

Parish Council of Ugley

Minutes of the Parish Council Meeting of Ugley held on Monday 13 July 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 present

1. To receive and approve apologies for absence:

Cllr. Roger Pryor, Cllr. Elizabeth Reay, Cllr. Nick Bowers and County Cllr. Ray Gooding.

2. Declarations of Interest: None.

3. Approval of the Minutes: The minutes of the meeting held on Monday 18 May 2026 were approved and signed by the Chair as a true and accurate record.

4. Open to the public: None present.

5. District Councillor.

Cllr. Shutes congratulated newly elected District Councillor, George Brackman and welcomed him to the meeting.

Cllr. Brackman's report;

Cllr. Brackman reported that he had been elected three weeks earlier and had not yet attended a Full Council meeting. He had, however, attended a meeting concerning the recent light aircraft crash in a field at High Ongar, in which two people were killed. In light of this incident, UDC will be asking parish and town councils to ensure that emergency plans are in place for major incidents of this kind, with particular attention to areas such as Stansted and Saffron Walden.

Cllr. Brackman reported that Uttlesford District Council's main office in Saffron Walden is being fitted with air source heat pumps and solar panels, replacing the existing fossil fuel heating system. The estimated cost of the scheme is £1.2 million. Cllr. Brackman expressed concern about the level of expenditure, noting that the building may become redundant within the next few years and that the works are unlikely to add £1.2 million to its value if it were sold. Although the offices remain officially open and continue to operate a Customer Service Centre and reception desk, their use has changed significantly in recent years, with many council functions no longer based there.

Cllr. Brackman had been asked by a resident about the upkeep of the bus shelters in the village.

The Parish Council owns five bus shelters and arranges repairs as required. The bus shelter opposite the Village Hall is due to be refurbished; a quote has been agreed, and the Council is awaiting commencement of the work.

Cllr. Brackman reported that, following the May elections, the position on Local Government Reorganisation in Essex and the proposed three-unitary model remains unclear. The timetable has been delayed by two years: the first mayoral election, originally planned for May 2026, is now expected to take place in May 2028. The Government has stated that this delay will allow councils more time to establish the new authority and work together before elections are held.

Harlow Council has made it clear that it does not endorse the wider reorganisation and has ceased cooperating with the process. Essex County Council has also stopped cooperating, making progress difficult. Reform Essex has argued that the Government's decision is costly and contrary to localism and has confirmed that it intends to apply to the High Court for a judicial review of the decision to replace the current 15 councils in Greater Essex with five new unitary authorities. If a judicial review proceeds, the whole process may need to begin again.

6. Planning applications.

6.1. UTT/26/1195/HHF Erection of a five bay cart lodge for ancillary equipment storage. Parsonage Farm, Vicarage Lane. **Circulated to Councillors 13/06/26, Ugley PC did not submit a response.**

UTT/26/1342/HHF Proposed conversion of existing garage & store into habitable room, installation of new windows and doors and alterations and increase to roof ridge height by 0.4m. Creation of enclosed entrance porch. The Old School House, Ugley Green. **Circulated 09/06/2026 – Ugley PC submitted a response asking for builders to park within the boundary of the property and not on the grass verges.**

6.2. UTT/26/1439/FUL Construction of two detached three-bedroom self-build or custom homes including demolition of existing timber framed building and associated landscaping, and enhanced access and parking provision. Adjacent Wade Hall Cottage Cambridge Road Ugley. **Ugley Parish Council to submit a response regarding the parking provisions. This is a 4-bedroom house with only 2 parking spaces, this contravenes UDC's Parking Policy, which requires 3 parking spaces for a 4-bedroom house.**

6.3. UTT/26/1504/TDC Technical details following UTT/25/1493/PIP (allowed on appeal) for erection of 1 dwelling access, parking and landscaping. Land North of Lavenir, Cambridge Road, Ugley. **Ugley PC to submit a response stating that this is gradual development and adding another access point on to the busy 50mph B1383**

Decisions made by UDC

6.4. UTT/26/1158/DOC S73 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 Ugley. **Approved.**

6.5. Land South of Bedwell Road, Ugley.

The Parish Clerk contacted Chris Tyler, Principal Planning Officer at UDC, to ask why some documents relating to the Bedwell Road development recorded the site location as Bedwell Road, Elsenham, when the site is wholly within Ugley Parish. Chris Tyler confirmed that, although some documents refer to Elsenham, UDC's records correctly identify the site location as Ugley.

UDC is considering an application to vary conditions relating to Biodiversity Net Gain and the Construction Environmental Management Plan attached to planning permission UTT/20/2908/OP. The proposal does not amend the development approved at appeal and does not require any changes to the existing Section 106 Agreement.

UDC is also considering a request to vary the affordable housing provisions in the original Section 106 Agreement. If approved, this would be dealt with through a Deed of Variation to that agreement.

7. Clerk's Report.

7.1. Salt Bag Partnership Scheme for Winter 2026/27.

ECC is offering, free of charge, a one tonne wrapped pallet made up of individual 25kg bags for use by the community on the local highway. It was agreed to ask for a pallet of salt.

7.2. Snakes Lane - Pound Lane diversion.

Affinity Water has arranged for the closure of Pound Lane from 21 to 23 July.

The proposed diversion uses Snakes Lane, a single-track road with blind bends and potholes. It is not suitable for two-way traffic. When this lane was previously used as a diversion, it became gridlocked on more than one occasion, forcing drivers to use the May Farm bridleway, which is unsafe when horses are present.

The Parish Clerk emailed Cllr. Gooding asking him if he would review the diversion and consider an alternative route? No reply was received from Cllr. Gooding.

Cllr. Brackman suggested that Affinity Water be contacted, the Parish Clerk agreed to follow this up.

7.3. Bus Shelter.

The Parish Clerk has followed up with A K Hobson Ltd to ask when repairs to the bus shelter will begin. The company is not yet able to provide a confirmed start date.

7.4. Website and Domain.

Website and email compliance requirements: Under the current compliance requirements for Assertion 10, as advised by EALC, the Clerk must use a domain-based email address. This should be either a .gov.uk or .org.uk address, and the domain must be in the Council's name.

Assertion 10 does not specify requirements for other staff or councillor email addresses. However, the Council must continue to comply with UK GDPR. If councillors use personal email accounts for Council business, this may create a GDPR risk because Council communications and related data could become mixed with personal correspondence.

Where the Council does not provide councillors with official email addresses, each councillor should set up a separate email account used solely for Council communications. This could be a free email service, such as Gmail or Hotmail, provided it is kept entirely separate from personal use.

Cllr. Francies reported that he had researched the matter and identified an online service that appears to meet all the Council's requirements.

The service appears to offer free email provision, including .gov.uk email addresses and a .gov.uk domain.

Cllr. Francies suggested that Ugley Parish Council retain its existing website and use a .gov.uk address that redirects to it, so no substantive change to the website would be needed. The company can also provide up to 20 .gov.uk email addresses for councillors at an annual cost of £260. Alternatively, councillors could set up separate Gmail accounts solely for official Council business at no cost.

The Council agreed not to take up the option of 20 additional .gov.uk email addresses at this stage, but to consider including the cost in next year's budget.

It was agreed that the Parish Clerk would investigate this further and proceed with setting it up if appropriate.

8. Financial Report.

Balance brought forward	£8,977.53
VAT refund	£153.00
Insurance	£383.35
Hilbery Turf	£306.00
L Johnson	£57.92
L Johnson	£817.56
Inland Revenue	£198.60
ICO	£47.00
Total	£7,367.10

Cllr. Shutes and Cllr. Harding signed the above payments, bank statement, and the payment schedule.

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

Cllr. Harding asked how often the litter bin attached to the bus shelter on Ugley Green should be emptied, noting that some people use it to dispose of dog waste.

The Parish Clerk explained that dog waste may be placed in litter bins where no dedicated dog waste bin is provided, and that UDC should empty the bin weekly.

Cllr. Harding said he would monitor the bin, and the Parish Clerk would report any missed collections.

Cllr. Harding reported that as a resident had asked about the maintenance of the village bus shelters a regular inspection timetable should be introduced.

Before the next precept is agreed, councillors will assess each bus shelter, rank them in order of priority, and ensure reserves are built up to cover the associated costs.

Cllr. Francies informed the meeting that an attempted vehicle theft had taken place in Field Gate Lane between the evening of 10/07/26 and the early morning of 11/07/26. The police were informed.

The meeting finished at 7.55pm.