

Little Easton Parish Council

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Minutes of the **MEETING OF LITTLE EASTON PARISH COUNCIL** held at the **Memorial Hall** on **WEDNESDAY 31 JANUARY 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	YES
Cnty Cllr Martin Foley	NO - Personal

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

23/142	NOTE AND APPROVE APOLOGIES FOR ABSENCE Cnty Cllr Martin Foley - personal
23/143	WITH REFERENCE TO THIS AGENDA MEMBERS ARE INVITED TO DECLARE ANY DISCLOSABLE PECUNIARY INTERESTS, NON-REGISTRABLE INTERESTS AND OTHER REGISTRABLE INTERESTS Cllr Peter Bright and Cllr Simon Benstead declared a non pecuniary interest in the item discussing Manor Rd – Item 23/154
23/144	APPROVE THE MINUTES OF THE MEETING 03 NOVEMBER 2023 RESOLUTION- Approve the minutes of the meeting 03 November 2023: Proposed Cllr Peter Bright; Seconded Cllr Simon Benstead - unanimous
23/145	RECEIVE 15 MINUTE PRESENTATION FROM DENBURY HOMES (ROBERT EBURNE + OTHERS) TO OUTLINE THEIR CONSTRUCTION PLANS FOR 2024. ANY QUESTIONS FROM RESIDENTS TO BE SUBMITTED IN ADVANCE TO THE CLERK Mr Robert Eburne:- <ul style="list-style-type: none"> ➤ Outlined the previous planning permission ➤ Advised the plan now approved ➤ More detail of revised plan design ➤ Start end of February for one day, groundworker, first stage to review drainage requirements (drainage basin explained) followed by site access requirements ➤ Location of site compound explained for all site parking once drainage basin and road access is built ➤ Traffic management route agreed with the Council, site entry and exit at same position ➤ Road closure from 12 March for one day, for drain surveying, cutting back footpath overgrowth to reveal extent of works required; diversion will be in use ➤ Detailed Landscaping plans available online, hours of work 8am to 6pm, Sat 8am to 1pm, no work on Sunday or BH

	<ul style="list-style-type: none"> ➤ Independent construction liaison service will write to residents to advise their liaison role and key moments of site build ➤ Mud movements off site from volume of vehicle movements, wheel wash on site ➤ Initial generator(s) on site will be screened off ➤ Some site fencing to ensure a secure site ➤ Intention is to ensure Footpaths do remain open ➤ On road vehicle routing guidance signs to site build contractors plus drivers given travel plan ➤ Formal build start May 2024 ➤ Show home main launch open December 2024 with onsite visitor parking ➤ Completion date proposed towards the end of 2025 ➤ % increase in drainage basin size, discharge rate increased too as a result of recent flooding
23/146	<p style="text-align: center;">PUBLIC PARTICIPATION SESSION</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"> ➤ Annual summer village party, team coming together to organise, all councillors approve; suggested first Saturday in July. Funding to be discussed at a later date ➤ Update on finger post at junction of Park Road and Duck Street, requires reinstatement, NB leaning sign at Laundry Lane plus Mem Hall sign at Manor Rd / Duck St junction ➤ Junction Park Rd / Duck Street drains blockage; reported to Highways four years ago, still not satisfactory drainage ➤ Concerns expressed over the increasing width of Manor Rd Bridleway and felled footpath on its route beyond the Mem Hall ➤ Mini swim has applied for alcohol licence, PC unaware, not know what type of licence
23/147	<p>RECEIVE THE DISTRICT & COUNTY COUNCILLORS REPORTS</p> <p>Dist Cllr Richard Haynes</p> <ul style="list-style-type: none"> ➤ Waste collection challenges, admin error, lacking trained nominated party to manage the waste handling / transfer process ➤ Local Plan, 1750 responses to REG 18 consultation now awaiting an outcome ➤ Proposed Draft REG 19 consultation out by this summer, timing is questionable <p>23/147(i) – RECEIVE ANY ADDITIONAL UPDATE TO THE LOCAL PLAN – CLLR PETER BRIGHT None to add</p>
23/148	<p>NOTE CLERKS REPORT AND CORRESPONDENCE</p> <p>All items covered by the Agenda</p>
23/149	<p>FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS – REVIEWED BY TWO MEMBERS OF THE COUNCIL PRIOR TO THIS MEETING COMMENCING</p> <p>RESOLUTION – Finance approved; Proposed Cllr Peter Bright; Seconded Cllr Simon Benstead Reviewed prior to January meeting – APPENDIX A</p> <p>23/149(i) - APPOINT AUTHORISER Cllr Peter Bright</p> <p>23/149(ii) – COUNCILLORS TO NOTE RECONCILED BANK STATEMENT Cllrs Noted bank account balance</p> <p>23/149(iii) – CHAIRMAN AND CLERK TO COMPLETE PRECEPT APPLICATION FORMALITIES Precept form duly completed and signed</p>

	<p>23/149(iv) – APPROVE NATIONALLY AGREED LOCAL GOVERNMENT COST OF LIVING PAY AWARD AS ADVISED BY NALC/EALC BACK DATED TO APRIL 2023 OF £1 PER HOUR RESOLUTION – Approve pay award; Proposed Cllr Peter Bright; Seconded Cllr Simon Benstead – unanimous CLERK to ACTION</p> <p>23/149(v) – AGREE OUTCOME OF ANNUAL CLERK REVIEW INCLUDING APPLICATION OF SCP22 PAYSACLE RESOLUTION – Approve annual review recommendation: Proposed Cllr Emma Wells; Seconded Cllr Simon Benstead – unanimous CLERK to ACTION</p> <p>23/149(vi) – CONFIRM PROJECTS CARRIED OVER FROM 2023-2024 INTO 2024-2025, INCLUDING INSTALLATION OF A PURPOSE MADE FITTING TO ACCOMMODATE THE BEACON AND AN ANNUAL CHRISTMAS TREE £7,000+ funding carried over – projects carried forward include – level ground and replace grass in front of the goal, install safety pathway to play area, finish new bench oiling and picnic bench refurbishment and the Xmas tree project</p> <p>23/149(vii) – AGREE ANY NEW PROJECTS FOR 2024-2025 BUDGET Suggested to include -</p> <ul style="list-style-type: none"> ➤ (Vehicle Activated Sign) VAS digital speed signs ➤ Kerbing for Manor Road boundary with the playing field ➤ New website design and build ➤ CCTV overlooking the Mem Hall car park ➤ Lighting for the play area ➤ Xmas tree plus lights ➤ Total spend circa £30,000 <p>Projects need prioritising –</p> <ul style="list-style-type: none"> ➤ Suggested Manor Road kerbing a main priority, to reinstate original width and protect the playing field from further erosion ➤ Overall project finances need further discussion
23/150	<p>PROGRESS DISCUSSIONS TO PURCHASE AND INSTALL LIGHTING AND CAMERAS FOR CHILDREN’S PLAYGROUND AND MEMORIAL HALL CAR PARK To be further discussed within budget and projects item</p>
23/151	<p>CONSIDER PLANTING A TREE TO REPLACE THE FELLED DISEASED CHERRY TREE ALONG WITH ITS POSSIBLE LOCATION – DEFERRED FROM THE LAST MEETING Xmas tree placement to be agreed first; item deferred for now</p>
23/152	<p>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS OR APPEALS AND OUTCOMES OR PREVIOUS DEVELOPMENT PROPOSALS None to discuss</p>
23/153	<p>COMMENCE THE WHOLESALE REVIEW OF THE EMERGENCY PLAN TO INCLUDE VILLAGE ENTRY/EXIT OPTIONS, CONTACTS AND SIGNAGE, ALERTS & PARISH MAILING Thanks given to Andy Dodsley and Stuart Gilbert for their actions during recent flooding to get signage out and Mrs English advising PC of situation at Mill End</p> <p>Flooding is likely to increase, Emergency Plan needs to be revisited and updated with possibly an additional alternative route to the one adopted thus far</p>
23/154	<p>CONSIDER IMPACT TO THE CONDITION ON MANOR ROAD AS A RESULT OF THE FAILED TEMPORARY REPAIR INSTRUCTED BY THE LEMHMC AND THUS ANY REMEDIAL ACTION</p>

	<ul style="list-style-type: none"> ➤ Disappointment in condition after temporary repairs, question of whether actual process employed was suitable for outcome required. ➤ Suggested contractor should have been cancelled due to the weather conditions and thus the condition of the ground ➤ Noted a hall hirer has seemingly complained about the condition of Manor Road ➤ Suggested correspond with MHMC on the matter with an invitation to meet but not to be confused with PC response to another letter responding to MHMC re Cllrs attending Trustee meetings ➤ Drainage to be factored into any proposed works to Manor Road
23/155	<p>DISCUSS THE COUNTER PROPOSAL FROM LEMHMC REF. LEPC PARTICIPATION IN LEMHMC TRUSTEE MEETINGS</p> <p>Cllrs attending meeting on behalf of the PC cannot be Trustees but would like to continue attending; the council's suggested solution has been put to MHMC, their counter response has yet to receive a reply from the PC but it is in hand</p>
23/156	<p>RECEIVE UPDATE ON THE REINSTATEMENT OF THE FINGER POST AT THE JUNCTION OF PARK ROAD AND DUCK STREET</p> <p>Proposed needs replacing and PC to consider how best to proceed, plus other signage at Laundry Lane and at junction of Duck Street with Manor Road in need of replacing / fixing</p>
23/157	<p>RECEIVE UPDATE ON THE POTHOLES AT THE JUNCTION OF DUCK STREET WITH B184</p> <p>Now fixed, special thanks to Cnty Cllr Martin Foley for his tireless demands on Highways plus Cllr Emma Wells and Cllr Simon Benstead for their vigilance on behalf of the community; 19 tonnes of tarmac laid plus new white lining</p>
23/158	<p>RECEIVE UPDATE ON THE SCHEDULE FOR THE OILING OF THE NEWLY PURCHASED BENCH(S) AND THE REFURBISHMENT OF THE REMAINING ORIGINAL PICNIC BENCHES</p> <p>Awaiting PM contractor to advise dates of commencing works, expected this Spring</p>
23/159	<p>REPRESENTATIVES REPORTS</p> <p>MEMORIAL HALL – Cllr Simon Benstead & Cllr Emma Wells Suggested reconsider efficacy of commenting at this point in time</p> <p>PLAY AREA – Cllr Peter Bright & Cllr Simon Benstead Contractor's quarterly inspection completed during December 2023</p> <p>GARDENS OF EASTON LODGE – Cllr Peter Bright Update from the Gardens –</p> <p>Dates for our Snowdrop open days are:-</p> <p>Sundays, 19th and 25th February 11-4 - where access to both the leased and private parts will be open to the public.</p> <p>Thursdays, 22nd and 29th February 11-3 - Garden leased by the Trust open.</p> <p>We have one of the largest collections in East Anglia of Galanthus nivalis and Galanthus nivalis 'Flore Pleno' and attract many visitors from the UK and abroad. Refreshments available.</p> <p>A new network of pathways, making the Garden accessible to everyone, will be open for 2024. So looking forward to seeing everyone.'</p> <p>PARISH MAINTENANCE INCLUDING WAR MEMORIAL– Cllr Simon Benstead Now completed and finished</p>

	Add LECC to this list – Chairman of club seeking longer security of tenure for various financial and club expansion reasons; PC invited to attend a club meeting soon to discuss both party's concerns, hopes and aspirations
23/160	TO NOTE MATTERS ARISING FROM THE PREVIOUS MEETING None to add at present
23/161	CONSIDER REQUEST FROM LECC FOR THEIR 50TH ANNIVERSARY WEEKEND TO ERECT TWO GAZEBOs ON THE PLAYINGFIELD ON THE 24, 25 & 26 AUGUST PLUS AN ADDITIONAL GAZEBO ON THE 24TH NEAR TO THE MEMORIAL HALL TO ACCOMMODATE A HOG ROAST. THE PC MEMBERS AND COMMUNITY ARE WARMLY INVITED TO THE EVENT RESOLUTION - Approve request; Proposed Cllr Emma Wells, Seconded Cllr Ian Sussams CLERK to ACTION
23/162	ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA None at present other than those that carry over from this meeting 23/162(i) APPOINT CONTRIBUTOR TO 5P MAGAZINE Cllr Ian Sussams 23/162(ii) AGREE MEETING DATES FOR 2024 Clerk to consider next meetings dates, including bi-monthly and a combination of the Annual Parish Assembly with the Annual Council Meeting
23/163	DATE OF NEXT MEETING(S) – 28 FEBRUARY 2024 – CLOSE 20:40

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

APPENDIX A

LEPC NOVEMBER 2023 Finance Statement								Budget	Net Exp	Diff +/-
Precept	28,500							43,135		
Date	Supplier	Description	Invoice	FPO/DD	Min Ref	Rec	Credit	Debit	VAT	Net
Opening Balance							65,404.45			0.00
01-Nov	A&J Lighting	Annualised maintenance	37722/37803	DD		Y		28.80	4.80	24.00 Lighting
08-Nov	M J Keefe	Utility repayment-WM	N/A	FPO		Y		75.00		75.00 S136
09-Nov	RCCE	Subscription	7749	FPO		Y		52.80	8.80	44.00 Subs
10-Nov	Activ Web	Web services	10685	DD		Y		42.00	7.00	35.00 Web
20-Nov	DRAX Energy	Lighting Electricity	420190/4234	DD		Y		48.11	2.29	45.82 Utility
28-Nov	S Smith Gardening	Parish maintenance	Cut 16	FPO		Y		160.00		160.00 PM
28-Nov	HP Inc UK-IB	Printer Ink	57570	FPO		Y		4.12	0.69	3.44 Stationery
28-Nov	Employee	Salary	PAYE	FPO		Y		390.45		390.45 Clerk
28-Nov	Employee	WFH allowance	N/A	S/O		Y		26.00		26.00 Admin
Nov							65,404.45	827.28	23.58	803.71
Opening Balance							64,577.17	0.00		0.00

LEPC DECEMBER 2023 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							64,577.17	0.00			0.00		
05-Dec	S Smith Services	Zip wire tree reduction	Inv 28	FPO				480.00			480.00	PM	
01-Dec	A&J Lighting	Annualised maintenance	37824	DD		Y		28.80	4.80		24.00	Lighting	
12-Dec	Activ Web	Web services	10890	DD				42.00	7.00		35.00	Web	
19-Dec	DRAX Energy	Lighting Electricity	IN110749395	DD				44.29	2.11		42.18	Utility	
20-Dec	DRAX Energy	Lighting Electricity	IN110749882	DD				2.28	0.11		2.17	Utility	
20-Dec	Bakers of Danbury	War Memorial works	14156	FPO				7,123.20	1,187.20		5,936.00	Memorial	
20-Dec	Employee	Salary	PAYE	FPO				390.65			390.65	Clerk	
20-Dec	HP Inc UK-IB	Printer Ink	818485	FPO				4.12	0.69		3.44	Stationery	
22-Dec	Broadmead Leisure Ltd	Play Area inspection Qrt	2626	FPO				96.00	16.00		80.00	Play Area	
28-Dec	Employee	WFH Allowance	N/A	FPO				26.00			26.00	Admin	
31-Dec	Unity Trust Bank	Qrt Service charge	N/A	DD				18.00			18.00	Admin	
Dec							64,577.17	8,255.34	1,217.91		7,037.44		
Opening Balance							56,321.83	0.00			0.00		

LEPC JANUARY 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							56,321.83	0.00			0.00		
02-Jan	A&J Lighting	Annualised maintenance	37908	DD		Y		28.80	4.80		24.00	Lighting	
11-Jan	Activ Web	Web services	11095	DD		Y		42.00	7.00		35.00	Web	
18-Jan	DRAX Energy	Lighting Electricity	60383/66109	DD		Y		48.11	2.29		45.82	Utility	
29-Jan	Employee	WFH Allowance	N/A	SO		Y		26.00			26.00	Admin	
30-Jan	Employee	Travel expenses	N/A	FPO		Y		6.75			6.75	Admin	
30-Jan	HP Inc Ltd - IB	Printer Ink	138430	FPO		Y		4.12	0.69		3.44	Stationery	
30-Jan	Employee	Salary	PAYE	FPO		Y		390.65			390.65	Clerk	
Jan							56,321.83	546.43	14.78		531.66		
Opening Balance							55,775.40	0.00			0.00		