

Little Easton Parish Council

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Minutes of the **COUNCIL MEETING OF LITTLE EASTON PARISH COUNCIL** held at the **Parish Church** on **WEDNESDAY 24 JULY 2024 AT 7:00PM**

Councillor	Attendance
VACANT	
Cllr Jacqui English	YES
Cllr Ian Sussams	YES
Cllr Emma Wells	NO - personal
Cllr Simon Benstead	YES
Cllr Peter Bright	YES
Dist Cllr Richard Haynes	YES
Cnty Cllr Martin Foley	NO - meetings

2 member(s) of the public
 Clerk – Mr Ian Brown

24/025	NOTE AND APPROVE APOLOGIES FOR ABSENCE Cllr Emma Wells, personal reasons and Cllr Martin Foley, other meetings; both noted
24/026	WITH REFERENCE TO THIS AGENDA MEMBERS ARE INVITED TO DECLARE ANY DISCLOSABLE PECUNIARY INTERESTS, NON-REGISTRABLE INTERESTS AND OTHER REGISTRABLE INTERESTS Interests declared by Cllr Peter Bright and Cllr Simon Benstead re Item 24/031(iv) – Manor Road kerb project. Cllr Jacqui English re Item 24/042 – Benches placed adjacent to Memorial Hall for private hire.
24/027	APPROVE THE MINUTES OF THE PC MEETING 22 MAY 2024 RESOLUTION – Approve the minutes of the meeting held 22 May 2024: Proposed Cllr Ian Sussams; Seconded Cllr Jacqui English
24/028	PUBLIC PARTICIPATION SESSION 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) <ul style="list-style-type: none"> ➤ Footpath at Elmbridge Farm, Mill End towards Junction with B184 in desperate need of maintenance – needs putting on ECC report it portal and escalating to Highways. ➤ Grass needs cutting at junction at B184 due to reduced visibility when trying to exit the village; to be reported to Cnty Cllr Martin Foley. ➤ Footpath beyond Butchers Pasture becoming very difficult to pass due to overhanging vegetation from private properties.
24/029 <i>Cllr Richard Haynes left the meeting at 7:30pm</i>	RECEIVE THE DISTRICT & COUNTY COUNCILLORS REPORTS Dist Cllr Richard Haynes - <ul style="list-style-type: none"> ➤ UDC – recent pre-election process failing put down to human error.

	<ul style="list-style-type: none"> ➤ UDC - to release contract for energy efficiency to benefit council houses, mainly insulation, possibly solar panels and heat pumps. ➤ Reg 19 received by full council next Tuesday, expected to be approved; then out for wider consultation. <p>24/029(i) – AGREE WRITING TO DENBURY HOMES AND HIGHWAYS REMINDING OF THE OBLIGATION TO REINSTATE DUCK STREET AT THE JUNCTION OF THE DEVELOPMENT ONCE CONSTRUCTION FINISHED</p> <p>In addition to reinstating Duck Street area adjacent to the development entrance, to advise contractor that their large vehicles are dropping into the verges and thus damaging them and widening the road to allow vehicles to pass one another. Cllr Peter Bright to draft letter.</p>
<p>24/030</p>	<p>NOTE CLERKS REPORT AND CORRESPONDENCE See APPENDIX A</p> <p>24/030(i) – RECEIVE UPDATE ON THE PROGRESS OF KERB INSTALLATION ALONG MANOR ROAD BOUNDARY WITH THE PLAYINGFIELD – CLLR PETER BRIGHT</p> <p>Project now delayed due to unexpected uncovering of Gigaclear fibre cable in a position not shown on the routing maps; Kerb contractor now left site and suspended project for which the PC will incur additional cost.</p> <p>Initial response from Gigaclear now awaiting Gigaclear’s further response and or visit to complete site survey and or agree resolution.</p>
<p>24/031</p>	<p>FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS – REVIEWED BY TWO MEMBERS OF THE COUNCIL PRIOR TO THIS MEETING COMMENCING</p> <p>RESOLUTION – Approve finance statements; Proposed Cllr Simon Benstead; Seconded Cllr Jacqui English</p> <p>Finance statements - APPENDIX B</p> <p>24/031(i) - APPOINT AUTHORISER Cllr Peter Bright</p> <p>24/031(ii) – COUNCILLORS TO NOTE RECONCILED BANK STATEMENT Noted</p> <p>24/031(iii) – UPDATE ON CHANGE OF STREET LIGHTING ENERGY SUPPLIER FOR A 12 MONTH CONTRACT TO SSE ENERGY Contract and DD signed and submitted to supplier, change of supplier expected to complete during August</p> <p>24/031 (iv) UPDATE ON PROJECT PROGRESS OR COMPLETION TO DATE</p> <ul style="list-style-type: none"> A) MANOR ROAD KERBING WORKS c. £15,000 – Contractor currently suspended works pending Gigaclear visit to survey route of their fibre cable B) VEHICLE ACTIVATED SPEED SIGNS AT c. £10,000 – Pending decision on speed limit C) UPGRADE TO A FULLY PC OPERATED WEBSITE c. £2,000 – Defer to next meeting, identify and compare aspects of quotations received D) SUMMER STREET PARTY c. £1,500 –* SEE ITEM 24/032 BELOW – considerable budget underspend E) REPAIR ORIGINAL GOAL MOUTH AREA £1,000 – project completed well within budget

	<p>F) BENCH REFURBISHMENT COMPLETION £1,000 – project completed well within budget</p> <p>24/031 (v) – CONSIDER COMMUNITY GRANT AWARD APPLICATION AVAILABLE VIA UDC FOR UP TO £10,000 TOWARDS PLAY EQUIPMENT / PLAY AREA REFURBISHMENT Consider sensory type equipment purchase – research to be completed to bring facts to next meeting.</p> <p>24/031(vi) – AGREE RISK REGISTER REVIEW AND PRODUCING OUTLINE THREE YEAR BUDGET AS RECOMMENDED IN THE RISK REGISTER Cllr Peter Bright produced draft review, to be circulated to members and their comment at the September PC meeting</p>
24/032	<p>RECEIVE SUMMER FUN DAY REPORT FROM EVENT ORGANISERS Underspent on budget, attendance acceptable, weather dampened some enthusiasm, those attending enjoyed a great day</p>
24/033	<p>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS OR APPEALS AND OUTCOMES OR PREVIOUS DEVELOPMENT PROPOSALS</p> <p>Further comment from Councillors on the Little Barn site – still under investigation</p>
24/034	<p>AGREE WREATH PURCHASE AND ANY DONATION TO RBL Wreath Type G at £50 plus donate £50, total £100 CLERK to ACTION</p>
24/035	<p>CONSIDER GRASS CUTTING CONTRACTOR OPTIONS AND APPOINT FOR 2024-2025 Appoint grass cutting contract to SGS pending review and approval of complete SLA. Annual cost to LECC and the PC will increase considerably. RESOLUTION – Award grass cutting contract; Proposed Cllr Simon Benstead; Seconded Cllr Ian Sussams</p>
24/036	<p>RECEIVE ANY FEEDBACK FROM THE CSW CO-ORDINATOR AND UPDATE ON SUGGESTION FOR CSW MEMBERS TO WEAR BODYCAMS AND WHOM TO FUND THAT POTENTIAL PURCHASE Lawful to record in public place but after use data to be deleted unless needed for Police action. Bodycam, small size, circa £36.49 each from suppliers on the Internet, three required. Suggested further research into bodycams, Cllr Ian Sussams to review available devices.</p>
24/037	<p>AGREE NEXT ACTION FOR EXISTING PLANTERS, TO INCLUDE TEMPORARY REPAIR AND REPLANTING TO SEE THEM THROUGH TO NEXT BUDGET. Suggest complete temporary repair, CLERK to ACTION</p> <p>24/037(i) CONSIDER SITES AND LICENCE APPLICATION FOR TWO NEW PLANTERS ALONG PARK ROAD USING MANMADE, PARTIAL SELF WATERING PLANTERS Defer until next year</p>
24/038	<p>REPRESENTATIVES REPORTS</p> <p>PLAY AREA – Cllr Peter Bright & Cllr Simon Benstead Good condition</p> <p>GARDENS OF EASTON LODGE – Cllr Peter Bright Remove item</p> <p>PARISH MAINTENANCE INCLUDING WAR MEMORIAL– Cllr Simon Benstead Holes drilled in War Memorial wall</p>
24/039	<p>RECEIVE UPDATE ON LECC LICENCE REVIEW – CLLR EMMA WELLS Ongoing, Cllr Peter Bright to discuss with Cllr Emma Wells</p>

24/040	CONSIDER NEXT ACTION AS CURRENT 3 YEAR TREE MAINTENANCE AGREEMENT COMES TO AN END THIS YEAR. COUNCIL AWAITING FINAL VISIT BY CONTRACTOR DURING 2024 Ask contractor when visiting this year and what is to be completed. CLERK to ACTION
24/041	APPOINT CLLRS TO REVIEW AND UPDATE EMERGENCY PLAN Cllr Jacqui English and Cllr Ian Sussams to review plan and report to council
24/042	CONSIDER PROPOSAL TO PLACE BENCHES ON THE RECREATION GROUND FOR A PRIVATE PARTY, AGREE NEXT ACTION Request for a couple of Picnic benches to be moved to nearer the Memorial Hall for a private hire party. Council had no objections
24/043	TO NOTE MATTERS ARISING FROM THE PREVIOUS MEETING None
24/044	ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA 24/044(i) – AGREE 5P SUBMISSION ROTA Cllr Ian Sussams to submit next item followed by Cllr Jacqui English 24/044(ii)- CONFIRM NEXT CONTRIBUTOR TO 5P MAGAZINE Cllr Ian Sussams
24/045	DATE OF NEXT MEETING(S) – 25 September 2024 – CLOSE 8:38pm

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

APPENDIX A

CLERKS REPORT AND CORRESPONDENCE – LITTLE EASTON PC

24 JULY 2024

A Council received a last minute request for use of the playing-field and goal mouth to step in for an unexpected closure of the organisation’s normal venue, the council were pleased to be able to offer assistance on this occasion.

The external auditor has confirmed receipt of the annual return, we await the outcome.

The council experienced a sudden downing of tools and removal of service from its long standing grass cutting contractor over a request to cut a section of the playingfield, which led to some urgent requests to tender from contractors which outcome will be discussed under the agenda item. A special thanks goes out to Cllr Peter Bright who stepped in at the last minute to complete a couple of cuts to keep the grass at an acceptable level.

Therefore it remains for me to advise that members have received various communications throughout the month from those bodies and organisations that support this sector and all other matters are indeed covered by the agenda.

APPENDIX B

LEPC JUNE 2024 Finance Statement											
Precept	30,000							Budget	Net Exp	Diff +/-	
								40,100			
Date	Supplier	Description	Invoice	FPO/DD	Min Ref	Rec	Credit	Debit	VAT	Net	
Opening Balance							68,151.35	0.00		0.00	
03/06/2024	A&J Lighting	Lighting maintenance	Inv 38340	DD		Y		28.80	4.80	24.00	Lighting
12/06/2024	ActivWeb	Website / IT services	Inv 12119	DD		Y		42.00	7.00	35.00	Web
18/06/2024	DRAX	Utility	IN110792791	DD		Y		101.52	4.48	96.68	Utility
24/06/2024	SGS	Parish maintenance	Inv 11 Cut 7	FPO		Y		160.00		160.00	PM
24/06/2024	Employee	Salary	PAYE	FPO		Y		456.50		456.50	Clerk
24/06/2024	SGS	Parish maintenance	Inv 7 to 10	FPO		Y		655.00		655.00	PM
24/06/2024	SLCC	Subscription	MEM249274-	FPO		Y		94.00		94.00	Subs
24/06/2024	SGS	Parish maintenance	Inv 6 for cut	FPO		Y		160.00		160.00	PM
24/06/2024	MD Landscapes	Grass cutting	INV 1446	FPO		Y		168.00	28.00	140.00	Grass
24/06/2024	HP Inc - IB	Inkjets / 4	INV130500	FPO		Y		4.62	0.77	3.85	Admin
28/06/2024	Employee	WFH allowance	N/A	SO		Y		26.00		26.00	Admin
30/06/2024	Unity Trust Bank	Qrtly account fee & Int	N/A	DD		Y	417.70	18.00		18.00	Admin / Income
June							68569.05	1914.44	45.05	1869.03	
Opening Balance							66654.61				

LEPC JULY 2024 Finance Statement											
Precept	30,000							Budget	Net Exp	Diff +/-	
								40,100	8,131.67	-31,968	
Date	Supplier	Description	Invoice	FPO/DD	Min Ref	Rec	Credit	Debit	VAT	Net	
Opening Balance							66,654.61	0.00		0.00	
01/07/2024	A&J Lighting	Lighting maintenance	Inv 38403	DD		Y		28.80	4.80	24.00	Lighting
02/07/2024	DRAX	Utility		DD		Y		52.39	2.49	49.90	Utility
02/07/2024	Broadmead Leisure	Play Area inspection	Inv 2731	FPO		Y		96.00	16.00	80.00	Play Area
04/07/2024	MH Goals Ltd	Caps and netting	Inv 18699	FPO		Y		66.90	11.15	55.75	PM
10/07/2024	Fantasy Faces	FunDay face painting	Inv 010	FPO		Y		180.00		180.00	Events
10/07/2024	Tesco - Lisa Smith	FunDay prizes	OTCM	FPO		Y		9.35		9.35	Events
10/07/2024	Etsy - Tina Oakey	FunDay prizes	4120870668	FPO		Y		13.43		13.43	Events
10/07/2024	Sharon Williamson	FunDay Stamp & Paper	Inv25804/239691	FPO		Y		23.94		23.94	Events
10/07/2024	HMRC	Q1 Tax/NIC	120PP002972252503	FPO		Y		342.20		342.20	Clerk
11/07/2024	ActivWeb	Website / IT services	Inv 12316	DD		Y		42.00	7.00	35.00	We
15/07/2024	IDMJ Music Ltd - IS	FunDay Music	Inv 1027	FPO		Y		350.00		350.00	Evets
15/07/2024	M Luketa	FunDay expenses	3217910	FPO		Y		33.91		33.91	Events
	Employee	WFH Allowance	N/A	SO		Y		26.00		26.00	Admin
	SGS	Parish maintenance	Inv 041023 - 12-13	FPO		Y		480.00		480.00	PM
	Employee	Salary	PAYE	FPO		Y		456.30		456.30	Clerk
July							66654.61	2201.22	41.44	2159.78	
Opening Balance							64453.39				