

COVID-19 PUBLIC HEALTH EMERGENCY – VIDEO CONFERENCING MINUTES
Little Easton Parish Council



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Minutes of the **Little Easton Parish Council** general meeting held via Video-Conferencing Call on Wednesday
24 FEBRUARY 2021 AT 7PM

Present: Cllr Dodsley Cllr Fowell Cllr Hindley Cllr Keefe Cllr Rodway
Dist Cllr Tayler Dist Cllr Foley

01 members of the public

20/145 NOTE AND APPROVE APOLOGIES FOR ABSENCE

County Cllr Walsh apologised for his absence due to clash of meetings

20/146 DECLARATION OF INTEREST FOR THIS MEETING

Non pecuniary interest declared by Cllr Dodsley and Cllr Rodwell for **Item 20/155 - UTT/21/0230/FUL**

20/147 APPROVE THE MINUTES OF THE MEETING HELD ON 27 JANUARY 2021

RESOLUTION – Approve the minutes as an accurate record subject to the following amendment-

“I have received correspondence from a resident which has been circulated to members, expressing the view that they did not feel that the closure of the memorial hall gates in the evening was causing lorries to reverse down Manor Road”

Proposed Cllr Fowell, Seconded Cllr Hindley – Unanimous agreement

20/148 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)

None offered

20/149 RECEIVE THE DISTRICT & COUNTY COUNCILLORS REPORTS

Dist Cllr Tayler - Local Plan consultations ongoing, Officers seem to be listening to comments.
Dist Cllr Foley – Local Plan, more detailed work being done this time round, all options being considered.

Airport – Consultation continuing, SSE mounting well presented case, Uttlesford approach to the case differs to that of SSE. Wider communities involved and support the objection to airport growth.

Council Tax – ECC no increase, UDC small increase, some recovery expected to be recouped from such as car parking revenue.

20/150 RECEIVE CLERKS REPORT AND CORRESPONDENCE

Residents raised concern over the potential development of the land behind The Stag PH, I have circulated their email to members. There is not a planning application in place but Cllr

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| | <p>Dodsley has suggested this site may well be included in the Call for Sites, the council has made the resident aware of the process.</p> <p>I have received correspondence from a resident, which has been circulated to members, expressing concerns over the alleged safety issue arising from large vehicles using Manor Road and that they do not perceive this being the case, perhaps members would like to comment further on this matter?</p> <p>I have received additional correspondence expressing growing concerns over the significant erosion of the boundary between the playingfield and Manor Road and seeking the council's urgent investigation of the matter.</p> <p><i>Verge – Cllr Keefe commented – only one area or erosion outside their property, cost implication to the council to be considered if repairs required. Request to put whole matter on next agenda.</i></p> <p>I have received complaints over the condition of the footway on the left hand side at Mill End from the entrance into the village from the B184 plus the rapid deteriorating condition of the footway on the right hand side as you approach The Stag PH; it has been reported several times by residents but Highways do not consider it a priority at present but are aware.</p> <p>Members have received communications from the District and County Council plus other bodies who support this sector, the remainder of the items are covered by this Agenda.</p> |
| 20/151 | <p>FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS – APPOINT AUTHORISER</p> <p>RESOLUTION – Approve the Finance statement: - Proposed Cllr Dodsley, Seconded Cllr Hindley– Unanimous agreement. Cllr Fowell to Authorise – Finance statement at APPENDIX A</p> |
| 20/152 | <p>DISCUSS OUTCOMES OF GATE REVIEW MEETING WITH THE MHMC</p> <p>Three main items covered –</p> <ol style="list-style-type: none"> 1. Agree jointly operation times of the gate 2. Safety issues 3. Decision process <ol style="list-style-type: none"> 1. Agreed 01/04 to 30/09 - Open 8am (7am Thurs for waste lorries) Close 9pm, other periods Close at 7pm. Agreed times to be ratified by PC, new notice to be placed on or near the gate. 2. Risk Assessment to be completed by MHMC with guidance from the parish council 3. Any future operations decisions taken by MHMC to be as advised by the Lease procedure. <p>PC agreed to ratify operation times – unanimous agreement.</p> <p>Review Meeting Minutes at APPENDIX B</p> |
| 20/153 | <p>CONSIDER REQUEST FROM A RESIDENT TO SITE A BENCH ADJACENT TO THE MEMORIAL HALL OVERLOOKING THE PLAYINGFIELD IN MEMORY OF ROY BLACKWELL</p> <p>Position confirmed as the stony area overlooking the playingfield at the side of the Memorial Hall</p> <p>RESOLUTION – Approve request to locate a bench at the site confirmed; Proposer Cllr Hindley, Seconder Cllr Keefe – unanimous agreement CLERK to ACTION</p> |
| 20/154 | <p>REVIEW AND CONSIDER ADOPTION OF TRAINING POLICY CIRCULATED TO MEMBERS</p> |

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| | RESOLUTION – Agree adoption of the training policy: Proposer Cllr Keefe, Seconded Cllr Hindley |
| 20/155 | <p>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS</p> <p>Application No: ESS/21/18/UTT/9/03 Proposal: Details pursuant to condition 9 (Noise monitoring Feb 2021) of ESS/21/18/UTT. ESS/21/18/UTT was for "Continuation of the Importation of 70,000m³ per annum of inert waste and the installation and use of a soils washing plant for the recycling of waste, together with associated access onto the highway and a separate silt press as permitted by planning permission ref. ESS/35/16/UTT without compliance with condition 6 (Control of vehicle movements) to allow heavy goods vehicles to travel offsite between the hours 0600 and 0700 Monday to Saturday." Location: Highwood Quarry, Stortford Road, Little Canfield, Dunmow, Essex, CM6 1SL NO OBJECTION</p> <p>Application No: ESS/20/18/UTT/13/03 Proposal: Details pursuant to condition 13 (Noise monitoring Feb 2021) of ESS/20/18/UTT. ESS/20/18/UTT was for "Continuation of the winning and working of sand and gravel, erection of a concrete plant, workshop and ancillary buildings, and the importation and treatment of inert material to produce secondary aggregate and reclamation material for progressive restoration to landscaped farmland originally permitted by planning permission ref. ESS/52/13/UTT without compliance with Condition 4 (Hours of operation) to allow heavy goods vehicles to travel off site between the hours 0600 and 0700 Monday to Saturday." Location: Highwood Quarry, Stortford Road, Little Canfield, Dunmow, Essex, CM6 1SL NO OBJECTION</p> <p>UTT/20/0909/FUL PROPOSAL: Section 73A Retrospective application for change of use of outbuilding to separate dwelling used for short term letting LOCATION: Mawbyns Mill End NO OBJECTION</p> <p>UTT/21/0480/LB PROPOSAL: Proposed secondary double glazing to existing single glazed windows. LOCATION: Yew Tree Cottage Park Road NO OBJECTION</p> <p>UTT/21/0230/FUL PROPOSAL: Change to hours of opening permitted by UTT/1292/02/FUL to the following: Thursday, Saturday & Sunday 11am - 5pm from 1 February until 30 November and Monday - Wednesday & Friday from 1 February to 30 November for up to 100 visitors in daylight hours LOCATION: Gardens Easton Lodge Defer comment; CLERK to advise Planning Officer in view of consultation period now 16 March</p> <p>UTT/21/0511/HHF PROPOSAL: Conversion of existing bungalow to 1.5 storey chalet property and replacement of existing detached double garage with a double cart lodge with attached studio. LOCATION: Oakleigh Duck Street NO OBJECTION</p> |
| 20/156 | <p>CONSIDER PLACEMENT OF TWO LITTER BINS ON PARK ROAD, LOCATION MAP ATTACHED</p> <p>Location suggestion agreed, Laundry Lane, adjacent to dog waste bin, top of Bridleway. District Cllr Foley to advise contact details for Clerk to follow up. Map APPENDIX C</p> |
| 20/157 | REPRESENTATIVES REPORTS |

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| | <p>WAR MEMORIAL – Cllr Keefe No update</p> <p>MEMORIAL HALL – Cllr Hindley No further update from Item 20/152</p> <p>PLAY AREA – Cllr Fowell & Cllr Keefe including update on equipment repairs Wicksteed works progressing, new 4Saw being installed, no reports of abuse to site whilst it has remained open. Parish maintenance contractor to continue with current works schedule. <i>Cllr Keefe – Safety matting may be required for a playingfield entrance area, resident mentioned concerns. One possible supplier identified. Item for next agenda.</i> Collection of leaves, allegedly previous PC agreed to an arrangement to remove bags/sacks of leaves left on the playingfield by residents along Manor Rd. Community activity ideas being sought.</p> <p>PARISH MAINTENANCE – Cllr Hindley Parish Maintenance contractor will be asked to clarify current leaf collection activity instructions.</p> <p>20/141(i) – Update on the repair needs to village sign – Cllr Hindley Site meeting to inspect village sign.</p> <p>PLANNING LOCAL AND NP – Cllr Dodsley Community stakeholder Forums continue online; Call for sites now being published, add to next agenda. NP – Group meeting next week to consider enthusiasm for the project in light of recent planning related developments. Some members of the NP working group have already lost enthusiasm and dropped away.</p> <p>GARDENS OF EASTON LODGE – Cllr Fowell No further update</p> <p>COMMUNITY ACTIVITIES – Cllr Keefe Being brought into focus as the year unfolds, ideas/input sought from members and residents</p> <p>STANSTED AIRPORT – Cllr Rodwell No further update</p> <p>HIGHWOODS QUARRY – Cllr Hindley Awaiting confirmation of next meeting</p> <p>FOOTPATHS & HIGHWAYS – Cllr Fowell Various FP drainage issues being repaired.</p> |
| 20/158 | <p>UPDATE ON RESPONSE AND STEPS BEING TAKEN TO ATTRACT CANDIDATES TO FILL VACANCY Good news, a candidate has come forward, pending formal approach to the council.</p> |
| 20/159 | <p>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA OR IN 5P MAGAZINE No reports</p> |
| 20/160 | <p>DATE OF NEXT MEETING(S) – 31 MARCH 2021 – 7pm – CLOSE – 8:55pm</p> |

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

APPENDIX A

| LEPC February 2021 Finance Statement | | | | | | | | | | | | | |
|--------------------------------------|--------------|--------------------|-------------|--------|---------|-----|-----------|----------|-----|-------------|----------|-----------|--|
| Precept | | 25,612 | | | | | | Budget | | Net Expense | | Diff +/- | |
| | | | | | | | | 25,612 | | 14,262 | | -11,350 | |
| Date | Supplier | Description | Invoice | FPO/DD | Min Ref | Rec | Credit | Debit | VAT | Net | Centre | | |
| Opening Balance | | | | | | | 34,729.07 | 0.00 | | 0.00 | | | |
| | Wicksteed | Swings & Cableway | 812801 | FPO | | | | 1,834.56 | | 305.76 | 1,528.80 | Play Area | |
| 15-Feb | Haven Power | Electricity | 31531/31532 | DD | | Y | | 47.86 | | 2.28 | 45.58 | Utilities | |
| 15-Feb | A&J Lighting | Street Lighting | 34877 | DD | | Y | | 24.30 | | 4.05 | 20.25 | Lighting | |
| 15-Feb | A&J Lighting | Lamp repair - 9002 | 34859 | DD | | Y | | 244.68 | | 40.78 | 203.90 | Lighting | |
| | SSE | Subscription | 2021 | FPO | | | | 10.00 | | | 10.00 | Subs | |
| | Microsoft | Office 365 | N/A | FPO | | | | 20.00 | | | 20.00 | Admin | |
| | Employee | Salary | PAYE | FPO | | | | 381.80 | | | 381.80 | Salary | |
| | Employee | WFH expense | N/A | SO | | | | 26.00 | | | 26.00 | Expenses | |
| 11-Feb | ECC | GRANT | 845502 | BGC | | Y | 500.00 | | | | | Income | |
| 04-Feb | UDC | GRANT | 199892 | BGC | | Y | 500.00 | | | | | Income | |
| | ZOOM - AD | Subscription | 42896 | FPO | | | | 14.39 | | 2.40 | 11.99 | Subs | |
| 11-Feb | Activ | Web services | 4726 | DD | | Y | | 42.00 | | 7.00 | 35.00 | Web | |
| February | | | | | | | 35,729.07 | 2,645.59 | | 362.27 | 2,283.32 | | |
| Opening Balance | MARCH | | | | | | 33,083.48 | 0.00 | | | 0.00 | | |

APPENDIX B

Little Easton Parish Council (LEPC) and Memorial Hall Management Committee (MHMC)

Minutes of Car Park Gate Review Zoom Meeting 17th February 2.30pm

Attendees

Andy Dodsley (LEPC)

Chris Hindley (LEPC)

Sarah Keefe (LEPC)

Ian Brown (Clerk LEPC) (until 3.30pm)

Jenny Green (MHMC)

Adrian Hoodless (MHMC)

Sue Bright (MHMC)

Suzanne Fox (MHMC)

Jess Rush (MHMC)

Ruth Blackwell (MHMC)

Background to the Meeting

LEPC approval for the installation of the car park gate by the MHC was given at the council meeting on 10th July 2019. At that meeting, the council and the MHMC agreed to hold a meeting to review the operation of the gate and assess whether the operation of the gate is working satisfactorily and establish whether any changes need to be made.

MINUTES

Reports were given by the MHMC and LEPC on gate operations since installation and on any feedback received from residents on the operation of the gate.

Report from MHMC

MHMC feel that gate operations have gone well. The gate keeps the car park safe from undesirables and available for hirers. Combination codes have been given to residents and contractors when requested. The gate opening time changed as daylight hours have changed during the winter months. General feedback has been positive with a number of residents contacting the MHMC in support of the change.

Feedback has also been received from a resident who did not agree with the change of hours and did not recognise the change to the original operating hours.

Report from LEPC

LEPC have only had feedback from one resident who has raised safety concerns about the impact on traffic on Manor Road when the gate is closed. Having assessed both the gate operations and the change process surrounding decisions made, LEPC identified the following issues for discussion:

1. The closing time of the gate is now different to the initial times in operation when the gate was first installed.
2. The concern of safety along Manor Road at times when the gate is shut (raised by the resident). The risk is that vehicles unable to turn round in the car park could end up reversing down Manor Road creating a potential accident risk to residents.
3. Changes to gate operating times and other decisions have been made without the involvement of the Parish Council representatives on the MHMC.

Discussion of Issues

The issues raised were discussed at length between LEPC and MHMC and the following outcomes were reached:

1. LEPC and the MHMC agreed jointly that the opening and closing times of the gate will be:

Opening Times

8.00am (7.00am on alternate Thursdays to accommodate the garden waste bin collections)

Closing Times

1st April to 30th September – 9.00pm

1st October to 31st March – 7.00pm

These times will be ratified by LEPC at the next parish council meeting and by the MHMC at the next MHMC meeting. Once the times have been ratified by both LEPC and the MHMC a new notice detailing the opening and closing times will be put up by the MHMC on the board by the gate to inform residents.

2. To address the safety issue that has been raised, the MHMC will undertake a risk assessment to assess whether there are any increased risks to residents of the gate being closed. If any significant risks are identified, the MHMC will implement any appropriate mitigating actions.

This action will be ratified at the next meeting of the MHMC and the risk assessment will then be undertaken. A copy of the risk assessment and any outcomes from the assessment will be provided to the parish council.

3. In future, decisions on the operations of the gate will only be taken at formal MHMC meetings in accordance with the provisions set out in the governing document. Parish Council representatives on the MHMC will receive an invitation to these meetings.

LEPC and the MHMC agreed that there is no need to schedule an ongoing annual review of gate operations and that any future operational issues will be handled through MHMC meetings and correspondence between the parish council and the MHMC.

LITTLE EASTON PARISH COUNCIL – PROPOSED SITING OF NEW LITTER BINS

