

## Little Easton Parish Council



**IAN BROWN**  
**Parish Clerk**  
**& Responsible Financial Officer**  
**Email: lteastonclerk@gmail.com**

**72 ST. EDMUNDS FIELDS**  
**GREAT DUNMOW**  
**ESSEX CM6 2AN**  
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Minutes of the **Little Easton Parish Council Meeting** held at the **Memorial Hall** on **Wednesday 29 SEPTEMBER 2021 AT 7PM**

Present: Cllr Sarah Sidgwick (Chair) Cllr Sarah Keefe Cllr Stephen Sidgwick  
 07 members of the public

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| <b>21/73</b>   | <b>NOTE AND APPROVE APOLOGIES FOR ABSENCE</b><br>Apologies received from County Cllr Martin Foley, Cllr Katy Rodwell and Cllr Rebecca Fowell – apologies approved  |
| <b>21/74</b>   | <b>DECLARATION OF INTEREST FOR THIS MEETING</b><br>None declared   |
| <b>21/75</b>   | <b>APPROVE THE MINUTES OF THE MEETING HELD ON 28 JULY &amp; EGM 20 SEPTEMBER 2021</b><br><b>RESOLUTION</b> – Approve the minutes as an accurate record: Proposed Cllr Sidgwick, Seconded Cllr Keefe – unanimous agreement  |
| <b>21/76</b>   | <b>RECEIVE PRESENTATION FROM THE LOCAL PLAN ADVISORY SUB COMMITTEE INCLUDING RECOMMENDATION TO RETROSPECTIVELY ADOPT THE ECOLOGY REPORT COMMISSIONED BY GDTC</b><br><ul style="list-style-type: none"> <li>➤ The Ecology Consultant report cost has been met by GDTC with support from SEP.</li> <li>➤ Report challenges that which has been produced by Land Securities.</li> <li>➤ Little Easton Parish Council invited to adopt the report – unanimous agreement.</li> </ul>  |
| <b>21/77</b><br><b>This item was swapped with 21/76 to provide for resident input prior to having to leave the meeting</b> | <b>PUBLIC PARTICIPATION SESSION</b><br>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)<br><ul style="list-style-type: none"> <li>➤ Memorial Hall car park gate closed during the recent Countess of Warwick Show weekend, causing unnecessary irritation and at times distress for residents at that end of Manor Road; consider opening for future events.</li> <li>➤ Consideration for the installation of kerb-stones along the playing-field boundary with Manor Road. Costings to be advised.</li> <li>➤ PC website - to place the link to Stop Easton Park and the challenge(s) to Easton Park development(s) in more prominent position for visitors.</li> <li>➤ Hedge cutting along Duck Street has damaged road sign - report to Highways.</li> <li>➤ Duck Street hedge to be cut/reduced further.</li> <li>➤ Sign missing from junction of Manor Road with Duck Street.</li> <li>➤ Play Area awareness sign to be moved further up Manor Road.</li> </ul> |

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|              | <ul style="list-style-type: none"> <li>➤ Request to install a new sign at junction of Manor Road with Duck Street advising motorists to drive to top of Manor road to turn round.</li> </ul>   |
| <b>21/78</b> | <p><b>RECEIVE THE DISTRICT &amp; COUNTY COUNCILLORS REPORTS</b></p> <p>Dist Cllr Michael Tayler – Report at <b>APPENDIX A</b></p> <ul style="list-style-type: none"> <li>➤ A wholesale review of Planning currently underway at UDC</li> <li>➤ Finances healthy such that £200,000 awarded to Essex Highways for dedicated spending in Uttlesford</li> <li>➤ Stansted Airport Watch (SAW) keen to see night flights abolished as inappropriate, view adopted as policy by the Cabinet at UDC.</li> </ul> <p>Cnty Cllr Martin Foley – Report at <b>APPENDIX B</b></p>   |
| <b>21/79</b> | <p><b>RECEIVE CLERKS REPORT AND CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>➤ The office received an invitation from Essex Highways to join the devolved scheme enabling PCs to adopt responsibility for certain aspects of the service currently the responsibility of Highways, details circulated to members for consideration; it is supported by 68p per resident funding from Essex</li> <li>➤ Highways have advised upgrade works to the Vehicle Activated Signs on the A120.</li> <li>➤ Photographs of the War Memorial have been supplied to an experienced, specialist contractor for works review.</li> <li>➤ The PC entered Easton Park as a green/community site in the Call for Sites submission, council invited to online meeting 06 October with UDC.</li> <li>➤ The recording of the recent Local Plan Town &amp; Parish Councils Consultation meeting is now available online.</li> <li>➤ Cllr Keefe shared a Community Emergency Plan toolkit document that council may find useful when reviewing their own Emergency Plan later this year.</li> <li>➤ Received confirmation from the ICO that the PC registration has been renewed for another year.</li> <li>➤ Clerk attended the online EALC AGM.</li> <li>➤ UALC AGM invitation 13 October.</li> <li>➤ CPRE AGM invitation 02 October, 2pm via Zoom.</li> <li>➤ Hopefully members were able to attend the informal meeting advised by Cllr Pepper, with District Cllrs at the Railways Arms on Saturday to discuss climate change and what actions UDC &amp; SWTC are taking to tackle this issue.</li> <li>➤ The office received an observation as to how untidy and unkept the churchyard has become for graveside visitors, I suggested to those commenting that they share their concerns with the Church.</li> <li>➤ UDC advised council of a free Catalytic Converter marking event taking place on 17 October, 10 til 2 at Tread First, Shire Hill Ind Est, usually costs £25, number of free items will be limited.</li> <li>➤ UDC Landscape Officer advised council of a free offer for Woodland planting on land controlled by the PC.</li> <li>➤ EAAT request for funding – Council approved £50</li> </ul> <p>Members have received various communications from the District and County Council plus other bodies who support this sector, the remainder of the items are covered by this Agenda.</p> |
| <b>21/80</b> | <p><b>FINANCE – RECEIVE STATEMENT &amp; AGREE PAYMENTS – APPOINT AUTHORISER</b></p> <p><b>RESOLUTION</b> – Approve the Finance statement: Proposed Cllr Sarah Sidgwick, Seconded Cllr Sarah Keefe - Unanimous agreement</p> <p>Authoriser appointed - Cllr Fowell</p> <p>Finance statement at <b>APPENDIX C</b></p>  |

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| 21/81 | <p><b>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS</b></p> <p><b>UTT/19/3124/FUL</b><br/> <b>Site Address: Brook End Farm Stables Easton Lodge</b><br/> <b>Description of development: Demolition of outbuildings. Conversion and extensions to stables to form 9 no. dwellings. Associated parking and amenity space.</b><br/> <b>Application reference: UTT/19/3124/FUL</b><br/> <b>Appellant’s name: Landsec</b><br/> <b>Appeal reference: APP/C1570/W/21/3269796</b><br/> <b>Appeal start date: 01.09.2021</b><br/> <b>COMMENT DATE – 06 OCTOBER</b></p> <p><b>UTT/19/3125/LB</b><br/> <b>Site Address: Brook End Farm Stables Easton Lodge</b><br/> <b>Description of development: Conversion of stables including alterations to the existing residential accommodation, with associated works of demolition and extensions, to form 9 no. dwellings along with associated parking and amenity space.</b><br/> <b>Application reference: UTT/19/3125/LB</b><br/> <b>Appellant’s name: Landsec</b><br/> <b>Appeal reference: APP/C1570/Y/21/3269797</b><br/> <b>Appeal start date: 01.09.2021</b><br/> <b>COMMENT DATE – 06 OCTOBER</b></p> <p>Item is going to Appeal, recommendation for council to engage Mr Andy Dodsley, Parish Council Planning advisory group, to prepare for and attend the hearing along with members of the council.</p> |
| 21/82 | <p><b>CONSIDER REQUEST TO COMPLETE ECOLOGY OBJECTION REPORT FOR PROPOSED 1200 HOMES SITE BY MKA ECOLOGY LTD FOR £400 - PREVIOUSLY CIRCULATED TO MEMBERS</b><br/> <b>RESOLUTION</b> – Approve meeting the cost of preparing the report at £400: Proposed Cllr Sarah Sidgwick, Seconded Cllr Sarah Keefe - Unanimous agreement</p>  |
| 21/83 | <p><b>RECEIVE UPDATE ON WORKS COMPLETED AT BROXTED WOODS</b><br/> See letter from Environment Agency at <b>APPENDIX D</b></p>   |
| 21/84 | <p><b>RECEIVE REVIEW OF MANOR ROAD REPORT PREVIOUSLY CIRCULATED TO MEMBERS – Cllr Sarah Keefe (deferred from previous meeting)</b></p> <ul style="list-style-type: none"> <li>➤ No further action intended at this stage other than to receive outcome of resident’s approach to Highways and kerb stone costing.</li> <li>➤ Item to be kept under review, suggested twice per annum.</li> <li>➤ Suggested residents be advised of need to maintain hedge growth to help avoid narrowing of Manor Road and thus forcing motorists onto the playingfield boundary and eroding the field line.</li> </ul>   |
| 21/85 | <p><b>RECEIVE UPDATE ON BEACON REPLACEMENT COST</b><br/> <b>Q1 - £1,452 incl VAT</b><br/> <b>Q2 - £1,600 + VAT</b><br/> <b>RESOLUTION</b> – Approve Contractor at Q1, pending confirmation of competence and method statement for foundations installation: Proposed Cllr Sarah Keefe, Seconded Cllr Sarah Sidgwick - Unanimous agreement</p>   |
| 21/86 | <p><b>REPRESENTATIVES REPORTS</b><br/> <b>WAR MEMORIAL – Cllr Sarah Keefe</b> – Awaiting second quote for repair works<br/> <b>MEMORIAL HALL – Cllr Katy Rodwell &amp; Sarah Sidgwick</b> – Currently under utilised at weekends, in need of marketing ideas<br/> <b>PLAY AREA – Cllr Rebecca Fowell &amp; Cllr Sarah Keefe</b> – No report</p>   |

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|       | <p><b>PARISH MAINTENANCE – Cllr Rebecca Fowell – No report</b></p> <p><b>PLANNING - LOCAL AND NP – Cllr Sarah Sidgwick – Neighbourhood Plan group in need of volunteers</b></p> <p><b>GARDENS OF EASTON LODGE – Cllr Katy Rodwell – No report</b></p> <p><b>COMMUNITY ACTIVITIES – Cllr Sarah Keefe – Winter Wonderland on the lead up to Christmas courtesy of Easton Manor culminating in a community party, awaiting further confirmation. Suggested the PC in addition consider a seasonal community event.</b></p> <p><b>STANSTED AIRPORT – TBA – Push for the abolition of night flights</b></p> <p><b>HIGHWOODS QUARRY – Cllr Katy Rodwell – No report</b></p> <p><b>FOOTPATHS &amp; HIGHWAYS – Cllr Rebecca Fowell – No report</b></p>  |
| 21/87 | <p><b>RECEIVE UPDATE ON PLAY AREA FENCE REPLACEMENT PROJECT FOR 2021-2022, Quotation details previously circulated to members – AGREE NEXT ACTION</b></p> <p><b>Option 1 - £4,121.73 Supply only, £2,145.45 Installation – both prices ex VAT</b></p> <p><b>Option 2 - £3,063.01 Supply only, £1,700.00 Installation (Skip £300 if required) – ex VAT</b></p> <p><b>Option 3 - 4,410.72 Supply only, £3,285.00 Installation (Skip £280 each, 2 to 3 skips) – ex VAT</b></p> <p><b>+ Option 3A - £ 2,195.01 Supply and install gravel boards and bolted gate to frame – ex VAT</b></p> <p><b>Option 4 – Supply &amp; Installation plus Gate - £6,876.78 incl VAT</b></p> <p>Council agreed to investigate the competence of Contractors at Option 1 and 4 before making a decision</p> |
| 21/88 | <p><b>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA</b></p> <p><b>21/87(i) APPOINT CONTRIBUTOR TO 5P MAGAZINE - Cllr Stephen Sidgwick to contribute</b></p>   |
| 21/89 | <p><b>DATE OF NEXT MEETING(S) – COUNCIL MEETING 27 OCTOBER 2021 – 7pm – CLOSE – 08:29pm</b></p>   |

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

## APPENDIX A

### Notes for Little Easton Parish Councils September 29th

Peter Holt has been appointed Chief executive, confirmed by full Council on September 9th.

Several other changes in the executive team, means that there may be changes of emphasis. One likely department to be reorganised is planning, as we know there have been some problems, particularly since the pandemic where there have been staff shortages and understandable restrictions in the ability to make site visits.

The Council finances remain in a healthy state due to the success of the investment portfolio. One benefit of this is that UDC have been able to transfer £200,000 to ECC, specifically for the maintenance of Uttlesford roads.

You may have seen that SAW (Stansted Airport Watch) have been keen to abolish night flights from The Airport. Cllr Martin Foley lead an all party members group to advise the council about this matter working with SAW. It has now been put to the cabinet, and UDC policy is now to work towards a cessation of night flights.

Cllr Mike Tayler

## APPENDIX B

### Highways

Apart from the day to day highways issues we have been dealing with there has also been another spate of drain cover thefts. These thefts leave a very dangerous situation and there has been accidents caused as cars hit these drains particularly at night. If it happens in this parish please report to highways and the police immediately with a copy to me.

The Uttlesford Local Highways Panel update is available

### Crime Report – UDC area.

Clearly not all crime is being reported.

### Catalytic converters theft..

The precious metal in catalytic converters has led to an increase in their theft within Uttlesford, with more than 40 cases reported in the district over the last six months.

The Uttlesford Community Safety Partnership is holding a free catalytic converter marking session in Saffron Walden next month. In conjunction with Tread First, residents are invited to attend and have their catalytic converters marked by Tread First and registered by local community safety officers.

Using Selectamark's CAT Converter marking kit, catalytic converters will be marked using a specially formulated metal etching compound and two highly durable, heat resistant labels that are uniquely numbered and impossible to remove in one piece. This will allow stolen CATs to be identified within seconds by police and scrap metal dealers once registered.

The marking event will be held on **Sunday 17 October, from 10am to 2pm, at Tread First, Shire Hill, Saffron Walden.**

The kits, which retail at about £25, are subject to availability. To register a vehicle, please send an email to [uttlesford.cpt@essex.police.uk](mailto:uttlesford.cpt@essex.police.uk) and specify the time slot you would like to attend (10am to 12pm or 12pm to 2pm). Residents are welcome to drive in on the day without an appointment, although are encouraged to email prior to the day to guarantee a kit.

### Covid -19 Update

Issues to note:

- Covid rates in Essex have been steady although are likely to increase a little to around 250 in the coming days. This remains below both regional and national average. There is little variation between districts;
- The rate is driven by a large increase in secondary school-age children, where rates are approaching 800, followed by primary school-age children. Most positively the rates in older people are dropping slightly and are around 80;
- Additionally hospital admission rates for Covid remain low although other non-Covid challenges are being seen in the NHS;
- This evidences the impact of the vaccines in preventing severe illness. Studies however are showing the decline in vaccine efficacy over time especially in older people;

- Booster vaccination in older and vulnerable people is therefore a priority and is beginning, using Pfizer and Moderna vaccines;
- We remain focused on getting to the small numbers who have still not been vaccinated at all, and will be focusing on ensuring full booster take-up.
- The last week has seen a very pleasing increase in the percentage of social care workers who have been vaccinated, this now being estimated at around 94 – 95%.
- NHS have previously announced that they will be rationalising the number of vaccination centres to focus on sites enabling the greatest throughput and operational efficiency. All sites have to be assessed and we are expecting the final list to be provided in the next week to ten days.

**Martin**

**Cllr Martin Foley**

**Thaxted Division- Essex County Council**

**Covering the Parishes of .....**

**Ashdon, Broxted, Debden, Felsted ,Flich Green,**

**Great Easton,Great Sampford, Hadstock,Hempstead,**

**Lindsell, Little Bardfield, Little Dunmow, Little Easton,**

**Radwinter, Swards End,**

**Stebbing, Thaxted, Wimbish**

[cllr.Martin.Foley@essex.gov.uk](mailto:cllr.Martin.Foley@essex.gov.uk)

## APPENDIX C

| LEPC August 2021 Finance Statement |                  |                      |              |     |         |     |           |               |                |                 |             |
|------------------------------------|------------------|----------------------|--------------|-----|---------|-----|-----------|---------------|----------------|-----------------|-------------|
| Precept                            | 27,355           |                      |              |     |         |     |           | <b>Budget</b> | <b>Net Exp</b> | <b>Diff +/-</b> |             |
|                                    |                  |                      |              |     |         |     |           | 27,355        | 8,054          | -19,301         |             |
| Date                               | Supplier         | Description          | Invoice      | FPO | Min Ref | Rec | Credit    | Debit         | VAT            | Net             | Centre      |
| <b>Opening Balance</b>             |                  |                      |              |     |         |     |           |               |                |                 |             |
| 12-Aug                             | ActivWeb         | Web Services         | 5624         | DD  |         | Y   | 38,321.26 | 0.00          |                | 0.00            |             |
| 16-Aug                             | A&J Lighting     | Lighting maintenance | 35382        | DD  |         | Y   |           | 42.00         | 7.00           | 35.00           | Web         |
| 17-Aug                             | Haven Power      | Electricity          | 5385/5387    | DD  |         | Y   |           | 24.30         | 4.05           | 20.25           | Lighting    |
| 25-Aug                             | Steve's Services | Parish maintenance   | 02/16/08-Aug | FPO |         | Y   |           | 47.86         | 2.28           | 45.58           | Utility     |
| 25-Aug                             | MD Landscapes    | Grass Cutting        | 760          | FPO |         | Y   |           | 345.00        |                | 345.00          | Maintenance |
| 25-Aug                             | Kingfisher Ltd   | Litter Bin           | 1420635      | FPO |         | Y   |           | 156.00        | 26.00          | 130.00          | Grass       |
| 25-Aug                             | PKF Littlejohn   | External audit       | SB20210031   | FPO |         | Y   |           | 132.16        | 22.03          | 110.13          | Maintenance |
| 25-Aug                             | Employee         | Expenses             | N/A          | FPO |         | Y   |           | 240.00        | 40.00          | 200.00          | Admin       |
| 25-Aug                             | Employee         | Salary               | PAYE         | FPO |         | Y   |           | 2.25          |                | 2.25            | Admin       |
| 31-Aug                             | Employee         | WFH                  | N/A          | SO  |         | Y   |           | 356.35        |                | 356.35          | Clerk       |
|                                    |                  |                      |              |     |         |     |           | 26.00         |                | 26.00           | Admin       |
| <b>August</b>                      |                  |                      |              |     |         |     | 38,321.26 | 1,371.92      | 101.36         | 1,270.56        |             |
| <b>Opening Balance SEPTEMBER</b>   |                  |                      |              |     |         |     | 36,949.34 |               |                |                 |             |

| LEPC September 2021 Finance Statement |                  |                      |                |     |         |     |           |          |               |                |                 |
|---------------------------------------|------------------|----------------------|----------------|-----|---------|-----|-----------|----------|---------------|----------------|-----------------|
| Precept                               | 27,355           |                      |                |     |         |     |           |          | <b>Budget</b> | <b>Net Exp</b> | <b>Diff +/-</b> |
|                                       |                  |                      |                |     |         |     |           |          | 27,355        | 9,173          | -18,182         |
| Date                                  | Supplier         | Description          | Invoice        | FPO | Min Ref | Rec | Credit    | Debit    | VAT           | Net            | Centre          |
| <b>Opening Balance</b>                |                  |                      |                |     |         |     |           |          |               |                |                 |
| 10-Sep                                | ActivWeb         | Web Services         | 5781           | DD  |         | Y   | 36,949.34 | 0.00     |               | 0.00           |                 |
| 15-Sep                                | A&J Lighting     | Lighting maintenance | 35450          | DD  |         | Y   |           | 42.00    | 7.00          | 35.00          | Web             |
| 15-Sep                                | Haven Power      | Electricity          | 5838/5839      | DD  |         | Y   |           | 24.30    | 4.05          | 20.25          | Lighting        |
| 20-Sep                                | UDC              | Precept Psrt 2       | N/A            | BGC |         | Y   | 13,677.50 | 47.86    | 2.28          | 45.58          | Utility         |
| 20-Sep                                | ICO              | Subscription         | ZA278595       | DD  |         | Y   |           |          |               |                | Admin           |
| 28-Sep                                | Employee         | WFH                  | N/A            | SO  |         | Y   |           | 35.00    |               | 35.00          | Subscription    |
| 29-Sep                                | Employee         | Salary               | PAYE           | BP  |         |     |           | 26.00    |               | 26.00          | Admin           |
| 29-Sep                                | Employee         | Travel               | N/A            | BP  |         |     |           | 356.55   |               | 356.55         | Clerk           |
| 29-Sep                                | MDL              | Grass Cutting        | 807            | BP  |         |     |           | 4.50     |               | 4.50           | Admin           |
| 29-Sep                                | CPRE             | Subscription         | 59556          | BP  |         |     |           | 156.00   | 26.00         | 130.00         | Maintenance     |
| 29-Sep                                | Steve's Services | Parish maintenance   | 13/14/15/16/17 | BP  |         |     |           | 36.00    |               | 36.00          | Subscription    |
|                                       |                  |                      |                |     |         |     |           | 430.00   |               | 430.00         | Maintenance     |
|                                       |                  |                      |                |     |         |     | 50,626.84 | 1,158.21 | 39.33         | 1,118.88       |                 |
| <b>September</b>                      | <b>OCTOBER</b>   |                      |                |     |         |     | 49,468.63 |          |               |                |                 |

## APPENDIX D

Dear Katy,

To provide you with a further update in regards to the reported incident at the former MoD site at Little Easton, the landowners of Broxted Woods have sold some of the standing timber within the woodlands to a timber harvesting contractor. Works have commenced harvesting the timber, which is authorised under the terms of the Forestry Commission felling Licence. A combination of hand felling and machine felling is being used within defined extraction racks (tramlines through the woodland) from which to harvest the timber. They are cutting the trees off at ground level.

The land agents have worked closely with a Forestry Consultant and Uttlesford District Council to ensure that all necessary health and safety and ecology requirements have been met.

The landowner was alerted to the possible presence of asbestos within the woodlands. Subsequently two asbestos surveys were commissioned prior to works commencing this September by a third party. During their inspections of the woodlands, a small number of small pieces of material containing asbestos were identified on the surface of the ground. The location of these were subsequently marked and they were removed by licenced contractors.

We hope that the above provides you with further information and reassurance.

Kind regards

Darren

Darren Smith

Team Leader – Environment Agency