

Parish Council of Ugley

Minutes of the Parish Council Meeting of Ugley held on Monday 7 September 2026 at 7.00pm, in the Ugley Village Hall

Present:

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

Members of the Public: Cllr. Ray Gooding.

- 1. To receive and approve apologies for absence:**
Cllr. Nick Shutes, Cllr. Roger Pryor and Cllr. George Braeckman.
- 2. Declarations of Interest:** None.
- 3. Approval of the Minutes:** The minutes of the meeting held on Monday 13 July 2026 were approved and signed by the Chair as a true and accurate record.
- 4. Open to the public:** None present.
- 5. Planning applications.**
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, Snakes Lane, Ugley. **Approved.**

UTT/26/1195/HHF Erection of a five bay cart lodge for ancillary equipment storage.
Parsonage Farm, Vicarage Lane. **Approved.**

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. **Approved.**

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, Ugley. **Approved.**
UTT/26/0847/DFO Detailed outline application for 1 new dwelling – The White Cottage, Snakes Lane. **Approved.**
- 6. Clerk's Report**
Website and Domain.
Ugley Parish Council now has a new securer email address
clerk@ugleyparishcouncil.gov.uk As advised in the internal audit report for the year ending 31st March 2025 and Practitioners Guide 2025

Donation to East of England Ambulance Service Charity.

Although this was agreed to be a worthy charity, it was agreed not to donate.

Elections.

Parish and District local elections will take place on 6th May 2027, the same day as the planned shadow council elections for the new unitary authority. The new West Essex Council will comprise three districts: Uttlesford, Epping Forest and Harlow.

Cllr Harding informed members that it had been announced early that day that the LGR legislation will not proceed. However, District and Parish elections will still go ahead. The six-month rule begins on 10 November. Casual vacancies arising after this date do not need to be advertised, helping to avoid a by-election. Any vacancy between 10 November and 6 May may either be filled by co-option or left until the May elections. If more than seven nominations are submitted for Ugley Parish Council, an election will take place at an estimated cost of £2,500.

If the election is uncontested, the cost is expected to be around £40.

All councillors must complete the nomination process to stand for election.

Evacuation Arrow Plaque, Orford house.

Elsenham History Society had asked whether the Evacuation Arrow on the wall of Orford House had originally been metal or had always been painted on. Cllr Powter informed members that a metal arrow had previously been in place and that the bolt holes were still visible. The arrow may still be present in the overgrown vegetation.

Cllr. Gooding joined the meeting.**Bus Shelter.**

The company repairing the bus stop opposite the Village Hall contacted the Parish Clerk to confirm that the work had not been forgotten, but they had been very busy.

Pay rise.

Proposal; Ugley Parish Council increase the parish clerk's pay in line with the Local Government Service pay agreement, with back pay from 1 April 2026.

Cllr. Reay proposed, Cllr. Francies seconded the vote was carried unanimously.

7. County Cllr. Ray Gooding's Report

Cllr. Gooding said he was finding the new administration very different at ECC. The 'buddy' system, which he felt had worked well, has been cancelled. Councillors were asked to nominate the three worst roads in their district, but one of Cllr. Gooding's nominations was objected. Cllr. Reay noted that repairs to the Toot Toot bridge have been outstanding for two years. Cllr. Gooding said the situation was very frustrating and that they would have to wait and see how matters developed.

The proposed unitary authorities in Essex were cancelled following new legal advice and a government decision to review the plans. Proposals to merge smaller councils into larger authorities in Essex, Hampshire, Norfolk and Suffolk have been withdrawn. It is not yet known whether the Mayoral elections will still take place in May 2027. If they do, this could increase the number of layers of local government, despite the original aim of reducing them.

Cllr. Gooding had not received any further communication from the residents in Vicarage Lane regarding the over-grown hedge.

Cllr. Mark Webster is now in charge of Highways.

8. Defibrillator.

Following a change in administration on the Ugley Village Hall Committee, ownership of the defibrillator was discussed. The defibrillator was installed on the Village Hall wall in January 2022 and has since been the responsibility of the Committee. Both Ugley Parish Council and the Village Hall Committee are happy for this arrangement to continue. The Committee will remain responsible for ensuring the defibrillator is in working order and arranging servicing, while the Parish Council will continue to pay for servicing costs.

The Parish Clerk will send the Village Hall Committee all information she holds about the defibrillator.

9. Financial Report.

Balance brought forward	£7,116.10
L Johnson	£58.96
Balance 07/09/2026	£7,057.16

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

It was agreed to send an email to the new head of Highways, Cllr. Mark Webster, listing all the highway issues that are outstanding in Ugley, e.g. potholes, Snakes Lane, the toot toot bridge, flooding on Ugley Green, faded white line markings and road signs.

The meeting finished at 8,20pm.