

## LITTLE EASTON PARISH COUNCIL

### Minutes of the meeting held on Wednesday 8<sup>th</sup> March 2017, at 7.30pm in the Memorial Hall

Present: Cllrs Chris Audritt (Chairman), Janina Jones, Jess Rush and Andy Dodsley Also attending: Jackie Deane (Clerk) and 3 members of the public

1. Apologies for absence were received from C Hindley and D Wyatt.
2. There were no declarations of interest on agenda items.
3. Minutes of the meeting on 25<sup>th</sup> January 2017 were signed by the Chairman as a true record.
4. Public Forum – none.
5. Draft Local Plan proposed new single settlement locations:
  - 1) Comments for correspondence and meetings with the District Council were discussed in relation to the next meeting with Cllr H Rolfe and Mr G Glenday, Assistant Director of Planning, which will take place at 9.30am on Thursday, 30<sup>th</sup> March. Further questions will be discussed on email following feedback from Cllr Foley on the forthcoming developer presentation to UDC. The meeting on 30<sup>th</sup> March will also be attended by representatives from Great Dunmow Town Council, where feedback will be given on Easton Park potential to deliver houses in the current plan period, to 2033.
  - 2) Ways to raise public awareness in the village were discussed. It was agreed that Easton Park and the July public consultation would be a topic of discussion and presentation at the Annual Parish Assembly in April. This will be advertised on the website, in the parish magazine and posted on the village Facebook page.
  - 3) Mitigation measures should development go ahead – this is the next area for members to participate in formulating a list and passing it to UDC Planning Department as a matter of record. It was decided that members of the public will be given a brief questionnaire at the Annual Parish Assembly to gather their views and add to the list of mitigation priorities for the village. In essence, they are expected to include no vehicular link with Park Road, a buffer zone to protect the conservation area and Easton Lodge, which should be by land transfer prior to construction of the first home.
6. Assets of Community Value – The Clerk advised that documentation for existing assets expires in 2018. A Dodsley agreed to take on representative responsibility for notifying interested parties and prepare documentation for a new application to UDC, as previously agreed, for the Gardens of Easton Lodge to become a Community Asset.
7. Parish Clerk & RFO resignation:
  - 1) The recruiting process for a Parish Clerk and RFO was discussed. Cllrs Audritt, Wyatt and Jones agreed to conduct interviews and delegated authority was agreed to offer the new post to the most suitable candidate.
  - 2) Business continuity was discussed and it was agreed that RFO files would be passed to C Hindley in a handover meeting with the current RFO. All other files will be passed to C Audritt on the parish council portable hard drive and paper files will be

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stored temporarily until the new clerk has been appointed. The current clerk agreed to conduct a handover meeting with the new clerk and to attend the April meeting to assist with the transition.

- 3) It was agreed that Cllr Hindley would be the contact for pension contributions and payroll.
  
8. Community Speed Watch – Cllr Wyatt had given an update to the Chairman prior to the meeting and intended to attend a knowledge-sharing meeting with volunteers from other parishes. A police assessment of the village has identified places for volunteers to stand when using the speed gun. A date for speed gun training is pending.
  
9. War memorial garden – A budget of £400 is available from April 2017 for new planting and any ongoing maintenance during the forthcoming financial year. General reserves will be available should members consider an additional earmarked reserve in the future. It was agreed that N Holden should include the verge in front of the memorial and any other minor maintenance in his grounds maintenance programme.
  
10. Parish Emergency Plan - deferred to the next meeting awaiting amendments proposed by Cllr Dodsley.
  
11. Fundraising event – deferred to the next meeting awaiting C Audritt's proposal of potential dates around the time of the Sports Day.
  
12. Representatives reports:  
C Audritt reported on his meeting with the Memorial Hall Committee representatives and a representative from Affinity Water to discuss their request for access over the Memorial Hall car park and Manor Road. He reported that the access requirement would be minimal and would not include any construction vehicles.  
As a trustee, C Audritt gave an update on the Hall refurbishments and the committee's grant from UDC for half the cost of flooring. The next projects include resurfacing of the car park.
  
13. Clerk's report:
  - 1) Affinity Water is currently undertaking works to replace the water main through the village.
  - 2) Next Parish Forum at UDC Council Chamber on Wednesday, 15<sup>th</sup> March at 19:00, with an update on the Local Plan and planning procedures. There will be consideration on broadening the focus of the quarterly meetings.
  
14. Planning - Applications for comment: Application No: **ESS/11/17/UTT** - Proposal: Single storey office extension and link to existing offices - Location: B Lodge, Highwood Quarry, Stortford Road, Little Canfield – Comments due by 14<sup>th</sup> March – no comment. **UTT/16/3248/FUL**, Land adj to The Stag Inn, Duck Street – amended plan – no comment.  
Decisions made:  
**ESS/35/16/UTT** Highwood Quarry, two conditions were reviewed:
  - 1) approval to regularize an anomaly in respect of the height of the soil washing plant 2) refusal of an application to change the operating hours with no justification to start activity before the recognised 7am start.The Clerk reported that two letters were sent in response to requests for written feedback on pre-application consultations at the last meeting. Both letters reflected

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Monthly payments to be ratified: R Board £25 (rent for beacon), E-on £67.19 (street lighting), A&J Lighting £46.20 (street light maintenance), J Deane £852.74, Post Office £283.

The budget allocations report was circulated prior to the meeting for comment and an update was circulated and discussed at the meeting.

Notes for the new RFO:

- 1) E-on Deemed Contract rate increase from 1<sup>st</sup> April. The new RFO is advised to consider switching to a fixed contract.
- 2) Street lighting contract and a parts price list has been received with notification of the callout fee at £58.
- 3) Payment is due to Mr Board (see above) in respect to the annual rent for the village beacon.
- 4) Quarterly tax due on 5<sup>th</sup> April will be the final PAYE payment for J Deane.

16. Items for next agenda – Emergency plan and fundraising event.

Items for the Annual Parish Assembly – Easton Park update and public consultation, community events and the village Facebook closed group.

17. Date of the next meeting of the Council:

Annual Parish Assembly at the earlier time of 7pm on Wednesday, 26<sup>th</sup> April 2017, in the Memorial Hall

Parish Council Meeting at 8pm, to follow the Annual Parish Assembly.

Meeting closed at 9.35pm

comments recorded in the Minutes of the last meeting. A revised plan was received and acknowledged regarding Little Easton Manor.

15. Finance – the current account balance on 1<sup>st</sup> March was £16,359.27

Cheques received and not shown in balance above: £25 Lt Easton Memorial Hall (annual rent for lease of hall and car park), £512.50 Eastons Cricket Club (grass cutting contribution).