

# COVID-19 PUBLIC HEALTH EMERGENCY – VIDEO CONFERENCING MINUTES

Little Easton Parish Council

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Minutes of the **Little Easton Parish Council** General meeting held via Video-Conferencing Call on Wednesday  
**28 OCTOBER 2020 AT 7PM**

Present: Cllr Dodsley Cllr Fowell Cllr Hindley Cllr Keefe Cllr Rodwell  
Dist Cllr Foley

20/91	<b>NOTE AND APPROVE APOLOGIES FOR ABSENCE</b> Apologies received from District Councillor Tayler
20/92	<b>DECLARATION OF INTEREST FOR THIS MEETING</b> None declared
20/93	<b>APPROVE THE MINUTES OF THE MEETING HELD ON 06 OCTOBER 2020</b> <b>RESOLUTION</b> – Approve the minutes as an accurate record - Proposed Cllr Keefe, Seconded Cllr Fowell – Unanimous agreement
20/94	<b>PUBLIC PARTICIPATION SESSION</b> Members of the public may raise questions about and comment on items on the Agenda OR of import. Session is limited to 15 minutes (3 minutes per person with no repetition of a previous question)  No public in attendance
20/95	<b>RECEIVE THE DISTRICT &amp; COUNTY COUNCILLORS REPORTS</b> Dist Cllr Foley confirmed that there are New Homes bonus funds still available and would confirm that amount.  The Local Plan preparation is proceeding, however, there are undoubtedly a number of consultation meetings for the future.  Airport related hearings in January which SSE are participating, communication with the airport management is on-going.  Awaiting sight of the suggested Land Securities Planning application for a 1200 home development  Reference Essex County Council Cllr Doddsey confirmed a grant of £500 has been agreed towards the DDA Seesaw for the play area.
20/96	<b>RECEIVE CLERKS REPORT AND CORRESPONDENCE</b>  Complaint from a resident of Laundry Lane about the noise coming from the Football grounds.  Request from a resident that the council remain advised of plans to alter the car park gate operating times, see item 20/103.  More residents have expressed an interest in joining the NP working group, we have been advised of some initial funding available to help defray such expenses as the cost of printing and posting the recent letter delivered to the community reference the NP.

	<p>Vacancy – Dist Council have now advised that we can start the co-option process to fill the vacancy</p> <p>UDC Community Project Grant – Application submitted by Cllr Dodsley for funds towards DDA Seesaw, grant applied for is £1500 against a cost of £3,480</p> <p>Cllr Dodsley provided the response to the lengthy Government white paper consultation document on the future of Planning</p> <p>External Auditor closure letter plus Invoice, documents are on the website.</p> <p>Essex Fire Service letter on keeping safe this November 5<sup>th</sup> due to the cancellation of organised events and the probability that people will hold individual fireworks events at home.</p> <p>ECC has circulated a directive advising Essex being placed in Covid-19 Tier 2</p> <p>Members have been sent various communications from the District and County council and other bodies who work with and liaise with local authorities</p> <p>The office has received a request for funding support from Uttlesford CAB</p> <p>The remainder are dealt by items on the agenda</p> <p><i>Cllr Hindley advised at this agenda item that Dunmow Football Club have been instructed to reduce the number of fixtures held at the Laundry Lane pitches due to the Covid 19 restrictions, as a result they may apply to the Cricket Club / Parish Council to use the Manor Road playingfield for football fixtures.</i></p>
20/97	<p><b>FINANCE – RECEIVE STATEMENT &amp; AGREE PAYMENTS – APPOINT AUTHORISER</b>  <b>RESOLUTION</b> – Approve the Finance Statement - Proposed Cllr Keefe, Seconded Cllr Hindley  Authoriser appointed – Cllr Fowell <span style="float: right;">APPENDIX A</span></p> <p><b>20/97(i) CONCLUSION OF AUDIT REPORT</b> – Documents circulated to members and posted to the PC website</p>
20/98	<p><b>BUDGET 2021-22 REVIEW INITIAL INPUT FROM MEMBERS TO INFORM NEXT YEAR'S BUDGET</b>  Members to consider projects and budgetary requirements and present suggestions at next meeting</p>
20/99	<p><b>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS</b>  <b>APPEAL - UTT/20/1252/FUL- APP/C1570/W/20/3258899 - Land Adj. To The Old Laundry, Laundry Lane – Erection of 1 dwelling</b>  <b>NO COMMENT – CLERK to ACTION</b></p> <p>A request for comment within 14 days was presented to council from Essex County Council, related to the SRC Quarry operation and planning consent; whilst the council had no comment on the continuation of the approval they are requesting clarification of the quarry's back filling material criteria – Cllr Hindley to seek confirmation</p>
20/100	<p><b>REVIEW AND CONSIDER ADOPTION OF TRAINING POLICY CIRCULATED TO MEMBERS</b>  Cllr Keefe offered to act as mentor, item carried forward to next meeting  <b>20/100(i) – APPROVE SUPPORT FOR CLERK Cilca TRAINING AND BURSARY APPLICATION</b>  <b>RESOLUTION</b> – Approve financial support for Clerk Cilca training - Proposed Cllr Dodsley, Seconded Cllr Hindley – Unanimous agreement</p>
20/101	<p><b>APPROVE AND ADOPT BENCH SITING POLICY – PREVIOUSLY CIRCULATED TO MEMBERS</b>  <b>RESOLUTION</b> – Approve Bench Siting Policy - Proposed Cllr Fowell, Seconded Cllr Rodwell  <b>CLERK to ACTION</b> – Advise resident and add to PC website</p>
20/102	<p><b>RECEIVE UPDATE ON NEIGHBOURHOOD PLAN AND WORKING GROUP</b>  Cllr Dodsley confirmed eight residents have thus far offered their interest in joining the group. An online conference call with the RCCE is scheduled to advise and consider the next steps</p>

20/103	<p><b>APPOINT SECOND REPRESENTATIVE TO SIT ON THE MEMORIAL HALL MANAGEMENT COMMITTEE</b> Council agreed to await the appointment of the council's MHMC Representative pending the outcome of the appointment of the replacement council member due to the recent resignation from the council by Jessica Rush</p> <p><b>20/103(i) – CONFIRM REQUEST BE SENT TO MHMC TO ADVISE THE PC OF ANY PROPOSALS TO ALTER THE CAR PARK OPERATION POLICY</b> Council to contact the Memorial Hall Management Committee to request a review meeting to discuss the operations of the gate since it was installed and to agree the change process for any alterations to operational policies such as opening and closing times.</p> <p>CLERK to ACTION request</p>
20/104	<p><b>RECEIVE REVISED PRICE AND CONFIRM SELECTION OF DDA SEESAW SUPPLIER</b> Price confirmed from supplier, Wicksteed, at £3,480; official order pending confirmation of funds/grants being available.</p> <p><b>RESOLUTION</b> – Approve purchase from Wicksteed pending confirmation of funds availability :- Proposed Cllr Hindley, Seconded Cllr Rodwell – Unanimous agreement.</p>
20/105	<p><b>CONSIDER A SUGGESTION TO INSTALL SPEED HUMPS ON MANOR ROAD</b> Recommended document be circulated to consult with residents – Cllr Hindley to produce a draft document to be shared with members prior to distribution.</p>
20/106	<p><b>CONSIDER A SUGGESTION FOR SIGNS TO BE INSTALLED EITHER END OF THE BRIDLEWAY</b> Councillors felt that the use of the Bridleway by cars was during a period when there were road closures in the village. A note asking residents not to drive on the Bridleway was placed in October's 5P magazine. There have been no further issues identified since the roads were reopened. Parish Council to monitor whether this remains an issue and revisit the item in 2021.</p>
20/107	<p><b>REPRESENTATIVES REPORTS</b> <b>WAR MEMORIAL</b> – Planting considerations and refurbishment needs identified <b>20/107 (i) CONFIRM ARRANGEMENTS FOR WREATH LAYING ON REMEMBRANCE DAY</b> – Cllr Dodsley to attend Covid 19 regulated service at the Church and place a Wreath <b>MEMORIAL HALL</b> – No Report <b>PLAY AREA</b> – Representatives meeting, Aerial runway to be inspected <b>20/107(ii) ACTION ITEMS HIGHLIGHTED IN THE ROSPA PLAYSAFETY INSPECTION REPORT</b> See above <b>C-19 REPORT</b> – To be removed for future Agenda <b>EASTON PARK</b> – Expected speculative 1200 homes application from Land Securities in early 2021 <b>STANSTED AIRPORT</b> – See District Cllrs report <b>HIGHWOODS QUARRY</b> – No report pending confirmation of next meeting <b>FOOTPATHS &amp; HIGHWAYS</b> – Cllr Fowell advised ECC confirmed no action required on the Mill End FP</p>
20/108	<p><b>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA OR IN 5P MAGAZINE</b> Agree outline 2021 budget Vacancy in 5P magazine</p>
20/109	<p><b>DATE OF NEXT MEETING(S) – 25 NOVEMBER – 7pm – CLOSE 9:04pm</b></p>

Signed.....Date.....

**APPENDIX A**

LEPC October 2020 Finance Statement												
Precept		25,612								Budget	Net Exp Diff +/-	
										25,612	9,240	-16,372
Date	Supplier	Description	Invoice	FPO/DD	Min Ref	Rec	Credit	Debit	VAT	Net	Centre	
<b>Opening Balance</b>							36,980.05			0.00		0.00
07-Oct	CPRE	Subscription	59556	FPO		Y		36.00		36.00	Subs	
12-Oct	Activ	Web services	4135	DD		Y		42.00	7.00	35.00	Web Service	
15-Oct	A&J Lighting	Street Lighting	34461	DD		Y		24.30	4.05	20.25	Lighting	
15-Oct	Haven Power	Electricity Lighting	7814/7816	DD		Y		46.23	2.20	44.03	Utility	
26-Oct	HMRC	PAYE	PAYE	FPO		Y		52.00		52.00	HMRC	
28-Oct	Employee	Home working	N/A	SO		Y		26.00		26.00	Clerk	
29-Oct	SLCC	Cilca Fees	QL199131	FPO				410.00		410.00	Training	
29-Oct	EALC	Essex Equals 34	13099	FPO				630.00	105.00	525.00	Training	
29-Oct	Employee	Salary	PAYE	FPO				381.80		381.80	Clerk	
29-Oct	PKF Littlejohn	Audit	SB20201662	FPO				240.00	40.00	200.00	Audit	
29-Oct	Steves Garden Serv	Parish maintenance	Inv 11	FPO				130.00		130.00	Maintenance	
29-Oct	ZOOM - AD	Subscription	46860728	FPO				14.39	2.40	11.99	Subs	
29-Oct	Amazon - AD	Envelopes	61157	FPO				9.98	1.66	8.32	Stationery	
29-Oct	MD Landscapes	Grass cutting	542	FPO				156.00	26.00	130.00	Grass	
<b>October</b>							36,980.05	2,198.70	188.31	2,010.39		
<b>Opening Balance NOVEMBER</b>							34,781.35	0.00		0.00		

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