

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 MAY 2023 AT 7:00PM**

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

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

23/029	NOTE AND APPROVE APOLOGIES FOR ABSENCE None received
23/030	DECLARATION OF INTEREST FOR THIS MEETING None declared
23/031	APPROVE THE MINUTES OF THE MEETING 09 MAY 2023 RESOLUTION – Approve the minutes of the meeting 09 May 2023; Proposed Cllr Peter Bright, Seconded Cllr Emma Wells
23/032	RECEIVE PRESENTATION FROM HOLLIE HEAVENS, SENIOR PLANNING MANAGER, LANDS IMPROVEMENT HOLDINGS - RE. LAND AT CHELMER VIEW, TIME ALLOCATED 15 MINUTES Company cancelledpending possible rearrangement for a future date
23/033	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) Street party declared a huge success; suggestion of an annual summer event organised and managed by a residents group, possibly as early as the first weekend in July 2024, PC to be invited to assist where possible
23/034	RECEIVE THE DISTRICT & COUNTY COUNCILLORS REPORTS Not in attendance
23/035	NOTE CLERKS REPORT AND CORRESPONDENCE APPENDIX A
23/036	FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS – APPOINT AUTHORISER

	<p>RESOLUTION – Approve finance statement and payments; Proposed Cllr Emma Wells; Seconded Cllr Simon Benstead Cllr Peter Bright to Authorise</p> <p>Finance Statement – APPENDIX B</p> <p>23/036(i) – COLLECT INVOICES FOR CORONATION EVENT, COUNCIL TO APPROVE SUBSEQUENT REIMBURSEMENT AND CLERK TO SUBMIT GRANT CLAIM TO UDC Invoices handed to the Clerk for submitting to UDC and reimbursement</p> <p>23/036(ii) – RENEW INSURANCE FOR FINAL YEAR OF LTA RESOLUTION – Approve insurance renewal for one year with BHIB; Proposed Cllr Emma Wells; Seconded Cllr Peter Bright</p>
23/037	<p>PROVIDE UPDATE ON INSTALLATION OF MR JACKSON MEMORIAL BENCH – CLERK Maybe 7 to 10 days to receive the Essex Legal Services licence and approval</p>
23/038	<p>RECEIVE UPDATE ON LOCAL PLAN – CLLR PETER BRIGHT Remains stalled, scrutiny meeting at UDC 22 June, Cllr Peter Bright and a resident to attend to pose two main questions 1) Are all Cllrs present up to speed with the Local Plan and 2) Is the LP still on target for Regulation18 consultation which is due this October. On behalf of the council and the wider community Mr Andy Dodsley will be posing separate questions to the Scrutiny Committee re Landscape and Heritage – questions that have been repeatedly asked but still remain unanswered</p>
23/039	<p>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS OR APPEALS AND OUTCOMES OR PREVIOUS DEVELOPMENT PROPOSALS</p> <p>RECEIVE UPDATE ON ENFORCEMENT POSITION CONCERNING THE NEW FIELD ENTRANCE CREATED AT MILL END PLUS GRUBBING UP OF HEDGEROW Highways engineer visited area, concern expressed with hedgerow removal and kerb not lowered to allow access to field, no highways application submitted for any works. Engineer to check with colleagues but may well be approved retrospectively, awaiting feedback from Highways</p> <p>FEEDBACK - Easton Park 1200 Homes Inquiry Outcome further delayed until 10 July</p> <p>23/039(i) – RECEIVED FEEDBACK FROM DENBURY HOMES PRESENTATION RE. LAND AT REAR OF STAG PH Revised design and materials proposals were due by 31 May at UDC, nothing appeared to date</p>
23/040	<p>CONSIDER AMENDMENT TO 1996 MEMORIAL HALL AGREEMENT TO REQUIRE “ONE” MEMBER OF THE PARISH COUNCIL TO SIT ON THE COMMITTEE AND NOT TWO – CLLR EMMA WELLS PC proposal, driven in part by current limited PC members, MHMC to be approached with proposal, however, when two members can attend they may well oblige</p>
23/041	<p>REPRESENTATIVES REPORTS</p> <p>MEMORIAL HALL – Cllr Simon Benstead & Cllr Emma Wells No further update</p> <p>PLAY AREA – Cllr Peter Bright & Cllr Simon Benstead Some picnic tables to be returned into play area Latch and rubber strip fitted to gate plus hinge end close widened to reduce risk of finger trap</p> <p>23/041(i) – RECEIVE UPDATE ON ACQUISITION OF PLAY AREA SIGNAGE Awaiting Gov domain email accounts; temporary NO DOGS signs to be produced – Cllr Bright</p> <p>GARDENS OF EASTON LODGE – Cllr Peter Bright Open every Thursday, June 18 Sunday open day, children always free, wheelchair and buggy path now completed, GoEL on TV programme featured 16 May</p>

	<p>PARISH MAINTENANCE INCLUDING WAR MEMORIAL– Cllr Simon Benstead Bakers revising quote for works to memorial, granite quote approx. £2,000 for three faces of memorial, other suppliers to be approached. Paving slab area needs weeding prior to refurbishment works. Capping and railings refurbishment to be priced separately. Target completion this summer in readiness for Remembrance Day services.</p>
23/042	<p>RECEIVE UPDATE ON <u>SPECIFICATION</u> PROPOSALS TO INSTALL PATHWAY FROM MEMORIAL HALL TO PLAY AREA – CLLR SIMON BENSTEAD In discussion with contractor for ground anchoring solution for the Xmas tree, item 23/043</p>
23/043	<p>RECEIVE UPDATE ON <u>SPECIFICATION</u> PROPOSALS TO INSTALL MULTI PURPOSE CONCRETE BASE AT SITE OF BEACON TO ENABLE SWAPPING OUT FOR CHRISTMAS TREE – CLLR SIMON BENSTEAD See item 23/042, both items to be resolved at same time.</p>
23/044	<p>RECEIVE UPDATE ON THE ACQUISITION OF GOV.UK DOMAIN AND ASSOCIATED EMAIL ACCOUNTS – PROPOSED CHANGE OF SUPPLIER AT ANNUAL COST £49.99 DUE TO UNFORESEEN TECHNICAL DIFFICULTIES Previously adopted solution proved unsuccessful, credit added by supplier to the PC Parish Online mapping tool subscription RESOLUTION – Approve change of supplier to CloudNext for Gov domain hosting and associated email accounts at an annual cost of £49.99; Proposed Cllr Peter Bright; Cllr Simon Benstead CLERK to ACTION</p>
23/045	<p>TO NOTE MATTERS ARISING FROM THE PREVIOUS MEETING:- 23/045(i) - CONSIDER SENDING LETTERS TO BUSINESSES RE SPEEDING ISSUES Draft letter to be compiled and sent by the office to all businesses and residents in the village, proposed cost of circa £250 RESOLUTION – Approve posting of letters at a total cost of circa £250; Proposed Cllr Peter Bright, Seconded Cllr Simon Benstead CLERK to approach UDC and local printer for pricing</p> <p>CONSIDER ADOPTING 20’S PLENTY CAMPAIGN WITH in principle PURCHASE OF SIGNS 20s campaign – Cllr Peter Bright to pursue further and report to council</p> <p>23/045(ii) – CONSIDER POLICY FOR RECREATION GROUND USE / HIRE Cllr Peter Bright shared overview of draft, proposed policy for recreation ground use</p> <p>23/045(iii) – CONSIDER EXTENDING BENCH MAINTENANCE TO INCLUDE NON PICNIC TYPE Review which benches are better replaced, possibly 3 or 4, contractor to be informed to stop any new picnic table refurbishment pending a review of the stock. A number of benches will need replacing with either Teak or man-made recycled material construction</p> <p>23/045(iv) - AGREEMENT IN PRINCIPLE TO COMPILE AN E-MAIL LIST OF RESIDENTS AND FAVOURED SOCIAL MEDIA SITES AND AGREE INITIAL DRAFT LETTER ActivWeb to set up Mailchimp application for Clerk to transmit email communications, Associated costs circa £200 Social Media policy for adoption to be researched by the Clerk</p> <p>23/045(v) - AGREE IN PRINCIPLE A TIDY-UP OF THE RECREATION GREEN AND FUTURE TREATMENT OF FALLEN LEAVES. ONE-OFF TIDY-UP OF £1,000. Contractor quoted labour and materials circa £970 VAT inclusive. Contractor quoted £190 to strim around trees and remove growth from around trees. Request contractor to price cut back growth to right of cricket nets, if £190 then Council agree for it also to be completed.</p>

	<p>There was disquiet by Councillors re the cost of picking-up leaves from the Recreation Ground every year -currently some £600. As trees have been pollarded there should be less leaves next year and therefore LEPC would not be picking up leaves again but leave them to rot on the ground, thus putting goodness back into the earth. But the situation would be reviewed following Autumn this year.</p> <p>RESOLUTION – Approve works to commence, to include additional clearance works pending confirmation of extra spend but additional budget set at £190; Proposed Cllr Simon Benstead, Seconded Peter Bright CLERK to ACTION and advise contractor</p>
23/046	<p>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA As per those carried over from this Agenda 23/046(i) APPOINT CONTRIBUTOR TO 5P MAGAZINE Cllr Simon Benstead</p>
23/047	<p>DATE OF NEXT MEETING(S) – WEDNESDAY 28 JUNE – CLOSE 8:28pm</p>

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

APPENDIX A

CLERKS REPORT AND CORRESPONDENCE – LITTLE EASTON PC

31 May 2023

More residents have requested to be added to the speedwatch email group

Whilst an alternative, agreed course of action is agreed for the future, the leaves have now been removed from the playingfield

Council has received a complaint re the maintenance work being completed at the war memorial

The office has received two quotes, one for the removal of the vegetation and woodchip at the top corner of the playingfield, £480 plus the cost of a skip. The second is to remove vegetation around the bottom of the trees at £190

A resident of a neighbouring parish requested to book the cricket pitch for 5 Saturdays during the summer for family friendly matches, this request was politely turned down. I understand the individual did approach other PCs.

The IA was completed, report circulated to members, we await the government appointed auditor’s comments / report, aiming for a non qualified audit outcome, if possible. The IA recommended a move to a gov domain with associated email accounts, we thought we had successfully done that only to find the company selected to accommodate the move to gov email accounts was not as proficient as hoped or needed which has forced a re-think and a move to an alternative supplier that supports this sector.

I am collecting the invoices this evening for the Coronation bash which I hear was a great success, so that I can submit a claim to UDC for their grant funding, up to £700.

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 May 2023 Finance Statement											
Precept	28,500										
								Budget	Net Exp	Diff +/-	
								43,135	6,125	-37,010	
Opening Balance							71,377.64	0.00		0.00	
11/05/2023	MD Landscapes	Grass cutting	1156	FPO		Y		168.00	28.00	140.00	Grass
11/05/2023	Essex Tree Brothers	Tree works- Year 2	708	FPO		Y		1,920.00	320.00	1,600.00	Trees
11/05/2023	Steves Gardening Serv	Parish maintenance	3 of 2023 Cut N	FPO		Y		140.00		140.00	PM
11/05/2023	M&B Printers	Business Plan printing	16714	FPO		Y		115.00		115.00	Stationery
12/05/2023	Activ Web	Web services	9494	DD		Y		42.00	7.00	35.00	Web
15/05/2023	A&J Lighting	Annualised maintenance	37243	DD		Y		24.30	4.05	20.25	Lighting
22/05/2023	DRAX Energy	Lighting electricity	50264/51468	DD		Y		46.57	2.22	44.35	Utility
	Employee	Expenses - travel, WFH	May claim	FPO/SO				30.50		30.50	Admin
25/05/2023	Employee	Salary	PAYE	FPO		Y		390.65		390.65	Clerk
	HP Inc - IB	Instant Ink / 6	88018	FPO				9.14	1.52	7.62	Stationery
	SLCC	Subscription	2506	FPO				65.45		65.45	Subs
	Broadmead Leisure Ltd	Play area management	2506	FPO				306.00	51.00	255.00	Play Area
	Tesco - PB	Coronation - drink	802N-TPC1	FPO				88.00		88.00	Events
	Steves Gardening Serv	Grass pm and Leaf clear	Inv 4 & 5 & 6	FPO				880.00		880.00	PM
	BHIB	Insurance 1 Yr	LCO00373	FPO				862.99		862.99	Insurance
May							71,377.64	5,088.60	413.79	4,674.81	
Opening Balance	June						66,289.04	0.00		0.00	