

LITTLE HALLINGBURY PARISH COUNCIL

MRS U. SYDEE
CLERK OF THE COUNCIL

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08 July 2026

Dear Councillor,

A meeting of the Parish Council will be held at **7.00 p. m.** on **Tuesday 14 July 2026**, in the Village Hall annexe to consider the items set out in the agenda below, and you are hereby summoned to attend.

Yours sincerely,

Clerk of the Council

AGENDA

26/0137. APOLOGIES FOR ABSENCE

To receive apologies for absence.

26/138. DECLARATIONS OF INTEREST

To receive Declarations of Interest by Members.

26/139. PUBLIC PARTICIPATION (limited to 15 minutes)

To receive representations from members of the public on matters within the remit of the Parish Council.

26/140. MINUTES OF PREVIOUS MEETING

  To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 02 June 2026; copy attached.

26/141. MINUTES OF STAFFING COMMITTEE MEETING

To receive draft minutes of Staffing Committee meeting held on 01.07.2026.

26/142. CHAIRMAN'S REPORT

To receive the Chairman's appointments and communications.

26/143. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

To receive representations and reports from District and County Councillors.

26/144. PLANNING

a) Application decisions (the Council's comments are shown in brackets)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/26/0734/FUL	Broadcroft, Sawbridgeworth Road, Little Hallingbury, Essex, CM22 7QU	Approve

Conversion of existing garage to a detached self-contained dwellinghouse (C3) with associated improvements to the external elevations and replacement of windows and doors.

(It is a new dwelling in Green Belt and in a non-sustainable location.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/26/0996/HHF	Paddocks, Wrights Green	Approved

Two storey side and rear extension including internal alterations

(No objections.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/26/0734/FUL Re-consultation	Broadcroft, Sawbridgeworth Road, Little Hallingbury	Approved

Conversion of existing garage to a detached self-contained dwellinghouse (C3) and proposed associated development, including improvements to the external elevations and replacement windows and doors.

(It is a new dwelling in Green Belt and in a non-sustainable location.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/26/1096/HHF	Cornfields, Wrights Green Lane, Little Hallingbury, Essex, CM22 7RL	Refused

Proposed cart lodge garage, new entrance gate, boundary wall with piers and fence panels, new fencing to side boundaries. block paving and gravel drive.

(Objections:

Conflict with Uttlesford Local Plan Design Guidance

The proposed front boundary treatment—comprising 1.8-metre-high solid black brick piers and grey aluminium panels—is contrary to Uttlesford District Council's design guidance for rural villages. UDC design codes encourage low, visually permeable, and landscaped front boundaries to preserve the open character of rural frontages. The proposed wall and gate, by reason of their height, solid appearance and materials, would introduce an unduly urbanising and visually prominent feature that is harmful to the established rural character of the lane and detrimental to the visual amenity of the streetscape.

Conflict with the Little Hallingbury Neighbourhood Plan

The application also conflicts with the emerging Little Hallingbury Neighbourhood Plan, which is currently undergoing independent examination and is expected to proceed to referendum shortly. As such, the emerging Plan can carry material weight in the determination of planning applications.

The following design codes are directly relevant:

CAS1 – Building Lines

"New developments must also retain regular building lines. Setbacks must conform in depth and regularity between dwellings."

The proposed cart lodge is positioned forward of the established principal building line along the lane and therefore fails to respect the prevailing pattern of development. Due to its siting immediately adjacent to the highway boundary, combined with its scale and height of approximately 3.975 metres, the structure would appear visually intrusive and unduly prominent within the street scene.

CAS5 – Hard Boundary Treatments

"Hard boundary treatments must not be obtrusive or a dominant feature on the streetscape. Stone or brick walls, as well as impervious wooden fences must be no more than 1.2m in height. Instead, soft and open boundary treatments are preferred."

The proposed 1.8-metre solid wall and gate significantly exceed the 1.2-metre maximum height and are impermeable, making them both obtrusive and dominant and obtrusive within the streetscape.

The proposal therefore conflicts directly with the requirements of Policy CAS5, which seeks to maintain softer and more open rural frontages.

Summary

For the reasons set out above, the Parish Council considers that this application would cause demonstrable harm to the rural character of the lane and would conflict with both adopted Uttlesford Council design guidance and the emerging Little Hallingbury Neighbourhood Plan.

Accordingly, the Parish Council respectfully request that the application be refused.)

<u>Application No.</u>	<u>Site and Development</u>	<u>Decision</u>
UTT/26/1139/HHF	Annexe at Silver Pines, Port Lane, Little Hallingbury, Bishop's Stortford, CM22 7PQ	Approved

Single storey side extension

(No objections.)

b) Applications to be dealt with at this meeting:

b.1) To Retrospectively Agree the Comments on the Following Planning Application:

<u>Application No.</u>	<u>Site and Development</u>
UTT/26/1086/HHF	Laburnum Tree House

Single-storey rear and side extension with the garage moved in line with the front elevation, part second-storey dormer extension, porch extension and internal alterations.

c) Appeals

To receive planning appeal ref: UTT/25/2546/DFO and UTT/26/0131/OP.

Circulated on various dates.

d) Late Planning Matters

To deal with Planning Applications and other planning matters received following the publication of this agenda and received before 14 July 2026.

26/145. HIGHWAYS MATTERS

a) Update

To receive an update on any other Highways matters.

b) New Barn Lane Bus Stop

To receive an update.

c) VAS Sign

To receive an update.

d) Sawbridgeworth Road Surface

To receive an update.

e) Goose Lane Shrubs

To receive an update.

f) Footpaths

To receive an update.

26/146. OPEN SPACES MAINTENANCE

a) Village Car Park

To receive an update.

b) Gaston Green Pond

To receive a report.

c) War Memorial

To receive an update.

d) General Maintenance

To receive an update.

26/147. LITTLE HALLINGBURY NEIGHBOURHOOD PLAN (LHNP)

To receive an update from Cllr Val McKirdy.

26/148. AFFORDABLE HOUSING

To receive and update.

26/149. SPEED WATCH

To receive an update from Cllr Steve Gardiner.

26/150. NEIGHBOURHOOD WATCH

To receive a report from Cllr Robert Wingard.

26/151. FIRST RESPONDERS (requested by Cllr Robert Wingard)

a) Update

To receive an update from Cllr Ciora Dillon.

b) Finance

To receive an update from Cllr Robert Wingard.

26/152. GOVERNANCE (Cllr Robert Wingard) [📄][👤]

a) Staffing Committee

a.1) Disciplinary Policy

To adopt draft disciplinary policy.

a.2) Grievance Policy

To adopt draft grievance policy.

a.3) NALC Annual-Leave-Policy

To adopt NALC Annual-Leave-Policy

26/153. GOVERNANCE [📄][👤]

a) Information & Data Protection Policy

To adopt draft Information & Data Protection Policy.

b) Internal Financial Controls Policy

To adopt draft Internal Financial Controls Policy

26/154. DROP BOX

To receive an update.

26/155. INTERNET BANKING (requested by Cllr Robert Wingard)

To review the current situation.

26/156. SALT BAG PARTNESHIP SCHEME

To consider joining the 'Salt Bag Partnership Scheme' for Winter 2026 / 2027.

Closing date 21 July 2026.

26/157. FINANCE

a) Payments

The following payments had been made during the period 14 May 2026 to 12 June 2026:

	£
UDC – Green waste skip	3,480.00
Herfordshire County Council – stationery	40.79
Seasons Gardening Services – open spaces maintenance	64.00
Seasons Gardening Services – open spaces maintenance	120.00
Standon Post Office – Post Office services	4,396.90
RCCE – membership	85.80
Zurich Municipal – insurance	1,069.16
NEST – pension	134.78
EALC – Affiliation fees	502.20
Clerk – salary and expenses May 2026	1,024.94
Seasons Gardening Services – open spaces maintenance	120.00
HMRC – Tax & NICs May 2026	137.18
MD Landscapes (Anglia) Ltd – grass cutting	825.96
Broad Oak Consultants Ltd – Printer cartridges	346.94

b) Income

National trust – grass cutting contribution	£2,400.00
Bank – interest	£38.86

c) Balances on 13 May 2026

Community Acc.	£42,175.67
Business Premium Acc. (Reserves Acc.)	£14,361.58

d) Bank Reconciliation

To approve bank reconciliation.

e) Banking Procedures

To approve banking procedures.

f) Approvals

f.1) Payments

To approve the payments.

f.2) Pension Regulator

To approve £18.50 + VAT for pension regulator re-enrolment and re-declaration submission.

g) Budget Update

To receive budget update.

h) Bank Arrangements

To receive an update.

i) Late Finance Matters

To deal with financial matters received following the publication of this agenda and received before 14 July 2026.

26/158. MISCELLANEOUS ITEMS FOR INFORMATION AND NOTING

a) Items received in time for the agenda

- EALC – E bulletins; Training e-bulletins ; Online Webinars: an Introduction to the Planning System & Planning, Enforcement and Appeals; Martyn's Law Conference; Last chance to book Martyn's Law Conference 6th July 2026. Circulated on various dates
- RCCE - Essex Village of the Year & Rural Community Awards 2026. Circulated 05.06.2026
- Uttlesford District Council, Planning and Building Control Registration Team - Weekly List of Planning Applications. Circulated on various dates
- Uttlesford District Council – links for agenda for Planning Committee 10 June and 08 July 2026 2x; supplement "Planning Committee Presentations" to the agenda for Planning Committee 10 June 2026; Supplement: Planning Committee Presentations to the agenda for Planning Committee 08.07.2026; link for minutes for Planning Committee 10 June 2026; change of location for meeting 08.07.2026. Circulated on various dates
- Uttlesford district Council, Community Development Officer - Full Parish Forum 29.06.2026 2x. Circulated on various dates
- East Herts Council, Planning Policy Team - East Herts Local Plan Scoping Consultation. Circulated 11.06.2026
- RCCE, Executive Director - Rural Community Council of Essex 2026 AGM. Circulated 15.06.2026
- RCCE, Community Engagement Officer - Neighbourhood planning and active travel; Neighbourhood plans and the latest requirements from the Levelling Up Act. Circulated 17.06.2026
- Uttlesford District Council, Community Development Officer - PFCC Essex: Invite to PFCC Public Meeting for Uttlesford District 06.07.2026; Saffron Walden Town Hall, 7pm to 8pm. Circulated 19.06.2026
- Integrated Passenger Transport Unit, Local Bus Network Community Engagement Lead - invite to Transport Engagement Meeting on Wednesday 24 June 2026 10:00 AM – 12:00 PM. Circulated 23.06.2026
- RCCE, Rural Housing Team – Free webinar for parish councils: tackling affordable rural housing 2x. Circulated on various dates
- UDC, The Sustainable Uttlesford Committee - Thank you for supporting the Uttlesford Big Green Festival. Circulated 24.06.2026
- Integrated Passenger Transport Unit, Transport Officer - Local Bus service changes - Tender outcome 2026. Circulated 07.07.2026

b) Late Items

Items received following the publication of this agenda and received before 14 July 2026.

26/159. MATTERS ARISING FROM PREVIOUS MEETING

To attend to any matters arising not dealt with elsewhere on this agenda.

26/160. STAFFING MATTERS

a) Resignation of the Clerk

To consider next steps following the resignation of the Clerk and Responsible Finance Officer, and to decide how the Council wishes to proceed with interim arrangements and recruitment of a new Clerk.

b) Shared Equipment with Great Hallingbury Parish Council

To consider and decide the ownership of shared office equipment.

26/161. PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER (put on the agenda by Cllr Robert Wingard)

To consider and approve the appointment of an Interim Proper Officer and Responsible Financial Officer.

26/162. BANKING MANDATE (put on the agenda by Cllr Robert Wingard)

To consider and approve the banking mandate, authorised signatories and transfer of council funds.

26/163. CLERK RECRUITMENT (put on the agenda by Cllr Robert Wingard)

To consider and approve amendments to the Staffing Committee Terms of Reference:

'Going forward the Staffing Committee shall create an interview panel to oversee recruitment and recommend appointments for all council staff, including the Clerk. The interview panel shall normally comprise councillors who have undertaken interview training and, where applicable, the clerk. In the case of recruitment for the clerk's post, or where recruitment must proceed before training available, the Council may appoint members of the Staffing Committee and/or Councillors with relevant professional experience to act as the interview panel.

26/164. NOTICEBOARD (put on the agenda by Cllr Robert Wingard)

To consider and approve the designation of the Council's principal noticeboard for statutory notices and agendas.

26/165. SCRIBE ACCOUNTING SYSTEM (put on the agenda by Cllr Robert Wingard)

To consider and approve the use of the Scribe accounting system.

26/166. COUNCILLORS TRAINING (put on the agenda by Cllr Robert Wingard)

To consider and approve further Councillor Training.

26/167. FOOTPATHS (put on the agenda by Cllr Robert Wingard)

To receive a report in the condition of the village footpaths.

26/168. FINANCE (put on the agenda by Cllr Robert Wingard)

To consider and approve the provision of equipment and recruitment expenditure (ex VAT).

Laptop: £750

Printer / ink: 250

Software licenses: £200

Accounting System Scribe annual license: £300

Recruitment advertising max spend £1,000

Councillor attendance at interview training in Oct 2026 and an application to the EALC training bursary scheme. Cost £50 net cost £12.50 with bursary.

26/169. MEMBERS' REPORTS

To receive Members' reports and representations.

26/170. ITEMS FOR THE NEXT AGENDA AND INFORMATION

To propose items for the next agenda and to receive miscellaneous information.

26/171. NEXT MEETING

The next Parish Council meeting is scheduled to be held in Village Hall annexe 08 September 2026 starting at 19:00.