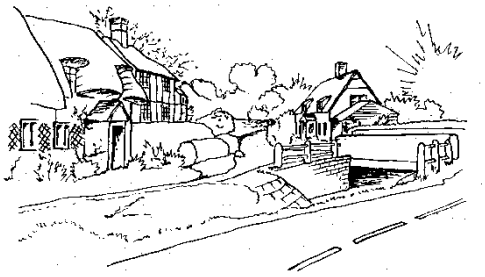
Arkesden Parish Council

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



Arkesden Parish Council Meeting
Meeting date: 21 September 2026
Meeting time: 7.30pm
Meeting location: Arkesden Village Hall

Minutes

1. Apologies for Absence / Election of Meeting Chair

Present: Alistair Mclean, Jonathan Boon, Sophie Garrod, Mark Newey, Wendy Dyce and Beth Savory (Clerk)

Apologies:, Holly Greenhow, Cllr Ray Gooding and Cllr Edward Oliver

Chair: The Council voted Alistair Mclean in as Chair (Jonathan proposed; Sophie seconded). It was agreed that Alistair would remain as Chair for the remainder of the 26/27 year with Sophie Garrod as Vice Chair.

Minutes: Beth Savory

2. Public Speaking

No residents were present at the meeting.

3. District councillor's report

No report was received for the meeting.

4. County councillor's report

No report was received for the meeting.

5. Declaration of interests

Alistair and Mark declared an interest in application UTT/26/1575/HHF

Mark declared an interest in UTT/26/2129/TPO

6. Minutes of 20 July 2026 meeting

Minutes from the June & July meeting were approved and signed with a copy of the July minutes posted to the notice board following the meeting.

7. Matters arising from 20 July 2026 meeting

- Stream clean

  Due to the prolonged hot weather a decision was made to cancel the stream clean scheduled for the 6th August. Councillors agreed to reschedule the stream clean for Saturday 17th October, with a request for volunteers to bring chain saws and strimmers where possible to aid the clearance.

  Action: Alistair to put a note out on the WhatsApp group to recruit volunteers.

- Quicksie Hill noticeboard

  Alistair confirmed that he has removed the board from Quicksie Hill as previously agreed.

- Church mast – mobile signal

  Councillors agreed to move this item to the October meeting to enable Holly to provide an update.

- Replacement dog waste bin

  The Clerk confirmed costings for a replacement dog waste bin as in the region of £220-300 for a plastic bin and £280-390 for a metal bin with installation to be organised separately. Approval of the location remained outstanding.

8. Ongoing Matters – Cllr Areas of Focus Updates

- Website (JB)

  NTR

  Action: Jonathan to update Chair/Vice-chair within Councillors section

- Potholes (MN)

  NTR

- Speed Limits (SG)

  NTR

- Tree review (HG)

  NTR

- Neighbourhood Watch

  Jonathan updated on an incident of fly tipping by Woodhall.

9. Planning Matters

- New Applications
  - **UTT/26/1822/FUL** - Proposed agricultural barns - Land East Of Long Lane, Newland End Lane – Comments due 16th September
  - **UTT/26/2103/TCA** - Proposed works to 5 no. trees as per submitted documentation - Church Green Cottage, Wenden Road
  - **UTT/26/2129/TPO** - 1 no. Yew - Reduce back from property by 1.5m as tree is starting to touch the property - Dove House, Wenden Road
  - **UTT/26/1575/HHF** and **UTT/26/1555/LB** - Proposed barn conversion to form ancillary accommodation to existing dwelling - Great Becketts, Duddenhoe End Road – Comments due 23rd September
  - **UTT/26/2237/TCA** - Works to 1 no. Pink Chestnut - reduction by 2m all round so we can see out our top house window and to reduce the tree as it is very close to properties and 6 no. Silver Birch - height reduction by 2m for maintenance as these trees are also close to properties - Honeybrook House, Main Street

- Determinations

  - **UTT/26/1348/HHF** - Erection of a single storey garage – Valentines, Wicken Road – Approved with conditions
  - **UTT/26/1474/CLP** - Use of the land to site a mobile home for incidental use to the main dwellinghouse - 2 Quicksie Hill – Proposed - Approved certificate of lawfulness
  - **UTT/26/1127/FUL -** Single storey self build and custom eco residential dwelling - Land South Of Hampit Road – Refused
  - **UTT/26/1922/TCA -** Works to 4 no. Silver Birch - reduce and shape by approx. 2-3m and removal of major deadwood as canopies are overhanging parking area, 1 no. Elm - reduce and shape by approx 3-4m as canopy is leaning towards highway and close to telephone wire - Water Bridge – Tree no objection

- Enforcement

  NTR

10. Playing Field report

Alistair updated that Tom has been very active making grant applications to secure funds to replace the playing field equipment.

11. Village Hall report

Mark updated that the village quiz has a good number of bookings approaching the date and that the repair to the door has been completed.

12. Highways and road closures

NTR

13. Finance

- Balances

The balance on the 21 September was £7,518.62. Payments since the last meeting include the Clerk's salary, quarterly payment to HMRC, our bank account fee, website hosting costs, and grass cutting costs.

- Invoices/Expenses

  NTR

14. Residents' Concerns / AOB

- Emergency plan review

  Councillors discussed the need to update the existing emergency plan to ensure contact details are correct. The Clerk provided a link to the existing version in advance of the meeting.

  Action: Alistair to check through details and update as required
  Action: Jonathan to update on website when correct information has been confirmed

- Clerk maternity leave/cover

  The Clerk gave notice of her intention to take a period of maternity leave, starting from the 1st Jan 2027, provisionally returning in October 2027.

  The Clerk confirmed that due to the Parish Council's income/NI contribution level, maternity pay will be covered by the small employers relief scheme where 109% of the costs of her maternity pay can be claimed back, meaning that the Parish Council budget will not be impacted.

  Councillors agreed to contact the previous Clerk to see if they'd be willing to cover the period of maternity leave as a temporary role.

  Action: Alistair to speak to previous Clerk to see if they'd provide cover for the year.

  Action: Beth to pull together a job description, contract and required documentation.

- Remembrance wreath

  Councillors agreed to have a wreath again this year and approved the cost of £30.

  Action: Jonathan to send details to Beth for payment.

- Residents concerns relating to ongoing work associated with application - UTT/24/2673/FUL

  Councillors reviewed the application in detail as well as viewing the site from the roadside. It was agreed that at this stage from the plans and images, it didn't look like the developers were doing anything outside of what has been approved.

  Action: Beth to send note to concerned residents to summarise discussion

- Dead tree by the stream

  Concerns were raised over another dead tree by the stream and it was agreed to see if the PC could action a removal.

  Action: Alistair to check if it can be removed by the PC

- Oil syndicate

  Sophie updated that the three village oil syndicate group won't continue in its current form, with an update sent out to the syndicate group. The PC thanked Sophie for all of her work running the syndicate.

- Tree on parish council land

  Following on from previous discussions about the tree on parish council land limiting insurance options, files have been provided to the PC to show information from insurance providers as well as a report from a tree surgeon. It was agreed that Councillors would review the information prior to the next meeting for discussion.

  Action: Add to agenda for the next meeting and councillors to review documents.

15. Date of the Next Meeting – 19 October at 7.30pm in the Village Hall

Signed:

Date: 19 October 2026