

## LITTLE EASTON PARISH COUNCIL

### MINUTES OF THE MEETING held on Wednesday 12th January 2011, 8pm in the Memorial Hall

**Present:** Vincent Thompson (Chairman), Shirley Holden, Sue Gilbert, Bob Halford, Roger Board, Jackie Deane (Clerk) and 1 member of the public.

**Apologies for absence:** Cllr Simon Walsh (ECC), Cllr Cecile Down (UDC)

1. **Declaration of interest:** None.
2. **Minutes of last meeting:** Were approved and signed.
3. **Co-opting a Councillor:** Roger Board was co-opted onto the Council and was welcomed by the Chairman. There is another vacancy to be filled and this has been advertised. V Thompson agreed to speak with an interested party with a view to another co-option before the May election.
4. **Memorial Hall:** It was agreed that marquee bookings for the Memorial Hall should be included in the charging policy at a percentage of the market rate. The Parish Council are happy for these to be erected on PC land and would not seek an automatic payment but would welcome a donation should an increased level of bookings be generated in the future. The toddler group had been informed about the size of shed permitted but had not yet decided on the long-term booking.
5. **Street Lights:** A&J lighting payment was reviewed and a decision made to settle the disputed invoice payments.
6. **Vulnerable People:** Correspondence was received from UDC regarding awareness and involvement. There are no vulnerable people that social services were unaware of so it was decided not to alert UDC to any changes to the emergency plan.
7. **Digital TV Switchover Sep 2011:** Correspondence was received regarding outreach funding for publicity. The Clerk agreed to put a notice in the parish magazine nearer the time and no further involvement in publicity is necessary. No requirement for outreach funding.
8. **Localism Bill:** Briefing notes were discussed and training would be welcomed when legislation is amended.
9. **Gravel Pit:** A response had been received from the County Solicitor regarding concerns over the process and decision of the MDD. Councillors would consider if further action is appropriate at the next meeting. The Clerk attended the ECC drop-in session at Gt Canfield Village Hall. Jonathan Quilter (ECC) agreed to speak to his colleague, Claire Tomalyn and contact the Clerk with advice on the liaison committee and planning conditions. V Thompson will request further clarification of the 12 month rule. Gt Canfield Parish Council will be contacting us regarding the liaison committee for Crumps Farm. V Thompson had made a comment to the Dunmow Broadcast regarding fears of detrimental effects on the village and lakes but had nothing to add at this stage. The Clerk was asked to contact SRC to inform them that the Parish Council had agreed on the name Highwood Quarry.

10. **Planning** – There were no new applications or decisions to discuss. The Clerk was asked to enquire with UDC to be kept informed if Wickford Developments intended to appeal the decision on UTT/1020/10/OP Sector 4 of Woodlands Park.
11. **Clerk's report:** The Living Landscapes group was due to meet again in the New Year. The CSW group will be doing regular speed checks, mainly in Duck Street. PCSO is aware of parked cars and vans causing an obstruction and the Clerk is awaiting feedback. 2 street lights have been repaired and grit bins are on the Highways list to be refilled. Eon Street Lighting contract has been replaced by an ongoing tariff from 1<sup>st</sup> Nov 2010, reducing the cost by £15 pcm. Information was circulated regarding the British Legion 90<sup>th</sup> Anniversary and event to be held at the Stag on the end of May Bank Holiday. The clerk was asked to report a number of potholes and a blocked drain to Highways.
12. **Finance** – Balance 1<sup>st</sup> December £3,069.56, including £500 received from the Church for the War Memorial refurbishment. V Thompson has sent a letter of thanks. Signatory forms were completed to update correct authorized signatories with Nationwide. Cheques agreed - A&J Lighting £218.52, E-on £44.24, J Deane £467.13, SNH £247, S Gilbert £107.13, S Holden £111.85, EALC £60.
13. **Any Others Business**
  1. **Stansted Airport:** 10 year low passenger numbers have been announced and the new MD is reported to be wishing to “build bridges” with the community. V Thompson is planning to meet with him to introduce himself.
  2. **Website:** It is hoped that a new member will take on responsibility for a designated website.
  3. **Photographic exhibition:** 25<sup>th</sup> February in the Memorial Hall - Little Easton through the seasons.
14. **Date of next meetings:** Wednesday 23<sup>rd</sup> February and Wednesday 30<sup>th</sup> March, 8pm at the Memorial Hall, Manor Road.

Meeting closed at 9.30pm

## LITTLE EASTON PARISH COUNCIL

### MINUTES OF THE MEETING

Held on Wednesday 23<sup>rd</sup> February 2011 at 8pm in the Memorial Hall

**Present:** Vincent Thompson (Chairman), Shirley Holden, Sue Gilbert, Bob Halford, Cecile Down (UDC), Jackie Deane (Clerk) and 2 members of the public.

1. **Apologies for absence:** Cllr Simon Walsh (ECC), Roger Board
2. **Declaration of interest:** S Gilbert has a personal prejudicial interest in item 5, as a Manor Road resident.
3. **Minutes of last meeting:** Were approved and signed.
4. **Digital Switchover 6<sup>th</sup> – 20<sup>th</sup> July:** A guest from RCCE gave information on those eligible for free or subsidised assistance with set-top boxes and re-tuning. Contacts were given for an entry in the parish magazine and a resident with good community links.
5. **Councillor Resignation and Co-opting:** Janina Jones was co-opted onto the Council and was welcomed by the Chairman. B Halford tendered his resignation and this was accepted by the Chairman. There is another vacancy to be filled and Councillors agreed to speak with people who might be interested in being co-opted before the 5<sup>th</sup> May election.
6. **Gravel Pit:** Cllr Down has written to ECC and spoke to the Environment Committee at UDC regarding the resolution to grant planning permission subject to conditions and concerns regarding the effectiveness of the mitigation measures in the planning conditions. Gt Easton Parish Council wrote to ECC with similar concerns and a response from Claire Tomalin at ECC was circulated. It was decided that the selection of one or two councillors as representatives on the liaison committee is a priority in the re-formed parish council. Cllr Down circulated email correspondence regarding another quarry where a case was made that dust had increased cancer risks. The Clerk was asked to make links to receive any updated information.
7. **Manor Road:** It was agreed that the potholes alongside the playing field should be filled from the reserves in the car park and the road should be regularly maintained by the Parish Council. S Gilbert was asked to contact the solicitor to request a letter relating to the responsibility of “frontagers” and this should be hand-delivered to the residents, along with a covering note from the Parish Council.
8. **Stansted Airport:** The Clerk was asked to accept the SSE’s invitation to join a liaison group and give her contact details on a temporary basis, until the Parish Council elects a new representative. No one can attend the first meeting due to our meeting being on the same evening so Minutes should be requested. The Chairman commented that this is an excellent initiative by SSE.
9. **Living Landscapes:** Correspondence from Neil Blackshaw was circulated and the Clerk was asked to write to the working group agreeing support in principle but with a caveat regarding workload and cost should match-funding be an option.
10. **Best Kept Village Competition:** It was decided that the village would not enter this year because the competition had become a misnomer; it seems now to be a best run village competition, with marking rewarding community activities, and other facilities.
11. **Meeting at UDC** offices 10am on Friday 18 March – The Clerk agreed to accept the invitation to meet Andrew Taylor, new Divisional Head of Planning and Building Control. Questions were raised regarding future risk from large-scale developments and officers recommendations.
12. **Review** of financial management and risk assessment was carried out with S Holden. The Parish Council agreed that the current measures were adequate, bearing in mind that the Fidelity Guarantee will be increased next year and the budget had been increased to cover the shortfall in this financial year from not receiving a grant for the war memorial refurbishment. It was agreed to ask Ken Davidson to carry out our internal audit.
13. **Planning – applications** received: **UTT/0199/11/FUL** Little Ravens Park Road Little Easton Single storey extension with pitched roof. Installation of roof lights to front and rear.  
**UTT/2341/10/FUL:** Yew Tree Cottage Park Road Little Easton, Two storey side extension and alterations to previous additions & erection of garage (revised scheme to that approved under planning permission

UTT/2195/03/FUL), **UTT/0208/11/FUL** Gardens of Easton Lodge - erection of prefabricated building for serving refreshments and retrospective application for the positioning of 2 toilet units for 5 yrs. No objections. **Decision:** Conditional approval of **UTT/1888/10/FUL** 2 Green Valley Park Road Little Easton Erection of single storey rear extension.

**Appeal: APP/C1570/A/11/2146338/NWF** UTT/1020/09/OP, Sector 4 Woodlands Park. Representations due by 25<sup>th</sup> March 2011. It was **resolved** that the Clerk contact the Appeal Inspector with a further strong objection highlighting 5 points: outside development boundaries and non-compliance with LDP policy, doubling the size of the Parish, Masterplan design and size incompatible with the Parish, the bypass already has permission and non-compliance with emerging Localism legislation (see planning file).

14. **Clerk's report and correspondence:** Meeting dates were set until the end of the year. S Gilbert and N Holden will arrange a Newton Hall visit in April. Details were circulated regarding the Community Forum on 1 March 2011 being held at Helena Romanes School, Pharmacy Needs Assessment, Grants for community projects. UDC requested updating from the parish if we become aware of parking or other issues connected with Stansted being a Gateway for London 2012 Olympics.
15. **Finance:** balance 1 Feb 2011 £1,838.69  
Forms were completed for change of signatories on account. Cheques agreed: A&J Lighting £20.52, E-ON £22.12, J Deane 305.94
16. **Items for next agenda**
  1. **Memorial Hall** – S Gilbert to present Memorial Hall Accounts
  2. **Allocation of Representatives:** Memorial Hall, Landscaping and Playground, Footpaths and Highways, Highwood Quarry, Website and Stansted Airport.
17. **Date of next meetings:** Wednesday 3<sup>0th</sup> March and Wednesday 18<sup>th</sup> May, 8pm at the Memorial Hall, Manor Road.

Meeting closed 9.55pm.

## LITTLE EASTON PARISH COUNCIL

### MINUTES OF THE MEETING held on Wednesday 30<sup>th</sup> March 2011, 8pm in the Memorial Hall

**Present:** Vincent Thompson (Chairman), Shirley Holden, Sue Gilbert, Janina Jones, Roger Board, Cecile Down (UDC), Jackie Deane (Clerk) and 4 members of the public.

1. **Apologies for absence:** Cllr Simon Walsh (ECC)
2. There were no declarations of interest
3. **Minutes of last meeting:** Were approved and signed.
4. **Memorial Hall** – S Gilbert presented the accounts. Income had been boosted by increased lettings and capital expenditure for improvements had been funded mostly by grants. £7,000 is held in reserves. The Chairman thanked the Memorial Hall Committee for the impressive list of improvements made throughout the year.
5. **Clerk training** – Approval was given for the Clerk to study for the CiLCA. A bursary is available for 70% reimbursement of fees and it was agreed that £400 would be paid by the Council for the remainder of the fees and extra working hours for the clerk to attend training. The Chairman signed a form for the bursary application.
6. **Clerk's report and correspondence** – The Clerk attended the 18<sup>th</sup> March meeting at UDC and has circulated notes regarding the consultation on the Core Strategy and information on Neighbourhood Plans. The Clerk will be receiving advice to comply with HMRC's new guidance on the employment status of Town and Parish Clerks and Responsible Financial Officers. The chairman asked the Clerk to write a letter of complaint regarding the extra administration involved in the changes. Letters were circulated to residents at Mill End regarding DEFRA scheme to install flood protection to eligible properties – no response from residents. Election packs have been distributed to interested parties, to be completed and taken in person to UDC offices. S Gilbert will attend the next Living Landscapes meeting on 12<sup>th</sup> April.
7. **Planning: Applications** - UTT/0092/11/LB, 12 Eastern Lodge Warwick End Little Easton, Installation of 9 solar panels on roof – no objection  
UTT/0347/11/FUL, UTT/0349/11/FUL - 1 Green Valley Park Road Little Easton, Erection of detached garage & Single storey rear extension (UTT/0348/11/LB Erection of detached garage, 1 Green Valley Park Road Little Easton, W/drawn by UDC) – no objection  
UTT/0526/11/FUL, Construction of dwarf wall to form patio enclosure, Duck Street Cottage Manor Road Little Easton – no objection  
**Decisions** – ESS/65/06/UTT Gravel Pit Decision Notice of Approval received.  
UTT/1255/10/CLE, Ripley Duck Street Little Easton – Approval of Certificate of lawfulness for existing use of agricultural land as domestic garden land  
**Appeal: APP/C1570/A/11/2146338/NWF** UTT/1020/09/OP Woodlands Park Sector 4. The Clerk submitted further objections to the Planning Inspectorate.
8. **Finance:** balance 1 Mar 2011 £1,961.05  
A form was completed for change of signatories on account (B Halford removal and J Jones addition)  
Cheques agreed: A&J Lighting £20.52, E-ON £22.12, J Deane 305.94
9. **Any other business:**
  1. A letter was received from Shirley Holden expressing her wish not to stand at the next election, after 17 years association with the Council. The Chairman thanked her for her valued contribution and presented her with a gift.
  2. The Chairman will not be standing at the 5<sup>th</sup> May election and proposed that S Gilbert stand as the new Chairman for the first year. She is willing to be proposed at the AGM.
  3. The Chairman listed duties for allocation at the next meeting: Memorial Hall, Landscaping, GoEL and Playground, Footpaths and Highways, Highwood Quarry, Website, Stansted Airport and accounting.
  4. S Gilbert reported incidents recently in the area of the playing field, where residents had been alarmed to see masked youths with BB guns. Police had been in attendance.

5. N Holden reported that a Highways engineer is due to inspect the bridge across the lakes in Park Road and asked if the Clerk would follow this up.

10. **Date of next meeting(s):** Wednesday 18<sup>th</sup> May (Annual Parish Meeting & AGM) and Wednesday 15<sup>th</sup> June, 8pm at the Memorial Hall.

Meeting closed at 9.22pm

# **LITTLE EASTON PARISH COUNCIL**

## **Minutes of the Annual Parish Council Meeting**

Held on Wednesday 18<sup>th</sup> May 2011 7.30pm in the Memorial Hall

Present: Sue Gilbert, Rob Boulton, Janina Jones, John Willson, UDC Cllr Lawrence Smith, Jackie Deane (Clerk) and 17 members of the public

1. Annual election of Chairman: Sue Gilbert was proposed by Rob Boulton and seconded by Janina Jones.
2. The Chairman made the Statutory Declaration of Acceptance of Office.
3. Annual election of Vice-Chairman: Rob Boulton was proposed by John Willson and seconded by Sue Gilbert.
4. Apologies for absence were received from Simon Walsh (ECC), Vincent Thompson and Roger Board. Signed Acceptance of Office and Declarations of Interest Forms were returned to the Clerk and there were no declarations for this meeting.
5. Minutes of last AGM were signed in July 2010 as a true record.

Meeting closed at 7.40pm

# LITTLE EASTON PARISH COUNCIL

## Minutes of the Annual Parish Assembly

Held on Wednesday 18<sup>th</sup> May 2011 7.40pm in the Memorial Hall

Present: Sue Gilbert (Chairman), Rob Boulton (Vice Chairman), Janina Jones, John Willson, UDC Cllr Lawrence Smith, Jackie Deane (Clerk) and 17 members of the public

1. Apologies for absence were received from Simon Walsh (ECC), Vincent Thompson and Roger Board.
2. There were no declarations of interest. Minutes of last AGM were signed in July 2010 as a true record.
3. S Gilbert read out the Chairman's Report, which had been prepared by Vincent Thompson (see attached)
4. Sue Gilbert read a summary of the County Councillor's report, which had been prepared by Cllr Simon Walsh (see attached).
5. The newly elected District Cllr Lawrence Smith introduced himself to the council and members of the public
6. Sue Gilbert gave a report on the Village Hall (see attached).
7. Points raised at the public forum:
  - i. A resident asked if a donation had been made to Stop Stansted Expansion and the council responded that there had been no donation during the last financial year, although money had been donated in the past. The resident was not supportive of future donations to this organisation.
  - ii. The same resident stated that they were not supportive of the council objecting to Stansted Airport planning applications as the village is some distance from the Airport and unaffected. He believes that the Airport brings a great deal of income to the area and should be supported.
  - iii. Concern was raised over empty temporary storage units and large signs on the Wickford Development land near the new roundabout. The Chairman asked for this matter to be on the June agenda.
  - iv. A group of residents made statements regarding a planning application to develop land at The Old Stag and asked what the Parish Council's position was on this application. The Chairman informed residents that the item was to be discussed at the next meeting and would be considered by the

UDC Planning Committee on 1<sup>st</sup> June, which is open to the public. Objections from residents were: The propose access is on a dangerous bend, there were too many houses for the size of the plot, the development would be imposing, being on higher ground and the “village feel” would be lost. Some residents felt that any mature trees should be kept and that the hedge should be cut back to improve visibility and improve the footpath.

- v. Several residents had concerns about speeding through the village, particularly at Mill End and questioned why there was no 30mph restriction on the short stretch of road, some 400 yards, between Mill End and Duck Street. A resident asked if the council would look into the matter and suggested that a flashing speed limit sign is needed. The Chairman asked for this to be an agenda item for the June meeting and also suggested that we get some feedback from the Community Speedwatch group.
  - vi. Thanks were recorded from the Five Parishes church wardens to the outgoing councillors who have served the community for many years. Rev Ivy Crawford was impressed with the turnout at the meeting. She expressed her thanks to the previous council members and those newly elected. She appreciated that their willingness to stand and represent the community and added that the council would not accommodate all views.
8. The Chairman thanked residents for attending the meeting and sharing their views. The meeting closed at 8.15pm.

## LITTLE EASTON PARISH COUNCIL

### MINUTES OF THE MEETING held on Wednesday 18<sup>th</sup> May 2011 at 8.17pm in the Memorial Hall

**Present:** Sue Gilbert (Chairman), Rob Boulton (Vice-Chairman), Janina Jones, John Willson, Jackie Deane (Clerk) and 1 member of the public.

1. Apologies - Roger Board, Simon Walsh (ECC), Lawrence Smith (UDC)
2. Acceptance of office and declaration of interest – forms returned to the Clerk. All new members agreed to accept email notification of all future meetings.
3. Minutes of last meeting were agreed as a true record and signed by the Chairman.
4. **Representatives** - Councillors agreed to take on responsibilities as follows:
  - S Gilbert - Memorial Hall, maintenance of open spaces, playground equipment, tree warden
  - R Boulton – website, footpaths
  - J Jones – gravel pit
  - J Willson – gravel pit, Stansted Airport
  - R Board – monitoring book-keeping, planning
5. **Co-option of a new councillor at the next meeting** – R Boulton agreed to speak with interested parties and update the Clerk ahead of the meeting.
6. **Gravel Pit** – The Clerk had been informed by UDC of an agenda item where there was a recommendation to implement a Deed of Variation with regard to the 1939 agreement precluding gravel extraction from the site. V Thompson wrote requesting a Deferral of UDC decision pending legal advice, which was agreed. J Willson proposed wording for a follow-up letter. S Gilbert agreed to write to UDC, subject to prior circulation of the draft.
7. **Notice board** – The item has been budgeted for and all agreed that a glass-fronted large board (approx 900 x 600) should be purchased by the Clerk and be fixed to the bus shelter in Duck Street.
8. **Playground and public areas maintenance** – All agreed that N Holden should continue with the maintenance work and in addition to plant up and water the planters, within the agreed 2011/12 budget. Payments are only required to be an agenda item if they exceed £200. Councillors agreed that Mr Holden should carry out additional clearance works at the edge of the playing field as a one-off job.
9. **Annual Audit** – Councillors approved the Annual Return and the form was completed by the Chairman and Clerk. There were no recommendations from the internal auditor.
10. **Insurance renewal** – The Fidelity Guarantee has been increased in the renewal amount and a cheque is to be signed at the meeting, for the 1<sup>st</sup> June renewal.
11. **Clerk's report and correspondence:** Clerk has commenced training for the CiLCA. Information requested by PPS for backdated Minutes for gravel pit items, and asked specifically if Vincent is still the Chairman. Community Speedwatch: No charge for this year so £200 can go to the training budget. The legal reference book has been ordered (£52.50 budgeted last financial year). A letter of thanks has been received from the Five Parishes Churchwardens. Sainsbury's: Wimbish PC gave further information on the delivery route for lorries. The next Living Landscapes meeting 18<sup>th</sup> June - S Gilbert and J Jones to attend. S Holden is happy to continue to run the village sports day. Updates from ECC, UDC, CPRE, EALC, RCCE and SSE were circulated.
12. **Planning – Enforcement Strategy Consultation** – was circulated in advance of meeting for comments due by 20<sup>th</sup> May – no comments.

**Applications: UTT/0787/11/FUL Sainsburys Supermarkets Ltd**, Erection of new foodstore (use class A1) including cafe, automatic teller machines, surface level car parking, new access roundabout and highways works, landscaping servicing and associate works. **The Clerk was asked to send a letter** with similar objections to those sent for the previous rejected application and also with reference to **UTT/0788/11/FUL**, Erection of new petrol filling station and customer kiosk at Thaxted Road, Saffron Walden (former civic amenity site and Granite site. Comments due by 16<sup>th</sup> June for both.

**UTT/0591/11/OP, Land at Old Stag** Cottage Duck Street Little Easton, Outline application with all matters reserved except access for erection of 7 no. dwellings. Initial comments made and further comments accepted before DCM 1st June. **The Clerk was asked to notify UDC with objections:** outside the development boundary, on a sharp bend and unsuitable development in close proximity to 2 listed buildings.

**UTT/0574/11/FUL**, Erection of front boundary wall, **Flambards** Manor Road Little Easton. **Comments** that wall is right on the boundary so that planting area would protrude onto the verge.

**Determined: UTT/0092/11/LB, 12 Eastern Lodge** Warwick End Little Easton, Installation of 9 solar panels on roof, **Refused**

**Approvals-** **UTT/0347/11/FUL 1 Green Valley** Park Road Little Easton, Erection of detached garage.

UTT/0349/11/FUL, Single storey rear extension, UTT/0350/11/LB, Single storey rear extension

**UTT/2341/10/FUL & UTT/2342/10/LB, Yew Tree Cottage**, Park Road Little Easton, two storey side extension and alterations to previous additions & erection of shed (revised scheme to that approved under planning permission UTT/2195/03/FUL)

**UTT/0208/11/FUL, Part of Gardens of Easton Lodge** Park Rd, Little Easton, Erection of prefabricated building for serving refreshments and retrospective application for the positioning of two toilet units for a period of five years.

**UTT/0199/11/FUL, Little Ravens** Park Road Little Easton, Single storey extension with pitched roof. Installation of roof lights to front and rear.

**UTT/0526/11/FUL, Duck Street Cottage** Manor Road Little Easton, Construction of dwarf wall to form patio enclosure.

**ESS/06/01/UTT** Revised restoration of site previously used as a borrow pit at Frogs Hall Farm, Bambers Green, Takeley. Permission **GRANTED**

**Appeal decided: UTT/1552/10/FUL**, Temporary variation for 6 years of condition no. C.90A of planning permission UTT/0511/98/FUL, **Endeavour House** Coopers End Road Stansted Airport Takeley to allow occupation of up to 1,490m<sup>2</sup> floorspace by non-airport related B1 office users. **DISMISSED**

13. **Finance:** Balance on 1st May £9,659.61

Cheques to be paid – MDL (grass cutting) £312, E-ON £44.24, A&J Lighting (street lights) £41.04, EALC £370, AON £741.89, SLCC £150 N Holden grounds maintenance £117, J Deane £889.97

Signatories to be updated – V Thompson to be removed and R Boulton to be added.

14. **Items for next Agenda** - speeding at Mill End, Woodlands Park temporary storage units and large signs, charities, playground equipment (goal posts). Potholes – enquiry to ECC as to why potholes aren't sealed when they are filled.

15. **Next Meetings:** Wednesday 15<sup>th</sup> June & Wednesday 20<sup>th</sup> July at 8pm in the Memorial Hall  
Meeting closed at 21.59.

## LITTLE EASTON PARISH COUNCIL

### MINUTES OF THE MEETING held on Wednesday 15<sup>th</sup> June 2011, 8pm in the Memorial Hall

**Present:** Sue Gilbert (Chairman), Rob Boulton (Vice-Chairman), Janina Jones, John Willson, Roger Board, Jackie Deane (Clerk) and 4 members of the public.

1. Apologies were received from Cllr Simon Walsh (ECC) and Cllr Lawrence Smith (UDC). There were no declarations of interest for the agenda items.
2. **Minutes of last meeting** were agreed as a true record and signed by the Chairman.
3. **Co-opting a new councillor** – Dr Stephen Oakey has been co-opted and forms will be sent to the returning officer by the Clerk.
4. **Consultation on the Future of Local Public Audit** - The EALC Executive has formed a small working group to look at the Consultation on the Future of Local Public Audit. A summary of the consultation document was circulated ahead of the meeting. A response to the 5 key points raised by EALC was agreed upon (1 – Yes, 2 – No, 3 – Yes, 4 – Don't know, 5 – No) and the Clerk was asked to submit the response by 30<sup>th</sup> July.
5. **Charities** – The current schedule of donations was discussed and it was agreed that local charities should take priority for parish donations. Councillors agreed to circulate wording and the Clerk should then put the agreed wording in the Parish Magazine (deadline 10<sup>th</sup> July) to see if local charities contact the council with requests for a donation, with a suggested limit of £50. The matter should then be discussed again at the September meeting.
6. **Speeding** – PCSO Simon Horne and a volunteer resident involved in the Community Speedwatch initiative were welcomed by the Chairman. They joined the discussion on the concerns about persistent speeding through the village raised at the Annual Parish Meeting. The national speed limit between Mill End and Duck St is seen as a problem and also general speeding in Park Road and Duck Street. A copy of the Speedwatch Activity Log was handed to the Clerk, with details of vehicles at speeds between 36 and 44mph. Various speed calming measures were suggested by PCSO Horne, such as chicanes at either end of the village and flashing speed restriction signs. He advised that the Council would need to apply to ECC Highways Department and that, if any measures were to be agreed, it would take some time to be implemented. It is advised to contact the local MP and district councillor for support and a residents' petition could be another supporting factor. The Clerk was asked to write to the Highways Department and invite a representative to attend the next meeting. In the meantime, PCSO Horne will look into getting rumble strips put in for a 48 hour period so that more statistics can be gathered. Concern was also raised by members of the public about the perceived dangers of grain lorries not taking due care when passing through the village. R Board proposed that the Clerk would write to local farmers and this was agreed. PCSO Horne also requested the Memorial Hall as a venue for a monthly beat surgery and The Chairman agreed to ask the Memorial Hall Committee.
7. **Woodlands Park** – Action was considered following concerns raised at the Annual Parish Meeting about storage units and signage on the land near the new roundabout on the B184. The Clerk has made enquiries and the Council is satisfied that there is no breach of the planning conditions on permissions still to be built out and they are entitled to display the signs on their own land.
8. **Highways owned hedge in Duck St** – S Gilbert has made enquiries regarding the hedge and although it has recently been trimmed by the neighbouring resident, it is owned by ECC Highways (since 1960). The Clerk was asked to contact ECC to ask that it be regularly maintained in the future.
9. **Play equipment** – The Clerk and J Jones agreed to make enquiries over the cost of repair or replacement and consider options at the next meeting. It was thought that it would be a good idea to involve the community in a small fundraising activity as a contribution to the cost. The Clerk was also asked to make a diary note to consider the cost of fencing the entire playground in the next budget review.
10. **Planning – applications** received: UTT/0907/11/FUL, Warwick House Easton Lodge Little Easton , Retrospective application for replacement conservatory, comments due by 23<sup>rd</sup> June – no objections. Sainsbury's Appeal on original application is to be determined by Inquiry starting 27<sup>th</sup> Sept. APP/C1570/A11/2152457/NWF.

**Decisions:** UTT/0574/11/FUL, **Flambards** Manor Road Little Easton, Erection of front boundary wall, **Refused.**

11. **Clerk's report** and correspondence - The Annual Return has been sent off for external audit. The Parish Council now is registered with HMRC as an employer and PAYE set up and the annual street light inspection has taken place. The adopted UDC Enforcement Strategy received. EALC updates and training days were circulated and a CVSU membership request should be considered at the September meeting with other local charities. UDC Open Space Strategy information has been received – Clerk is awaiting maps before responding to a consultation. Pothole reports were received from N Holden and A Hoodless. Diary dates: Community Forum dates to circulate – next 28<sup>th</sup> June in Stansted, Essex Parishes Broadband Implementation Conf 18<sup>th</sup> July, SSE quarterly parish liaison meeting 23<sup>rd</sup> June, Code of Conduct Meeting UDC offices 20<sup>th</sup> July. VJ Sports Day will be held on Wednesday 10<sup>th</sup> August at 2pm. The Chairman thanked S Holden for her hard work in organising this event every year. N Holden was also thanked for trimming the edge of the playing field.
12. **Finance:** balance 1 June £7,985.61. Cheques agreed: A&J Lighting £113.82 (Annual inspection and monthly instalment), MDL £156.00 (grass cutting), EALC £52.50 (Legal ref book), J Deane £369.22, HMRC £149.89, E-On £24.22, SNH £90.00 (grounds/planters maintenance). The Clerk was asked to include in her next invoice extra hours for time spent setting up PAYE.
13. **Items for next agenda** – £35 registration for data handling, Living Landscapes update and other representatives reports, goal posts and grass seeding for the playing field, gravel pit update and any further action.
14. Date of next meeting(s): Wednesday 20<sup>th</sup> July and Wednesday 14<sup>th</sup> September, 8pm at the Memorial Hall. Meeting closed at 9.45pm.

## LITTLE EASTON PARISH COUNCIL

### MINUTES OF THE MEETING held on Wednesday 20<sup>th</sup> July, 8pm in the Memorial Hall

**Present:** Sue Gilbert (Chairman), Rob Boulton (Vice-Chairman), Janina Jones, John Willson, Jackie Deane (Clerk) and 4 members of the public.

1. Apologies were received from Cllr Simon Walsh (ECC) and Cllr Lawrence Smith (UDC), Roger Board, Dr Stephen Oakey. There were no declarations of interest for the agenda items.
  2. **Minutes of last meeting** were agreed as a true record and signed by the Chairman.
  3. **Public forum** – traffic calming measures were suggested, particularly a flashing 30mph sign. Road surfaces still haven't been prepared and the Clerk agreed to raise it with the county councillor. The annual sports day will be held on 10<sup>th</sup> August.
  4. **Speeding in the village:** no representative ECC Highways Dept was able to attend so the item will be discussed at the next meeting.
  5. **UALC membership** – subscription of £25 was agreed.
  6. **Play equipment** – a temporary repair of the goal post was agreed and N Holden will oversee it. Items for consideration at the budget meeting are to include a new picnic bench at around £200 and a new goal post.
  7. **Representatives' reports:**
    - Stansted Airport – J Willson attended the quarterly SSE/parish council meeting on 23<sup>rd</sup>. Main points raised were a moratorium on future development, with cross-party commitment, BAA is still resisting the sale and still has no plans to sell back the homes, airport fly-parking, fuel smells and helicopter noise. J Willson will prepare a response to the scoping document for approval at the September meeting.
    - Living Landscapes – S Gilbert and J Jones attended meetings and an open day where support was offered by Natural England. There was a suggestion that the parish council might accept donations for the project and the Clerk was asked to speak to N Blackshaw so explain that it would not be possible.
    - Memorial Hall – J Jones is the Secretary and both she and S Gilbert are representatives. Wooden fencing is being replaced and car park resurfacing is being considered. Next fundraising events are a quiz night and stand and the Countess of Warwick show.
    - Gravel pit – the deed of agreement is recommended for approval at the UDC planning meeting on 27<sup>th</sup> July. A letter has been sent to the planning officer and councillors.
    - Broadband – R Boulton attended a meeting regarding radio broadband but found this not to be suitable for the parish.
  8. **Clerk's report** and correspondence – The Clerk responded to consultations on the future of public audit and open spaces audit. Letters were sent to the Highways Department regarding the meeting and to local farmers. A draft policy for grant awarding will be circulated ahead of the next meeting.
  9. **Planning – applications** UTT/1370/11/FUL, Proposed two storey rear extension, alterations to roof, insertion of dormer windows to front and rear, **Easton Grange** Little Easton – no objections  
**Decisions** - UTT/0907/11/FUL, **Warwick House** Easton Lodge, Retrospective application for replacement conservatory, Unconditional Approval
  10. **Finance:** balance 1 July £6,249.30  
Cheques signed: RCCE £40. MDL £234, E-ON £22.12, A&J Lighting £20.52, J Deane £489.50, SNH £225.56, UALC £25.
  11. Items for next agenda: Stansted Airport, Speeding, Donations.
  12. Date of next meeting(s): Wednesday, 14<sup>th</sup> September and Wednesday, 26<sup>th</sup> October, 8pm at the Memorial Hall.
- Meeting closed at 9.42pm.

## LITTLE EASTON PARISH COUNCIL

### MINUTES OF THE MEETING held on Wednesday 14<sup>th</sup> September, 8pm in the Memorial Hall

**Present:** Sue Gilbert (Chairman), Rob Boulton (Vice-Chairman), John Willson, Roger Board, Dr Stephen Oakey, Jackie Deane (Clerk) and 2 members of the public.

1. Apologies were received from Cllr Simon Walsh (ECC) and Janina Jones. There were no declarations of interest for the agenda items.
2. **Minutes of last meeting** were agreed as a true record and signed by the Chairman. The wording on the Memorial Hall update was changed regarding the new handrail.
3. **Public forum** – Traffic calming measures were suggested, particularly a flashing 30mph sign. Support was expressed for spending the precept on new goal posts. Comments were made in objection to the planning application appeal for land adjacent to the Old Stag. The Parish Council was asked to consider making further comments regarding a preference for a lower density development and that an elevated site was undesirable.
4. **Subscriptions and Donations Review** – It was decided that two donations should be made during this financial year - £50 to The Five Parishes Magazine and £50 to The Gardens of Easton Lodge. Support for the Living Landscapes Project was agreed but it was decided that no donation should be made until the group has been constituted. The Clerk was asked to write to N Blackshaw to explain the position. Donations will also be considered as part of the budget review at the next meeting. The suggested criteria is to limit these to worthy groups within the parish. It was decided that the minimum amount of £10 should be paid to SSE for membership renewal.
5. **LDF Consultation** – It was agreed that all councilors will read through the Sustainability Appraisal and respond to the specific questions raised by the senior planner. Comments should be circulated and compiled by the Clerk by Thursday, 22<sup>nd</sup> September.
6. **Airport Consultation** – A response to the Scoping Document was proposed by J Willson and was approved. J Willson agreed to respond directly by email.
7. **Gardens of Easton Lodge letter of support** – It was decided that the Clerk should draft a letter of support, and circulate for approval before sending.
8. **Diamond Jubilee:** Woodland Trust for a community tree pack to commemorate the Queen's Diamond Jubilee – it was agreed that working party headed by S Gilbert, R Board and N Holden will meet at the Memorial Hall at 10am on Saturday 19<sup>th</sup> November for the planting of 400 saplings. The Clerk was asked to advertise for helpers in the parish magazine. Gaps in hedging around the playing field should also be filled at this time. R Board gave permission for a beacon to be lit on the Glebe Land behind the Memorial Hall. All agreed to support a street party and the lighting of a beacon on the 4<sup>th</sup> June Bank Holiday.
9. **Winter Salt Bag Scheme** – R Boulton agreed to accept delivery of the salt bags and that storage of salt reserves should be split between R Boulton and R Board. The Clerk was asked to respond to the ECC scheme invitation within the deadline.
10. **Clerk's Annual Salary Review** – An incremental annual increase was agreed in line with NALC guidance and a work from home allowance increase was agreed.
11. **Representatives' reports:**
12. **Living Landscapes** - S Gilbert will attend the next meeting and advise R Board in advance of the date. Councillors asked for more information and hoped for specific examples of what the group intends to achieve.
13. **Gravel Pit** – The decision of UDC to agree the Deed of Variation had been circulated prior to the meeting, as had correspondence between a neighbouring resident's solicitor and UDC.

**Footpath 26** – R Boulton has been made aware of the footpath on land to the rear of The Stag public house has become overgrown and he will speak with the landowner to ask the path be cleared.

**Broadband** – R Boulton and S Oakey explained that the new radio broadband service offered to rural areas seems not to give full coverage in the village.

**Alexia Wilson Trust** – S Oakey agreed to be the Parish Council Representative and would be contacting the charity.

**Cricket Club** – a large delivery of topsoil was expected and it was agreed that a lorry can drive across the grass as discussed.

14. **Clerk's report** and correspondence – The external audit has been completed with no recommendations from the Audit Committee. Chris Stoneham from ECC Highways will attend the next meeting to discuss traffic calming measures. The Clerk has requested data from Essex Police ahead of the meeting. UDC has carried out a review of election arrangements and venues for polling stations and had no recommendations for changes at Little Easton.
15. **Planning:**
  - Applications - UTT/1766/11/AG**, Proposed extension to agricultural storage barn, Kings Barn Farm Little Easton – Papers not yet received from UDC. They will be passed to R Board and circulated if necessary.
  - UTT/1469/11/FUL**, Easton Farm, Proposed erection of garage/workshop – no objection
  - UTT/1602/11/FUL** Easton Lodge, Re-erection of garden building – no objection
  - Sainsbury's Public Inquiry** postponed (was due to start end Sep)
  - Gravel Pit Deed of Variation – approved
  - Appeal – APP/C1570/A/11/2159114/NWF** – Land at the Old Stag Cottage, Duck Street - no further comments.
  - Appeal Decision on Woodlands Park S4** – dismissed. Decision concludes that “it is not a suitable site for housing”.
16. **Finance:** Balance on 1<sup>st</sup> September £4,987.71  
Cheques signed: S Holden (VJ Sports) £114.65 MDL (grass cutting) £204.00, E-ON £44.24, A&J Lighting £41.04, J Deane £369.22, Post Office (HMRC) £149.89, Audit Commission £162.00, SNH Garden Services £315.00, SSE £10.
17. Items for next agenda – Highways, Diamond Jubilee and tree planting preparations, Budget and Precept.
18. **Date of next meetings:** Wednesday 26<sup>th</sup> October, Wednesday 14<sup>th</sup> December, 8pm at the Memorial Hall.
19. Meeting closed at 10.09pm

## LITTLE EASTON PARISH COUNCIL

### MINUTES OF THE MEETING held on Wednesday 26<sup>th</sup> October 2011 at 8pm in the Memorial Hall

**Present:** Sue Gilbert (Chairman), Rob Boulton (Vice-Chairman), John Willson, Janina Jones, Dr Stephen Oakey, Jackie Deane (Clerk) and 5 members of the public.

1. **Apologies** were received from Cllr Simon Walsh (ECC) and Roger Board. There were no declarations of interest for the agenda items.
2. **Highways** – The Chairman welcomed Mr Chris Stoneham, ECC Highways and PCSO Simon Horne. PCSO Horne circulated data collected on fixed speed-check instruments during the week commencing 1<sup>st</sup> September 2011. In a 6 day period, 1500 cars were recorded as travelling in excess of the speed limit at 3 locations in the village. C Stoneham gave an update on changes to ECC policy and procedures and explained that an Uttlesford Forum is due to be set up with a Local Highways Panel. In the meantime, the Council was advised to address correspondence to him. Physical traffic calming measures were discussed and considered not to be suitable due to accessibility of large farm vehicles. A less costly and more appropriate solution would seem to be vehicle activated signs. The Council decided that the Clerk should write to request consideration for the vehicle activated signs and enclose some of the data from the police and Community Speedwatch. The Clerk was asked to regularly request police speed checks at the NAP meetings and to write to the Essex Police Traffic Department.
3. **Minutes of last meeting** were agreed as a true record and signed by the Chairman.
4. **Public forum** – S Holden asked the Council to consider making donations to worthwhile causes, as the Council has in previous years, and with a wider remit than in this current financial year. The charities mentioned in particular were Essex Air Ambulance, St John's Ambulance and Alexia Wilson Trust. A Poppy Wreath has been ordered and an invoice presented. S Gilbert will attend the Broxted Memorial Service at 10.45am on Behalf of the Council. The Holdens offered to take a couple of bags of salt to treat Park Road when necessary.
5. **Budget and Precept Review** – The Clerk had circulated a spreadsheet prior to the meeting showing past, present and forecast expenditure and recommended that the Precept for 2012/13 should be £15,000. In the current financial year the Precept had been raised as a one-off to cover 2 items of capital expenditure in the same year and a shortfall in reserves. Forecast expenditure was discussed in detail and the Chairman raised a question over increased forecast expenditure for the maintenance of trees on the recreation ground. Although an allowance had been made, based on the cost of works 3 years ago, it was decided that a Precept of £15,500 should be requested to allow for higher costs. This is a reduction of £500 on the current financial year.
6. **Xmas Party and Jubilee Events** – S Gilbert agreed to help S Holden with the party on Sunday 11<sup>th</sup> December, 3-5pm. Expenses will be refunded as previously agreed. S Gilbert, R Board and N Holden agreed to do some clearance work in preparation of the tree planting on 19<sup>th</sup> Nov, 9.30 – 11.30am. Planting will also be completed at the War Memorial Garden on the same day, with an invoice for expenses submitted at the

meeting, within the allocated budget. The Council agreed to pay N Holden at his usual hourly rate for the clearance work in the recreation ground.

7. **Trees** – In addition to the maintenance discussed during the budget review, S Gilbert suggested that urgent work was required to a lime tree in the playground area, for which she had received quotations. It was agreed that this work should be carried out at a cost in the region of up to £900 and that S Gilbert would liaise with the tree surgeon.
8. **Donations** to Little Easton Good Companions £50 agreed, Living Landscapes £25 agreed.
9. **Representatives' Reports:**
  - Living Landscapes** – A bank account is being set up in the name of “Upper Chelmer Landscape and Heritage Group” and will give a presentation in January, to be attended by S Gilbert and R Board.
  - Gravel Pit** – No contact has been made but the access road is being marked out.
  - Airport** – J Willson has responded to the Department of Transport's paper, "Developing a sustainable framework for UK aviation: Scoping document" on behalf of the Council.
  - Memorial Hall** – Higher booking revenues have been received this year and flooring is the next planned improvement
  - Footpaths** – FP 26 has been cleared. S Gilbert reported an overgrown path at Brookend Farm, between the Gardens of Easton Lodge and the Broxted boundary and R Boulton agreed to make enquiries with the landowner.
  - Website** – R Boulton reported that a free website is available with essexinfo.net which has over 80 parish council websites, including our neighbouring parishes.
  - Alexia Wilson Trust** – S Oakey has attended a meeting and gave background information on the help offered by the local charity.
10. **Clerk's Report and Correspondence** – The Clerk, S Gilbert and R Board attended the latest UDC Parish Forum where information was given regarding the forthcoming LDF consultation. As UDC have a shortfall in their 5-year housing supply and some sites within the SHLAA are being re-considered, along with suggested alternative uses of specific brown-field sites and industrial estates. It is hoped that UDC will satisfy its commitment with the required approvals within the next 6 months to a year. In the meantime, planning policy currently reverts to National Policy, which offers less protection of the countryside. No comments were necessary on the Review of polling districts and places. UDC has asked for information on all planned events for the Queen's Diamond Jubilee. A letter was received from SSE with thanks to J Willson for contributing to the Parish Liaison Meetings and thanks for our membership renewal. A report from ECC Cllr S Walsh had been circulated prior to the meeting. A function invitation was also circulated.
11. **Planning** - Items for consideration: **UTT/1984/11/LB** Yew Tree Cottage, Park Road, revised application for internal alteration, replacement of timbers and removal of rear door - No objection  
Appeal: **UTT/ 0092/11/LB** Installation of 9 solar panels on roof – No comment  
**UTT/1469/11/FUL**, Proposed erection of garage/workshop, Easton Farm Little Easton, W/drawn by applicant  
**UTT/1766/11/AG**, Proposed extension to agricultural storage barn, Kings Barn Farm Little Easton, Refused due to size of extension requiring a full planning application.

12. **Finance:** Balance on 1<sup>st</sup> October 2011 was £11,720.87  
Cheques to be paid: Gardens of Easton Lodge £50, The Five Parishes (Magazine) £50, E-ON £22.12, MDL £156 (grass cutting), A&J Lighting £20.52, J Deane £677.92 (including notice board)
13. **Items for next agenda:** Police Community Office – extra dates, calendar for meeting dates next year.
14. **Date of next meetings:** Wednesday, 14<sup>th</sup> December and Wednesday, 25<sup>th</sup> January, 8pm at the Memorial Hall.

Meeting closed at 9.58pm.

## LITTLE EASTON PARISH COUNCIL

### MINUTES OF THE MEETING held on Wednesday 14<sup>th</sup> December, 8pm in the Memorial Hall

**Present:** Sue Gilbert (Chairman), Steve Oakey, Roger Board, Lawrence Smith (UDC), Jackie Deane (Clerk) and 1 member of the public.

1. **Apologies** were received from Rob Boulton, Janina Jones and John Willson. There were no declarations of interest for the agenda items.
2. **Minutes of last meeting** were agreed as a true record and signed by the Chairman.
3. **Public Forum** – Representatives from each of the 5 Parishes will be meeting up in the New Year to organize sporting events to coincide with the Olympics. The village sports days could be brought into this community event and pubs are also being asked to host darts matches, etc. Councillors suggested how we might participate and the Clerk agreed to pass on names of any volunteers who come forward.
4. **ECC Consultation** on Joint Waste Development Document – S Oakey agreed to prepare a response.
5. **New homes bonus** – Cllr Smith gave information on the distribution in Uttlesford and made Councillors aware that he would be expecting individuals from within the Ward to write to him with donation request for community projects. The Clerk was asked to mention in the Parish Magazine that individuals are invited to apply.
6. **Policing** in Uttlesford – Councillors agreed with concerns raised by district councilors and that R Boulton's comments should be passed on, regarding use of the costly new police station in Great Dunmow. It was agreed that PCSO Horne should be asked to suggest 2 more dates for holding a community police office at the Memorial Hall and then report back if there is a demand after that. S Gilbert agreed to ask about Hall availability.
7. **Memorial Hall Garden** – It was agreed that R Board and N Holden would assess the need for new fencing.
8. **ASB in the Memorial Hall Car Park** has been reported by residents. The Clerk was asked to inform our PCSO and ask if a patrol car can visit regularly to discourage irresponsible driving and any other anti-social behaviour.
9. **Yellow lines** in Duck Street – It had been suggested that yellow lines could be considered to restrict parking but Councillors were not in favour of pursuing this measure. Reflective posts have been requested by residents in Duck Street and at Mill End and the Clerk will liaise with Highways.
10. **Jubilee Celebrations** – Another tree planting will need to be arranged next year. R Board will ask R Boulton to help source a pole and basket for the beacon, to be lit on 4<sup>th</sup> June. Plans are progressing regarding the event on 5<sup>th</sup> June, at the Memorial Hall.
11. **Green Waste Skip** – The Council decided not to take part in the scheme.
12. **Meeting dates for 2012** were discussed and the Clerk agreed to prepare and circulate a calendar.
13. **Representatives' Reports** – S Oakey asked for charities' website details to be included in the next Parish Council report in the Parish Magazine. S Gilbert reported that the Xmas Party was well-attended and was successful, with a photo appearing in the local newspaper. S Gilbert and R Board will meet with a Land Securities representative regarding the gravel pit and other councillors will be invited to the meeting at 6.30pm on 22<sup>nd</sup> December at the village hall.
14. **Clerk's Report** – Letters of thanks were received from the Gardens of Easton Lodge and the Five Parishes Magazine for donations. Guidance has been received regarding new procedures for future years' precept applications. The Clerk has completed the formal training sessions for the CiLCA qualification and will look to complete the portfolio in the Spring/Summer.

15. **Planning** - Applications: UTT/2171/11/LB Alterations to existing porch roof and insertion of a conservation roof Light 2 Green Valley Park Road Little Easton –no comment.  
UTT/2196/11/LB Tower House Easton Lodge Little Easton, Installation of a spiral wine cellar within the entrance hall below ground floor level – no comment.  
UTT/2211/11/FUL Proposed extension to agricultural storage building Kings Barn Farm Little Easton – no comment.  
Enforcement cases:  
ENF/350/11/C 25-10-2011 Under Investigation Mawbyns Mill End Change Of Use Of Residential Property To Wedding Venue: the Clerk was asked to speak to the enforcement officer over concerns about the disturbance the events have caused and to check the permitted finishing time of the events.  
ENF/356/11/D 31-10-2011 Under Investigation - The Willows Manor Road, Business being run from home - Increased Activity – Letter received from Enforcement Officer – Inspected and case closed. No comment.
16. **Finance**: Balance on 1<sup>st</sup> December 2011 £10,337.42. Cheques agreed: J Deane (including expenses and training) £558.31, Post Office (HMRC) £149.89, CPRE (membership) £29.00, S Gilbert (memorial garden expenses) £101.08, Royal Legion (Poppy wreath) £15.00, A&J Lighting (street light maintenance) £41.04, E-ON £44.24, MDL (grass cutting) £156.00, Treecology (agreed tree work) £700.00, SNH (grounds maintenance including extra agreed labour charge) £405.00
- Completion of Request for Precept** was signed at the meeting, having been agreed at the last meeting, and will be delivered to UDC offices.
17. **Date next meeting**: Wednesday 25<sup>th</sup> January 2012, 8pm at the Memorial Hall.

Meeting closed at 10.05pm