

Little Easton Parish Council

IAN BROWN
Parish Clerk
& Responsible Financial Officer
Email: clerk@littleeaston-pc.gov.uk

72 ST. EDMUNDS FIELDS
GREAT DUNMOW
ESSEX CM6 2AN
Tel: 07913 514 589

Minutes of the **MEETING OF LITTLE EASTON PARISH COUNCIL** held at the **Memorial Hall** on **WEDNESDAY 27 MARCH 2024 AT 7:00PM**

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

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

23/164	NOTE AND APPROVE APOLOGIES FOR ABSENCE Dist Cllr Richard Haynes sent his apologies via Cnty Cllr Martin Foley
23/165	WITH REFERENCE TO THIS AGENDA MEMBERS ARE INVITED TO DECLARE ANY DISCLOSABLE PECUNIARY INTERESTS, NON-REGISTRABLE INTERESTS AND OTHER REGISTRABLE INTERESTS Interests declared in Items 23/170(v)A, 23/174, 23/175, 23/176 by Cllr Peter Bright and Cllr Simon Benstead. Cllr Benstead did not declare an interest in Item 23/176
23/166	APPROVE THE MINUTES OF THE MEETING 31 JANUARY 2024 RESOLUTION – Minutes of the PC meeting 31 January 2024 approved; Proposed Cllr Emma Wells, Seconded Cllr Ian Sussams
23/167	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"> ➤ LEPCC – Awaiting feedback from PC on future agreement, Council are working on the matter and are in principle in agreement with the Cricket Club proposals ➤ Mini Swimming – UDC aware of matters raised ➤ Street Party – Leaflets delivered, 61 residents thus far expressed an interested in event ➤ Entrance at Mill End, check with UDC if any conditions applied
23/168	RECEIVE THE DISTRICT & COUNTY COUNCILLORS REPORTS Cnty Cllr Martin Foley – Potholes, different systems being trialled but associated ground works need completing properly to allow surface fixing of any design to be a success. Specific funds have been allocated for potholes of which there are thousands pending repair

	<p>S106 and speed limits – Suggestion that the 30mph limit be extended up Duck street and remove the 40mph limit entirely (current proposal only seeks to remove a section of the 40mph limit).</p> <p>Additionally, consider extending length of footways to encourage walking whilst improving pedestrian safety and help promote less use of vehicles.</p>
23/169	<p>NOTE CLERKS REPORT AND CORRESPONDENCE Resident advised of sunken fire hydrant adjacent to the WM, resident advised it was the ownership and responsibility of the water company to maintain</p>
<p>23/170 <i>Cllr Martin Foley left the meeting at 20:07</i></p>	<p>FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS – REVIEWED BY TWO MEMBERS OF THE COUNCIL PRIOR TO THIS MEETING COMMENCING RESOLUTION – Approve finance statements; Proposed Cllr Emma Wells, Seconded Cllr Ian Sussams</p> <p>Finance statements APPENDIX A</p> <p>23/170(i) - APPOINT AUTHORISER Cllr Peter Bright</p> <p>23/170(ii) – COUNCILLORS TO NOTE RECONCILED BANK STATEMENT Cllrs noted bank statements</p> <p>23/170(iii) – CONSIDER REQUEST FROM UTTLESFORD COMMUNITY TRAVEL FOR FINANCIAL SUPPORT £50 donation - unanimous agreement. CLERK to ACTION</p> <p>23/170(iv) – CONSIDER CHANGE OF STREET LIGHTING ENERGY SUPPLIER FOR A 12 MONTH CONTRACT, TOMATO ENERGY PLUS ANY OTHER OFFER THAT MAY ARRIVE, OR REMAIN WITH CURRENT SUPPLIER FOR UP TO THREE MONTHS UNTIL SSE ABLE TO PROVIDE ALTERNATIVE QUOTE Defer until spreadsheet circulated for a final decision but meanwhile remain on variable rate</p> <p>23/170(v) – CONSIDER CURRENT PROJECTS / EXPENDITURE AND *OVERFLOW FROM PREVIOUS YEAR:-</p> <p>A) MANOR ROAD KERBING WORKS c. £15,000 To reinstate and protect playing-field boundary, running from Manor View to the MH car park entrance, introduce walkway with a compacted hogging type surface. One quote received, others requested; final decision to proceed with the project is yet to be agreed. Noted the Conveyance puts legal requirement on PC to protect the playing-field; suggested the project includes a dropped kerb to allow all users access. Possibly requires kerbing between nine inches to twelve inches tall.</p> <p>B) VEHICLE ACTIVATED SPEED SIGNS AT c. £10,000 Mill End, Highways study showed a significant percentage of vehicles are travelling over the 30mph speed limit. CSW application to start the process of forming the local group submitted by group co-ordinator.</p> <p>C) UPGRADE TO A FULLY PC OPERATED WEBSITE c. £2,000 Under review, options being considered</p> <p>D) SUMMER STREET PARTY c. £1,500 Under organisation by residents committee, a local business has kindly offered financial support</p> <p>E) CCTV MEM HALL CAR PARK PLUS PLAYGROUND AREA c. £3,000</p>

	<p>Security concerns prompted the possible need, the provision of an associated installed power supply is considered beneficial for other project infrastructure. Quotations required</p> <p>F) *PATH TO PLAY AREA c. £2,000 To create a more robust, user friendly walkway access for those accessing the play area</p> <p>G) *CHRISTMAS TREE PLUS CABLING c.£5,000 PLUS £750 RECURRING Suggestion to poll residents to help inform any decision to proceed, including choice of location and suggested alternative arrangements</p> <p>H) *REPAIR ORIGINAL GOAL MOUTH AREA £1,000 Quote for repair received, awaiting weather improvement to proceed</p> <p>I) *BENCH REFURBISHMENT COMPLETION £1,000 Awaiting weather improvement</p> <p>J) *REPLACE DISEASED CHERRY TREE c. £1,000 Original donated by a local youth group; prior to the meeting a resident made written representation on the matter which was shared with the members at the time. The members discussed the item and have elected to not proceed</p> <p>Suggestion to poll residents on all proposed projects</p>
23/171	<p>PROGRESS DISCUSSIONS TO PURCHASE AND INSTALL LIGHTING AND CAMERAS FOR CHILDREN'S PLAYGROUND AND MEMORIAL HALL CAR PARK Already discussed, Item 23/170(v)E</p>
23/172	<p>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS OR APPEALS AND OUTCOMES OR PREVIOUS DEVELOPMENT PROPOSALS</p> <p>UTT/24/0535/LB PROPOSAL: Proposed replacement windows and french doors on ground and first floor of extension. Removal and demolition of 2 no. outbuildings. LOCATION: Old Stag Cottage Duck Street Comment date – 09 April 2024 NO OBJECTION</p> <p>Further comment from Councillors on the Little Barn site In the hands of UDC</p>
23/173	<p>RECEIVE ANY UPDATE ON THE REVIEW OF THE EMERGENCY PLAN TO INCLUDE VILLAGE ENTRY/EXIT OPTIONS, CONTACTS AND SIGNAGE, ALERTS & PARISH MAILING Propose all alternative routes are mapped and made known / published to residents.</p> <p>A resident at the meeting indicated they may be prepared with the help of another resident to put out the flood route markers across the airfield directing users towards the SRC site. Recognised as a hazardous route used at drivers own risk and must be driven with extreme care.</p>
23/174	<p>RECEIVE ANY UPDATE ON THE CONDITION OF MANOR ROAD AS A RESULT OF THE FAILED ATTEMPT TO FILL THE POTHoles BY THE MHMC One suggestion was for a question be put to MHMC enquiring as to what action they might take to rectify the situation; A more permanent solution was put to residents over a year ago but not progressed.</p> <p>Suggested a full and frank meeting between the PC and MHMC to discuss this issue plus other matters in an attempt to agree an amicable working relationship.</p>

23/175	CONSIDER ACTION TO IMPROVE THE UNMADE, BROKEN AND HOLED SURFACE OF MANOR ROAD TO RECTIFY FAILED ATTEMPT BY THE CONTRACTOR ENGAGED BY THE MHMC See Item 23/174
23/176	RECEIVE ANY UPDATE TO THE COUNTER PROPOSAL FROM LEMHMC REF. LEPC PARTICIPATION IN LEMHMC TRUSTEE MEETINGS Recognised that it was sad that both entities are in disagreement, the PC respects and will adhere to the relevant Charities Act; it was noted that the Cllrs are expected to adhere to an adopted Code of Conduct. The need for privacy of the details of the charity's meetings is recognised and those details will not be reported in PC meetings or recorded minutes
23/177 <i>Standing Orders suspended at 21:00</i>	RECEIVE UPDATE ON THE REINSTATEMENT OF THE FINGER POST AT THE JUNCTION OF PARK ROAD AND DUCK STREET Highways responsibility to restore, awaiting reinstatement
23/178	RECEIVE UPDATE ON THE SCHEDULE FOR THE OILING OF THE REMAINING NEWLY PURCHASED BENCHES AND THE REFURBISHMENT OF THE REMAINING ORIGINAL PICNIC BENCHES Awaiting weather improvement 23/178(i) – APPROVE REQUEST BY THE CONTRACTOR TO MOVE THE GOAL POSTS TO ITS ALTERNATIVE POSITION Work completed
23/179	REPRESENTATIVES REPORTS PLAY AREA – Cllr Peter Bright & Cllr Simon Benstead Nothing to report GARDENS OF EASTON LODGE – Cllr Peter Bright Egg Hunt organised for 04 April PARISH MAINTENANCE INCLUDING WAR MEMORIAL– Cllr Simon Benstead Nothing to report beyond those items already noted on the Agenda
23/180	TO NOTE MATTERS ARISING FROM THE PREVIOUS MEETING Nothing to add at this time
23/181	TO AGREE A COMBINED ANNUAL PARISH ASSEMBLY FOLLOWED BY THE ANNUAL COUNCIL MEETING ON 29 MAY Request to avoid half term and to bring the combined meeting forward to 22 May. CLERK to enquire with MHMC bookings secretary
23/182	ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA Nothing at this time 23/182(i) APPOINT CONTRIBUTOR TO 5P MAGAZINE Cllr Peter Bright 23/182(ii) AGREE FUTURE MEETING DATES FOR 2024 (NOTE CHANGE TO JULY DATE) Final dates under review but months to include – May (note date change), July, September and November
23/183	DATE OF NEXT MEETING(S) – TBC 2024 – CLOSE Proposed combined APA and APC on 22 May. Meeting closed at 21:06

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

APPENDIX A

LEPC FEBRUARY 2024 Finance Statement												
Precept		28,500							Budget	Net Exp	Diff +/-	
									43,135			
Date	Supplier	Description	Invoice	FPO/DD	Min Ref	Rec	Credit	Debit	VAT	Net		
Opening Balance							55,775.40	0.00		0.00		
01-Feb	A&J Lighting	Annualised maintenance	38103	DD		Y		28.80	4.80	24.00		Lighting
05-Feb	HMR&C	Quarter Tax/NI	PAYE	FPO		Y		294.05		294.05		Clerk
12-Feb	MHMC	Annual rent		BGC		Y	25.00					Income
12-Feb	Activ Web	Web services	11302	DD		Y		42.00	7.00	35.00		Web
19-Feb	DRAX Energy	Lighting Electricity	33955/63272	DD		Y		48.11	2.29	45.82		Utility
27-Feb	Employee	Salary	PAYE	FPO		Y		737.40		737.40		Clerk
28-Feb	Employee	WFH Allowance	N/A	SO		Y		26.00		26.00		Admin
Feb							55,800.40	1,176.36	14.09	1,162.27		
Opening Balance							54,624.04	0.00		0.00		

LEPC MARCH 2024 Finance Statement												
Precept		28,500							Budget	Net Exp	Diff +/-	
									43,135	30,457	-12,678	
Date	Supplier	Description	Invoice	FPO/DD	Min Ref	Rec	Credit	Debit	VAT	Net		
Opening Balance							54,624.04	0.00		0.00		
01-Mar	A&J Lighting	Annualised maintenance	38103	DD		Y		28.80	4.80	24.00		Lighting
12-Mar	Activ Web	Web services	11501	DD		Y		42.00	7.00	35.00		Web
19-Mar	DRAX Energy	Lighting Electricity	701821/7042	DD		Y		45.00	2.14	42.86		Utility
	Triton Media - IB	Paper 5 reams / 4	95019	FPO				6.72	1.12	5.60		Stationery
	Broadmead L Ltd	Play area inspection	2678	FPO				96.00	16.00	80.00		Play Area
	Prontaprint	Community flyer	555643	FPO				40.00		40.00		Admin
	Post Office - IB	Recorded mailing	KL875797687	FPO				2.75		2.75		Admin
	Employee	Travel expense	March claim	FPO				4.50		4.50		Admin
	Employee	WFH Allowance	N/A	SO				26.00		26.00		Admin
	Employee	Salary	PAYE	FPO				456.50		456.50		Clerk
	S Smith Services	Parish maintenance	Inv 1 of 1-202	FPO				160.00		160.00		PM
Mar							54,624.04	908.27	31.06	877.21		
Closing Balance							53,715.77					