

# Arkesden Parish Council

The Village Hall,  
Arkesden,  
Saffron Walden,  
Essex,  
CB11 4HB  
<https://arkesdenvillage.com/>



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## Arkesden Parish Council Meeting

**Meeting date:** 20 April 2026

**Meeting time:** 7.30pm

**Meeting location:** Arkesden Village Hall

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## Minutes

### 1. Apologies for Absence / Election of Meeting Chair

**Present:** Jonathan Boon, Sophie Garrod, Mark Newey, Holly Greenhow, Wendy Dyce, Beth Savory (Clerk), Cllr Paul Gadd and Cllr Edward Oliver

**Apologies:** Alistair Mclean

**Chair:** The Council voted Sophie Garrod in as Chair (Mark proposed; Jonathan seconded)

**Minutes:** Beth Savory

### 2. Public Speaking

NTR

### 3. District councillor's report

Cllr Edward Oliver provided a brief update on the Essex Council Reorganisation, detailing that Uttlesford will have 25 seats out of 75 in the new unitary council structure. Cllr Oliver updated that Parish Councils will become more important due to removal of Council levels and Councillors covering larger areas within unitary structure.

### 4. County councillor's report

With regards to flooding and drainage issues affecting the parish Cllr Paul Gadd updated that work on the Newland End Drain has been completed and should now be operating properly. One repair has been carried out on Quicksie Hill but a pothole directly opposite the repair still requires action.

On ECC matters Cllr Gadd confirmed that the Government responded to the councils' request for LGR in Essex by favouring the 5 unitary council option. Cllr Gadd also updated on the Essex Safer Speeds Strategy Consultation which is currently open, encouraging APC to respond and encourage a more proactive approach from Essex.

Following the local elections, Arkesden will be part of the Stansted division and will have a new County Councillor. The Parish Council thanked Paul for all of his work and the impact he's made to Arkesden – especially with regards to drainage, potholes and keeping us informed.

**Action:** Mark to send photo/reference of the pothole on Quicksie Hill, opposite the one that's been repaired for chasing.

**Action:** Paul to share Littlebury PC response with Councillors

## 5. Declaration of interests

NTR

## 6. Minutes of 16 March 2026 meeting

Minutes from the March meeting were approved and will be signed at the May meeting.

## 7. Matters arising from 16 March 2026 meeting

- Litter pick

The annual litter pick took place on 28<sup>th</sup> March. Jonathan updated that it went well; while there were slightly fewer volunteers, the amount collected was huge! Councillors thanked everyone that helped.

- Main Street bridge

Councillors discussed recent communications received from Essex Highways regarding the replaced bridge. It was agreed that the finish of the bridge is currently unsatisfactory and a reply to Highways highlighting the following points is required:

- APC is dissatisfied with the finish
- The suitability of the design given its location in a conservation area and proximity to listed buildings
- Safety (it is primary access to homes and doesn't have any non-slip)
- Height in relation to safety with the step created
- Highlighting that a repair had already taken place to rusted railing (shown by photos and in AVN – Spring 2024)

**Action:** Sophie to send note to Edward for help for support from UDC

**Action:** Edward to raise issues with Nigel Brown.

**Action:** Clerk to draft a reply and circulate to Councillors for comment

- Erosion of retaining wall near Main Street bridge

The Clerk updated that Alistair sent across photos and it has been reported to Essex.

- Village map

Holly updated that she has given the village map a clean and the wooden surround has started to deteriorate so may require maintenance in the near future.

- Tree plaques

The Clerk updated that prices for the plaque stakes vary from £12-40 depending on size, material and fixings required for the plaque. Some include a free engraved plaque.

**Action:** Beth to check sizes with Alistair and order

- Road closure signs

Councillors agreed to continue to report any road closure signs that had been left behind following road works on the track it system.

## 8. Ongoing Matters – Cllr Areas of Focus Updates

- Website (JB)

Action: Jonathan to add useful information page from AVN while waiting for copies of previous issues.

- Potholes (MN)

An update was provided as part of the County Councillors update.

- Speed Limits (SG)

- Draft response comments

A draft document had been shared prior to the March meeting via email, with Councillors asked to feedback prior to the April meeting. The document set out action taken as a result of the traffic survey.

Sophie highlighted the inconsistency with weight limit signs with signage not matching where Uttlesford shows the weight limits on their system.

**Action:** Sophie to finalise summary to be shared with the village

- Essex safer speeds consultation

Sophie highlighted the safer speeds consultation that is ongoing. Councillors agreed that a response should be submitted by APC.

**Action:** Sophie to draft response and share with Councillors prior to submission.

- Neighbourhood Watch

Councillors acknowledged all of the work and time Tony has given to the Neighbourhood watch initiative over the years and sent their condolences to Kitty and family.

It was highlighted that on Hampit Lane, the neighbourhood watch sign has fallen down.

**Action:** Jonathan to have a look at the sign and see what repair is required.

## 9. Planning Matters

- New Applications

- **UTT/26/0612/FUL** - S73 application to vary condition 2 (approved plans), 12 (Biodiversity Enhancement Plan and Layout) and 13 (Biodiversity Lighting Design Scheme) of UTT/22/0577/FUL (Erection of a pair of semi-detached dwellings along with access, landscaping, associated infrastructure and revised access arrangements for Crathie) – Crathie, Hampit Road

Councillors discussed the application, agreeing a neutral stance with no comments required.

- **UTT/26/0803/HHF** - To increase the height of the existing wooden fence along the driveway at the rear boundary of the property from 1 metre to 2 metres high - Honeysuckle House, Wicken Road

Councillors discussed the application, agreeing a neutral stance with no comments required.

- **UTT/26/0851/FUL** - S73 application to vary condition 2 (approved plans) of UTT/24/2673/FUL (Demolition of agricultural buildings and erection of 3 no. dwellings (Use Class C3) with associated access, garages, private gardens and ancillary garden rooms.) - changes to the internal layout and external elevations of Plot 2 - Buildings To The Rear Of Mulberry House, Wenden Road

Councillors discussed the application, agreeing a neutral stance with no comments required.

- **UTT/26/0852/FUL** - Erection of 2 no. semi-detached custom-build dwellings, with associated residential curtilage, car parking and landscaping - Mulberry House, Wenden Road

Councillors discussed the application, deciding to object to the application on the grounds of use of agricultural land for residential development, road access and safety and sustainability.

**Action:** Clerk to draft a comment based on Councillor discussion, raising concerns regarding the use of agricultural land, road access and safety and sustainability.

- Determinations

- **UTT/26/0188/CLP** - Placement of a caravan within the curtilage of Clodmore Hill Farm for use incidental to the enjoyment of the dwellinghouse - Clodmore Hill Farm, Clodmore Hill – **Proposed – approve certificate of lawfulness**
- **UTT/26/0201/HHF** - Proposed two bay cartlodge style garage and workshop/garden store - Bulls Green Cottage, Clodmore Hill – **Refused**
- **UTT/26/0762/TCA** - 40% reduction 1 no. Yew tree – Baileys, Wicken Road – **Tree no objection**

- Enforcement  
NTR

## 10. Playing Field report

NTR

## 11. Village Hall report

NTR

## 12. Highways and road closures

- Temporary Traffic Regulation Order of Church Hill/ Main Street/ Hampit Road, Arkesden due to commence on 13th May 2026 for 1 day. The closure is required for the safety of the public and workforce while Openreach Limited undertakes cabling works. Further information can be accessed online - <https://one.network/?tm=GB148471087>

## 13. Finance

- Balances

The balance on the 20 April was £6,121.99. Payments since the previous meeting include the Clerks salary and expenses, bank account fee, donations to the Millenium field, village news and village hall, hire fees for the village hall, annual fees to the Hundred Parishes and CPRE.

- Invoices/Expenses
  - Parish Council website - £314.64
  - B H Grounds Maintenance - £274
  - EALC/NALC - £149.88
- 25/26 audit

The Clerk updated that a copy of the 25/26 accounts has been sent to Councillors by email and a financial statement will be prepared for the AGM. The Annual Governance and Accountability Return (AGAR) will be signed off at our June meeting and an internal audit completed by the 1 July.

APC have this year been selected as part of the 5% sample for an intermediate review by the external auditor – everything must be sent to them by the 1 July.

## 14. Annual General Meeting

- Chairperson report

It was agreed that the Clerk would draft a report and share it with Alistair and Sophie for edits.

- Clerk financial report

To be prepared by the Clerk

- Standing Orders, Code of Conduct and review of policies/procedures

The Clerk updated that the Standing orders have been sent to Councillors via email for review prior to the AGM.

- Village committee reports

Reports will need to be requested from:

- Bell-ringing – Steve Elvidge
- Cricket Club – Mark Newey
- Friends of Arkesden Church - Tina McLean
- Historical Society – Rupert Bull
- Millennium Field Committee – Tom MacFayden
- Neighbourhood Watch – Jonathan Boon

- Parochial Church Council – Cathy Miles
- Village Hall – Craig Dyce
- Village News – Paul & Jocelyn Johnson

**Action:** Clerk to draft meeting documents

**Action:** Clerk to request updates from village committees

### **15. Residents' Concerns / AOB**

- Pension regulator – re-enrolment

The Clerk confirmed that APC have made a declaration to the pension regulator for the next 3 years to confirm that there are no employees eligible for pensions contributions from the Parish Council.

- Quicksie Hill notice board

Councillors raised that a note had been left on the notice board located on Quicksie Hill highlighting damage. Councillors discussed that at a previous meeting, it was decided to remove the door due to damage and leave it as an exposed board. This decision was reached having assessed the costs for repair and a decision made that the cost wasn't warranted for the use that the board receives.

It was agreed that Councillors would look into the option of removing the board from this location completely as an alternative solution.

**Action:** Councillors to discuss the removal of the board at a future meeting.

**16. Date of the Next Meeting** – 18 May at 6.30pm in the Village Hall, followed by the Annual General Meeting at 7.30pm.