

Little Easton Parish Council

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Minutes of the **EXTRAORDINARY GENERAL MEETING OF LITTLE EASTON PARISH COUNCIL** held at the **Memorial Hall** on **FRIDAY 07 JULY 2023 AT 9:00AM**

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

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

23/067	NOTE AND APPROVE APOLOGIES FOR ABSENCE None declared
23/068	WITH REFERENCE TO THIS AGENDA MEMBERS ARE INVITED TO DECLARE ANY DISCLOSABLE PECUNIARY INTERESTS, NON REGISTRABLE INTERESTS AND OTHER REGISTRABLE INTERESTS None declared
23/069	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) No public in attendance
23/070	FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS RESOLUTION – Approve finance statement and payments; Proposed Cllr Simon Benstead; Seconded Cllr Emma Wells Finance Statement – APPENDIX A 23/070(i) – CONSIDER OFFER TO RENEW FIXED 5YR LIGHTING MAINTENANCE CONTRACT AT A MONTHLY INCREASE OF £3.75 RESOLUTION – Approve 5Yr contract renewal with A&J Lighting; Proposed Cllr Peter Bright; Seconded; Cllr Simon Benstead
23/071	RECEIVE UPDATE ON THE RECENT WEBSITE HOST SERVER HACK AND AGREE PROPOSED INITIAL FIX TO HELP SECURE AGAINST FUTURE SUCH ACTIONS AT A COST OF £99 - PLUS CONFIRM ALL CLLRS EMAIL ACCOUNTS NOW FULLY OPERATIONAL

	<p>RESOLUTION – Approve fix recommended by web hosting and support provider; Proposed Cllr Peter Bright; Seconded Cllr Simon Benstead</p> <p>23/071(i) – CONFIRM AGREEMENT TO PROCEED WITH DNS CHANGES WITH CLOUDNEXT Deferred to a later date</p>
<p>23/072</p>	<p>23/072(i) – CONFIRM POLICY WORDING AND ADOPTION FOR RECREATION GROUND USE / HIRE. REQUEST THAT MEMORIAL HALL BOOKING FORMS MAKE IT CLEAR THAT HIRERS ARE RENTING THE HALL AND NON-EXCLUSIVE USE OF THE CAR PARK ONLY. ANY USE OF THE RECREATION GROUND SHOULD BE REFERRED BACK TO THE PARISH CLERK WHO WILL SEEK AUTHORISATION FROM LEPC COUNCILLORS RESOLUTION – Approve Policy wording and adoption; Proposed Cllr Emma Wells; Seconded Cllr Simon Benstead</p> <p>CLERK to PUBLISH</p> <p>23/072(ii) – UPDATE ON PROPOSALS FOR PICNIC BENCH REFURBISHMENT AND CONSIDER BENCH REPLACEMENT PROGRAMME AT A COST OF c. £3,000 (Cyan / Alexander Rose Teak furniture suppliers). CONFIRM SITE / IDENTITY / OWNERSHIP OF BENCHES TO BE REPLACED RESOLUTION – Approve purchase of 4 off three seater Cyan, 6ft Balmoral Teak benches at £420 each plus 1 off Cyan Luxury Teak pub Picnic bench at £595; Proposed Cllr Emma Wells; Seconded Cllr Peter Bright</p> <p>CLERK to contact supplier for delivery and payment options</p> <p>23/072(iii) – APPROVE EXPENDITURE OF £250 TO PRODUCE e-MAILING LIST TO COMMUNICATE WITH RESIDENTS AND AGREE DRAFT TEXT FOR FIRST MAILING RESOLUTION – Approve expenditure to set up e-Mailing system using the Mailchimp platform; Proposed Cllr Simon Benstead; Seconded Cllr Emma Wells</p> <p>Cllr Peter Bright previously circulated suggested text for initial mailing.</p> <p>CLERK to ACTION in collaboration with web hosting and support contractor</p> <p>23/072(iv) – APPROVE PURCHASE OF REPLACEMENT GOAL WITH NETTING PLUS ADDITIONAL GROUND SLEEVES AND ADDITIONAL NETTING - £710 RESOLUTION – Approve purchase of 1 x goal, 2 x nets, net fixings and additional ground sleeves; Proposed Cllr Emma Wells; Seconded Cllr Simon Benstead</p> <p>CLERK to ACTION</p> <p>23/072(v) - APPROVE QUOTATION FROM SGS TO ASSEMBLE AND FIX NEW FOOTBALL GOAL WITH NETTING PLUS INSTAL ADDITIONAL GROUND SLEEVES TO ENABLE THE GOAL POSITION TO BE MOVED – £215 RESOLUTION – Approve quotation to assembly and installation of new goal, netting and ground sleeves; Proposed Cllr Emma Wells; Seconded Cllr Simon Benstead</p> <p>CLERK to ACTION</p> <p>23/072(vi) – CONSIDER QUOTATION FROM SGS TO REMOVE EXISTING AND MAKE GOOD THE ORIGINAL GOAL MOUTH, ADD TOPSOIL AND TURF PLUS BARRIER FENCING; WATERING OF TURF IN THE EARLY WEEKS TO BE CONSIDERED OR DELAY TURF UNTIL THE AUTUMN– £485 RESOLUTION – Approve quotation to remove and dispose from site the existing goal and netting but to delay repair of goal mouth, proposed adding top soil plus turf, until the Autumn; Proposed Cllr Emma Wells; Seconded Cllr Simon Benstead</p>

	CLERK to advise contractor and agree to splitting the invoice between current works and future works in the Autumn
23/073	APPROVE QUOTATION FROM BAKERS of DANBURY HERITAGE LTD FOR WAR MEMORIAL REFURBISHMENT WORKS - £4,476 PLUS RAILINGS REFURBISHMENT AND OAK GATE - £980 AND GRANITE - £2525 – TOTAL circa £8,000 RESOLUTION – Approve quotations for War Memorial refurbishment works plus the additional sum to refurbish the metal work and Oak gate, plus the purchase of required Granite for contractor to instal; Proposed Cllr Emma Wells; Seconded Cllr Simon Benstead CLERK to ACTION
23/074	DATE OF NEXT MEETING(S) – WEDNESDAY 26 JULY – CLOSE Meeting closed – 09:14 am

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

APPENDIX A

LEPC JUNE 2023 Finance Statement									
Precept	28,500						Budget	Net Exp	Diff +/-
							43,135	8,934	-34,201
Opening balance						66,289.04	0.00		0.00
12-Jun	Activ Web	Web services	9689	DD			42.00	7.00	35.00
12-Jun	R&L Smith	Coronation Expenses	N/A	FPO			199.07		199.07
12-Jun	Sharon Williamson	Coronation Expenses	N/A	FPO			56.47		56.47
12-Jun	Lisa Forsyth	Coronation Expenses	N/A	FPO			48.38		48.38
12-Jun	TL Oakley	Coronation Expenses	N/A	FPO			11.54		11.54
12-Jun	Mrs LJ Luketa	Coronation Expenses	N/A	FPO			11.20		11.20
12-Jun	Mrs J Green	Coronation Expenses	N/A	FPO			92.34		92.34
15-Jun	UDC	Coronation grant		BGC					
15-Jun	A&J Lighting	Annualised maintenance	37319	DD		567.00	24.30	4.05	20.25
19-Jun	DRAX Energy	Lighting electricity	42891/51617	DD			48.11	2.29	45.82
28-Jun	Employee	WFH allowance	N/A	S/O			26.00		26.00
29-Jun	Employee	Expenses	June expense	FPO			4.50		4.50
29-Jun	Employee	Salary	PAYE	FPO			390.65		390.65
29-Jun	Steves Gardening Ser	PM and clearance works	Invs 7 to 11	FPO			1,035.00		1,035.00
29-Jun	M&B Printers	A3 play area sign	Inv 16788	FPO			78.00	13.00	65.00
29-Jun	Prince Recycling - SB	Skip provision	Inv 63775	FPO			300.00	50.00	250.00
29-Jun	UDC	Local Elections	Inv 102172	FPO			52.47		52.47
29-Jun	MD Landscapes	Grass cutting	Inv 1190	FPO			168.00	28.00	140.00
29-Jun	Cloud Next Ltd	Email hosting	Inv 200236	FPO			59.98	9.99	49.99
29-Jun	Broadmead Leisure Ltd	Quarterly inspection	Inv 2536	FPO			96.00	16.00	80.00
29-Jun	UDC	Printing and mailing	Inv 102204	FPO			210.00	35.00	175.00
30-Jun	Unity Trust Bank	Quarterly fee	N/A	DD			18.00		18.00
29-Jun	Amazon - IB	Ring binder	Inv 320ETOZAEU	FPO			2.68	0.45	2.23
June						66,856.04	2,974.69	165.78	2,808.91
Opening balance	JULY					63,881.35	0.00		0.00