

## Little Easton Parish Council

**IAN BROWN**  
**Parish Clerk**  
**& Responsible Financial Officer**  
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Minutes of the **Little Easton Parish Council Meeting** held at the **MEMORIAL HALL** on **WEDNESDAY 27 APRIL 2022 AT 7:30PM**

Present: Cllr Sarah Sidgwick (Chair) Y  
 Cllr Katy Rodwell (Vice Chair) Y  
 Cllr Rebecca Fowell Y  
 Cllr Stephen Sidgwick Y  
 Cnty Cllr Martin Foley Y  
 Dist Cllr Michael Tayler Y  
 03 member(s) of the public  
 Clerk – Mr Ian Brown

<b>22/001</b>	<b>NOTE AND APPROVE APOLOGIES FOR ABSENCE</b> No apologies presented
<b>22/002</b>	<b>DECLARATION OF INTEREST FOR THIS MEETING</b> No interests declared
<b>22/003</b>	<b>APPROVE THE MINUTES OF THE MEETING HELD ON 23 FEBRUARY 2022</b> <b>RESOLUTION</b> – Approve the minutes as an accurate record: Proposed Cllr Rebecca Fowell, Seconded Cllr Katy Rodwell – unanimous agreement
<b>22/004</b>	<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> <ul style="list-style-type: none"> <li>➤ Request to publicise the Little Easton Cricket Club Lease on the website to help enhance transparency.</li> <li>➤ Request for PC to seek a copy of the Lease between Great Easton PC and DUFC who are the tenants of the pitches in Laundry Lane.</li> <li>➤ Request to allow a wooden plaque to be mounted in the recess on the flank wall of the Memorial Hall facing the car park, in memory of Roy Blackwell.</li> <li>➤ MHMC to provide details of the proposed insulation of the Memorial Hall, an attempt to improve its thermal efficiency and save on future heating costs.</li> <li>➤ Desire to see the refurbished Beacon sited on or around the playing-field area.</li> </ul>
<b>22/005</b> Cllrs Foley and Tayler left the meeting at 8:26pm	<p><b>RECEIVE THE DISTRICT &amp; COUNTY COUNCILLORS REPORTS</b></p> <p>Dist Cllr Michael Tayler:-</p> <ul style="list-style-type: none"> <li>➤ UDC passed a motion to submit a request to the Secretary of State for the Environment, The Rt Hon George Eustice MP, to improve river pollution monitoring.</li> <li>➤ UDC passed a motion to mandate training for all Planning Committee members.</li> <li>➤ Work continues to welcome Ukrainian refugees with vigorous location vetting prior to placement including the use of social media groups.</li> </ul> <p>Cnty Cllr Martin Foley:-</p>

	<ul style="list-style-type: none"> <li>➤ Money available to the PC from the ECC Locality Fund grant scheme.</li> <li>➤ Missing drain / manhole covers must be reported to the Police on 999 as it is a danger to other road users.</li> <li>➤ Full report at <b>APPENDIX A</b></li> </ul>
<b>22/006</b>	<p><b>NOTE CLERKS REPORT AND CORRESPONDENCE</b></p> <p>The instance of fly tipping has been reported to enforcement at UDC and raised with UDC by Cllr Tayler. UDC have advised they will deal with the removal.</p> <p>Complaints received over accumulating leaves not being removed from the playing-field. The office has approached the tree contractor to remove what he can, awaiting outcome.</p> <p>Gas beacon order cancelled, original basket now refurbished and urgently needs collecting to avoid mounting storage charges, site to be agreed, see item on the Agenda.</p> <p>Metal poles removed from playing-field to assist grass cutter with possible mowing of leaves although tree surgeon has agreed to look at removing them or some when they next visit, to also help alleviate the problem.</p> <p>The Planters needs painting, PM contractor offered to complete that under his hourly rate contract and provide the paint from the manufacturer Bedac.</p> <p>Office received an email from a resident, circulated to members, expressing concerns regarding the recent council tax bill increase in particular the PC precept portion and invited the council to respond. They were seemingly particularly interested in being advised when the war memorial refurbishment works would start.</p> <p>Members have received various communications from the District and County Council plus other bodies who support this sector, such as the Police, the remainder of the items are covered by this Agenda.</p> <p>The schedule of bench maintenance works has been paused pending confirmation from the PM contractor of estimated costing.</p> <p>The next meeting in May is possibly one of the most important of the year, the Annual Council Meeting, during which the election of a Chairman for the year 2022-23 is the very first item of business.</p>
<b>22/007</b>	<p><b>FINANCE – RECEIVE STATEMENT &amp; AGREE PAYMENTS – APPOINT AUTHORISER</b>  <b>RESOLUTION</b> – Approve the finance statement and payments: Proposed Cllr Stephen Sidgwick, Seconded Cllr Sarah Sidgwick – unanimous agreement</p> <p>Finance statement at <b>APPENDIX B</b></p> <p>Appointed Authoriser – Cllr Rebecca Fowell</p> <p><b>22/007(i) – APPROVE £5 PER VISIT INCREASE FROM GRASS CUTTING CONTRACTOR</b>  <b>RESOLUTION</b> – Approve £5 per visit increase: Proposed Cllr Stephen Sidgwick, Seconded Cllr Rebecca Fowell – unanimous agreement</p> <p><b>22/007(ii) – APPROVE LOCAL GOVERNMENT 2021 PAY AWARD AS ADVISED BY NALC OF 1.75% BACK DATED TO APRIL 2021</b>  <b>RESOLUTION</b> – Approve the Pay Award, back dated to April 2021: Proposed Cllr Sarah Sidgwick, Seconded Cllr Katy Rodwell – unanimous agreement</p>

	<p><b>22/007(iii) – CONFIRMATION OF VAT RECLAIM SUBMITTED TO HMR&amp;C</b> Noted</p> <p><b>22/007(IV) – CONFIRMATION OF YEAR END BUDGET PERFORMANCE</b> Surplus noted as reported in the accounts</p>
<b>22/008</b>	<p><b>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS OR APPEALS</b></p> <p><b>UTT/22/1000/OP</b> <b>PROPOSAL:</b> Outline application with except for access and layout the erection of 3 no. detached dwellings and alterations to the existing access <b>LOCATION:</b> Ardoch House Duck Street <b>Comment date 09 May 2022</b></p> <p>OBJECTION – Cllr Stephen Sidgwick to forward the objection criteria to the CLERK for ACTION</p>
<b>22/009</b>	<p><b>APPOINT PLAY AREA SAFETY INSPECTION CONTRACTOR – DETAILS CIRCULATED - £90 Rospa RESOLUTION</b> – Approve appointment of Rospa Playsafety Ltd to complete annual safety inspection: Proposed Cllr Katy Rodwell, Seconded Cllr Sarah Sidgwick – unanimous agreement</p>
<b>22/010</b>	<p><b>APPROVE ACTION TO REMOVE REMAINING LEAVES FROM PLAYINGFIELD EAST BOUNDARY</b> CLERK to advise outcome of current attempts to remove remaining leaf accumulation</p>
<b>22/011</b>	<p><b>REPRESENTATIVES REPORTS</b></p> <p><b>WAR MEMORIAL – pending appointment of a new councillor</b> – Cllr Stephen Sidgwick to draft works specification to enable the CLERK to request tenders</p> <p><b>MEMORIAL HALL – Cllr Katy Rodwell &amp; Sarah Sidgwick</b> – MHMC have requested permission to place a commemorative plaque (Mr Roy Blackwell) in the recess of the wall over-looking the car park.</p> <p>MHMC acquiring estimates and methods confirmation for the insulation of the building.</p> <p>MHMC intend to estimate costs to complete much needed internal redecoration of the Hall.</p> <p><b>PLAY AREA – Cllr Rebecca Fowell</b> – Area being kept clear and maintained, awaiting safety inspection</p> <p><b>PARISH MAINTENANCE – Cllr Rebecca Fowell</b> – On-going, awaiting bench refurbishment estimate</p> <p><b>PLANNING - LOCAL AND NEIGHBOURHOOD PLAN – Cllr Stephen Sidgwick</b> – No report</p> <p><b>GARDENS OF EASTON LODGE – Cllr Katy Rodwell</b> – Gardens open Thursday May to October, visit to be organised</p> <p><b>COMMUNITY ACTIVITIES – Confirm Cllr to adopt responsibility</b> – Defer until new members join council</p> <p><b>JUBILEE CELEBRATIONS – Cllrs Sarah Sidgwick &amp; Katy Rodwell</b> – Discussions on-going, possibility of grant support for residents wishing to organise the event, to include refreshments and beacon lighting</p> <p><b>STANSTED AIRPORT – TBA</b> – No report</p> <p><b>HIGHWOODS QUARRY – Cllr Katy Rodwell</b> – Nothing to report</p> <p><b>FOOTPATHS &amp; HIGHWAYS – Cllr Rebecca Fowell</b> – To be removed from agenda as now all defects reported online via the Highways portal</p>
<b>22/012</b>	<p><b>APPROVE REPAIR TO BEACON BASKET – QUOTED £220</b> <b>RESOLUTION</b> – Approve Beacon basket refurbishment: Proposed Cllr Stephen Sidgwick, Seconded Cllr Katy Rodwell – unanimous agreement</p> <p><b>22/012(i) – AGREE LOCATION FOR BEACON INSTALLATION</b></p>

*Standing Orders  
suspended at  
09:30pm*

	New Beacon pole and basket to be sited on the boundary of the playing-field located between the Memorial Hall and play area. CLERK to ACTION delivery of the basket from RSC and contractor to install
22/013	<b>CONSIDER REQUEST TO PLACE THE LECC LEASE AGREEMENT ON THE PC WEBSITE</b> CLERK to advise Cricket Club of the decision to place the Lease document on the PC website
22/014	<b>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA</b> <b>22/014(i) APPOINT CONTRIBUTOR TO 5P MAGAZINE</b> Cllr Stephen Sidgwick to submit article <b>22/014(ii) AGREE REVISED DATE FOR CLERK APPRAISAL MEETING</b> Date set for 09 May at 11am
22/015	<b>DATE OF NEXT MEETING(S) – ANNUAL COUNCIL MEETING 25 MAY 2022 – 7pm – CLOSE</b> 09:50pm

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

## APPENDIX A

### New Homes Bonus Grants

I have New Homes Bonus Grant available for Little Easton about £750 which must be allocated this year by December.

You may want to discuss to go towards play equipment, a bench or something of use to Little Easton.

### Crime

Uttlesford Crime Reports attached 4 – 17<sup>th</sup> April

These do not include some Highways Crime Reports such a stealing of Iron Road Drain Covers.

### Covid Update

The purpose of this update is to provide my Parish Councils with a final update on the current covid situation in Essex. I had previously stopped sending these earlier in the year, as the incidence of covid receded. Following the recent spike in cases, I had resumed circulating occasional updates. Following today's, I am proposing to stop sending them unless there is a significant change.

A full report is available but key points to make are:

- There has been a 30.3% decrease in the Essex case rate in the last seven days, to 300 cases per 100,000. Decreases are being seen in all of the 12 districts, and all of the age groups as per the attached slides. Reference is made to stated rates as we recognise that many people testing positive are not submitting the results. Changes in the current testing regime may also be impacting the case rates.
- As of yesterday, there are 307 people in hospital in Essex with Covid compared to 394 people this time last week, representing a decrease of 22%. Again, I would stress that the majority of these will be in hospital for other reasons, who are then found to have covid.
- Visiting restrictions in hospitals, as set out in previous e-mails, remain in place.

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

Cllr Martin Foley - Chair - Youth Strategy Group

Member for Thaxted Division- Essex County Council

APPENDIX B

LEPC March 2022 Finance Statement												
Precept	27,355							<b>Budget</b>	<b>Net Exp</b>	<b>Diff +/-</b>		
								27,355	15,499	-11,856		
Date	Supplier	Description	Invoice	FPO	Min Ref	Rec	Credit	Debit	VAT	Net	Centre	
<b>Opening Balance</b>							44,350.56	0.00		0.00		
04-Mar	DRAX	Lighting Electricity	8618/8619	DD		Y		48.11	2.29	45.82	Utility	
10-Mar	ActivWeb	Web services	6809	DD		Y		42.00	7.00	35.00	Web	
15-Mar	A&J Lighting	Lighting maintenance	36015	DD		Y		24.30	4.05	20.25	Lighting	
22-Mar	Cricket Club	Grass cutting	LEPC/IB/CC/0006	FPO		Y	325.00				Income	
28-Mar	Employee	WFH	N/A	FPO		Y		26.00		26.00	Admin	
28-Mar	Employee	Salary + Backpay	HMRC	FPO		Y					Clerk	
31-Mar	Employee	Travel	N/A	FPO		Y		11.25		11.25	Admin	
31-Mar	Teeslaw	Mem Hall Lease review	342541	FPO		Y		735.00	120.00	600.00	Legal	
31-Mar	Steve's Garden Servs	Parish maintenance	Inv 2 of 2022	FPO		Y		130.00		130.00	Maintenance	
								18.00		18.00	Admin	
<b>ADD TOTALS</b>								0.00		0.00		
<b>Mar</b>							44,675.56					
<b>Closing Balance</b>							43164.15					

LEPC April 2022 Finance Statement												
Precept	32,364							<b>Budget</b>	<b>Net Exp</b>	<b>Diff +/-</b>		
								32,364	2,339	-30,024		
Date	Supplier	Description	Invoice	FPO	Min Ref	Rec	Credit	Debit	VAT	Net	Centre	
<b>Opening balance 1/4/22</b>							43,164.15					
11-Apr	Acer Tree Surgery	Storm Tree works	2022/797	FPO		Y		72.00	12.00	60.00	Trees	
11-Apr	Raw Steel Choppers	Beacon refurbishment	Inv 000746	FPO		Y		264.00	44.00	220.00	PM	
12-Apr	Activ Web	Web services	6996	DD		Y		42.00	7.00	35.00	Web	
19-Apr	A&J Lighting	Lighting maintenance	36126	DD		Y		24.30	4.05	20.25	Lighting	
19-Apr	HMRC	Q4 Tax / NI	PAYE	FPO		Y		146.40		146.40	Clerk	
21-Apr	UDC	Precept Pt1	N/A	BGC		Y	16,182.00				Precept	
26-Apr	DRAX Energy	Electricity	1679/1680	DD		Y		48.11	2.29	45.82	Utility	
	MD Landscapes	Grass cutting	919	FPO		Y		156.00	26.00	130.00	Grass	
	Steve's Gardening Serv	Parish maintenance	3/4/5/ of 2022	FPO		Y		325.00		325.00	Maintenance	
	EALC	Affiliation fees	15312	FPO		Y		145.70		145.70	Subs	
	BHIB	Insurance LTA 2023	643711	FPO		Y		792.57		792.57	Insurance	
	Employee	Salary	PAYE	FPO		Y					Clerk	
	Employee	Travel + WFH	N/A	FPO		Y		30.50		30.50	Admin	
<b>ADD TOTALS</b>								0.00		0.00		
<b>April</b>							59,346.15					
<b>Closing Balance</b>							56911.72					