

# 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 **25 NOVEMBER 2020 AT 7PM**

Present: Cllr Dodsley Cllr Fowell Cllr Hindley  
 Dist Cllr Tayler

20/110	<p><b>NOTE AND APPROVE APOLOGIES FOR ABSENCE</b>                  Apologies received from Cllr Keefe – unwell and Cllr Rodwell – working and District Cllr Foley – personal matter</p>
20/111	<p><b>DECLARATION OF INTEREST FOR THIS MEETING</b>                  None declared</p>
20/112	<p><b>APPROVE THE MINUTES OF THE MEETING HELD ON 28 OCTOBER 2020</b>  <b>RESOLUTION</b> – Approve the minutes as an accurate record - Proposed Cllr Fowell, Seconded Cllr Hindley – Unanimous agreement</p>
20/113	<p style="text-align: center;"><b>PUBLIC PARTICIPATION SESSION</b></p> <p>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)</p> <p>None in attendance</p>
20/114	<p><b>RECEIVE THE DISTRICT &amp; COUNTY COUNCILLORS REPORTS</b></p> <p>Dist Cllr Tayler – Local Plan Stakeholder Forum, valuable full reports available via the dedicated website, first Forum proved somewhat Saffron Walden centric and needs engagement / contributions from other areas of the District. Green Spaces – Easton Park - request for it to be included in the Local Plan thinking. Community engagement is vital, ideas to promote and encourage resident’s involvement in the process would be welcome.</p> <p>Football ground(s) use complaints – Laundry Lane pitches - Gt Easton PC are the Landlord, Burns Playing Field pitch is within Great Easton parish.</p> <p>Airport – Appeal proceeding in January 2021 at Raddison Hotel</p>
20/115	<p><b>RECEIVE CLERKS REPORT AND CORRESPONDENCE</b></p> <p>I received a request for funding support from Uttlesford CAB, would council wish to make a donation to their work? Donation agreed of £50 – CLERK to ACTION</p> <p>Vacancy reminder– we can start the co-option process to fill the vacancy, suggested full page advert for 5P magazine from Cllr Dodsley</p>

	<p>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 letter delivered to the community reference the NP.</p> <p>Census 21 have requested PCs become involved in assisting locally with the 2021 Census and have recently forwarded some marketing materials for websites and parish magazines to help improve awareness in communities and engagement in the census process, circulated to members.</p> <p>The Uttlesford Active Essex Funding for 2020-2021 has been launched - <i>Active Uttlesford are inviting applications from community organisations, groups and professionals to deliver new physical activity/sports projects within the partnership's 2020/21 action plan which aims to support the residents of Uttlesford to become more physically active in a safe environment, in line with Covid-19 guidance.</i></p> <p>Essex County Council have advised the <i>Safer Essex Roads Partnership (SERP) is launching Vision Zero. Vision Zero is our ambition to have ZERO road deaths and serious injuries on roads in the Essex, Southend and Thurrock council areas by 2040.</i></p> <p>Essex County Council has confirmed it will allocate £2.2m of the funding it received when the county entered Tier 2 restrictions to allow local businesses to make adaptations to their premises and/or operations. This is in addition to the £29m in business support funding allocated directly to district, borough and city councils.</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>I received correspondence from a resident regarding the memorial hall gate which was shared with all councillors.</p> <p>The remainder are dealt by items on the agenda</p>
20/116	<p><b>FINANCE – RECEIVE STATEMENT &amp; AGREE PAYMENTS – APPOINT AUTHORISER –</b> Cllr Dodsley  <b>RESOLUTION</b> – Approve Finance statement and Agree payments - Proposed Cllr Fowell, Seconded Cllr Hindley – Unanimous agreement  APPENDIX A</p> <p><b>20/116 (i) – APPROVE CLERK PAY INVOICES DURING DECEMBER</b>  <b>RESOLUTION</b> – Approve Clerk to pay invoices during December - Proposed Cllr Dodsley, Seconded Cllr Hindley – Unanimous agreement</p>
20/117	<p><b>BUDGET 2021-22 REVIEW INITIAL INPUT FROM MEMBERS TO INFORM NEXT YEAR'S BUDGET</b>  <b>RESOLUTION</b> – Approve 2021-22 Budget at £27,355 - Proposed Cllr Dodsley, Seconded Cllr Fowell – Unanimous agreement</p> <p>CLERK to ACTION Precept request</p>
20/118	<p><b>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS</b>  <b>UTT/20/2835/LB - YEW TREE COTTAGE PARK ROAD - Partial removal of plaster from partition wall between living room and dining room</b>  NO OBJECTIONS</p> <p>CLERK to ACTION</p>
20/119	<p><b>REVIEW AND CONSIDER ADOPTION OF TRAINING POLICY CIRCULATED TO MEMBERS</b>  Defer to next meeting, Cllr Keefe to circulate the Policy to members</p>
20/120	<p><b>CONSIDER QUOTES TO PREPARE AND PAINT SWING FRAME AS HIGHLIGHTED IN SAFETY INSPECTION AUGUST 2020, DETAILS CIRCULATED TO MEMBERS PRIOR TO THE MEETING</b>  <b>Q1 - £ 360, Q2 - £ 720, Q3 - £ 325 (IN ALL CASES PC TO SUPPLY PAINT AT £120 + VAT)</b>  <b>RESOLUTION</b> – Appoint Contractor for Q1 - Proposed Cllr Hindley, Seconded Cllr Fowell – Unanimous agreement</p>

	<p>CLERK to ACTION</p> <p><b>20/120(i) APPROVE PURCHASE OF PAINT FOR ITEM 20/120 AT £120</b>  <b>RESOLUTION</b> – Approve purchase - Proposed Cllr Hindley, Seconded Cllr Fowell – Unanimous agreement  CLERK to ACTION</p>
<b>20/121</b>	<p><b>AGREE PURCHASE AND INSTALLATION OF SWING SEATS BY WICKSTEED AT £318+ VAT</b>  <b>RESOLUTION</b> – Agree purchase and installation by Wicksteed- Proposed Cllr Dodsley, Seconded Cllr Hindley – Unanimous agreement  CLERK to ACTION</p>
<b>20/122</b>	<p><b>REPRESENTATIVES REPORTS</b>  <b>WAR MEMORIAL</b> – Cllr Keefe – No report  <b>MEMORIAL HALL</b> – Cllr Hindley – Requests for bookings, pending risk assessment for reopening 2021  <b>PLAY AREA</b> – Cllr Fowell &amp; Cllr Keefe – Safety report remedial items each have an appointed Cllr to manage; fencing replacement for 2021-22  <b>(i) - APPROVE AERIAL RUNWAY REPAIR – TO INCLUDE RENEWED CABLE, TYRE STOP &amp; CARRIAGE REMEDIAL ACTIONS AT £ 1,161 + VAT</b>  <b>RESOLUTION</b> – Approve aerial runway repair - Proposed Cllr Dodsley, Seconded Cllr Hindley – Unanimous agreement  CLERK to ACTION  <b>PARISH MAINTENANCE</b> – Cllr Hindley – Village sign maintenance– update at next meeting  <b>PLANNING LOCAL AND NP</b> – Cllr Dodsley – NP, nine steering group members, RCCE to present introduction to Neighbourhood Planning. Local Plan – Community Stakeholder Forum now live, 2<sup>nd</sup> theme underway-Heritage and Character. UDC LP Leadership group meets once a month  <b>GARDENS OF EASTON LODGE</b> – Cllr Fowell – Last Open Day 26 November 2020  <b>COMMUNITY ACTIVITIES</b> – Cllr Keefe – No report  <b>EASTON PARK</b> – Cllr Dodsley – Remove item  <b>STANSTED AIRPORT</b> – Cllr Rodwell – Consultation on-going with the Appeal in January 2021  <b>HIGHWOODS QUARRY</b> – Cllr Hindley – Inert sub-soil being used as back fill  <b>FOOTPATHS &amp; HIGHWAYS</b> – Cllr Fowell – Being well used</p>
<b>20/123</b>	<p><b>UPDATE OF DRAFTING AND DISTRIBUTION OF LETTER TO RESIDENTS ASKING FOR VIEWS ON THE INSTALLATION OF SPEED HUMPS AT THE LOWER END OF MANOR ROAD – Cllr Hindley</b></p> <p>Circulated letter to members, ready for delivery to households – 30 to be printed – CLERK to ACTION</p>
<b>20/124</b>	<p><b>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA OR IN 5P MAGAZINE</b>  Add vacancy co-option to Agenda  Vacancy advert for 5P magazine</p>
<b>20/125</b>	<p><b>DATE OF NEXT MEETING(S) – 27 JANUARY 2021 – 7pm – CLOSE - 8:03 pm</b></p>

SIGNED.....DATE.....

APPENDIX A

LEPC November 2020 Finance Statement													
Precept		25,612											
								<b>Budget</b>		<b>Net Exp Diff +/-</b>			
								25,612		10,180		-15,432	
Date	Supplier	Description	Invoice	FPO/DD	Min Ref	Rec	Credit	Debit	VAT	Net	Centre		
<b>Opening Balance</b>							34,781.35	0.00			0.00		
12-Nov	Activ	Web services	4283	DD				42.00	7.00	35.00	Web Service		
16-Nov	A&J Lighting	Street Lighting	34578	DD				24.30	4.05	20.25	Lighting		
16-Nov	Haven Power	Electricity Lighting	3283/3285	DD				47.86	2.28	45.58	Utility		
25-Nov	ZOOM - AD	Subscription	52254549	FPO				14.39	2.40	11.99	Subs		
25-Nov	Steves Garden Serv	Parish maintenance	Planters	FPO				132.00		132.00	Maintenance		
25-Nov	Wicksteed	Play inspection	812133	FPO				324.00	54.00	270.00	Play Area		
25-Nov	Employee	Salary	PAYE	FPO				381.80		381.80	Clerk		
25-Nov	Employee	Expenses	N/A	FPO				2.50		2.50	Clerk		
25-Nov	RBL - IB	Wreath	0.082	FPO				15.00		15.00	Grant		
25-Nov	Employee	Home working	N/A	SO				26.00		26.00	Clerk		
<b>November</b>							34,781.35	1,009.85	69.73		940.12		
<b>Opening Balance</b>							<b>33,771.50</b>	0.00			0.00		
<b>DECEMBER</b>													