contact the police and ask passing officers to keep an eye on the area.

The meeting finished at 7.55pm