

Little Easton Parish Council

IAN BROWN
Parish Clerk
& Responsible Financial Officer
Email: Iteastonclerk@gmail.com

72 ST. EDMUNDS FIELDS
GREAT DUNMOW
ESSEX CM6 2AN
Tel: 01371 871 641

Minutes of the **Little Easton Annual Council Meeting** held at the **MEMORIAL HALL** on **WEDNESDAY 25 MAY 2022 AT 7:30PM**

Present: Cllr Sarah Sidgwick (Chair) Y
 Cllr Katy Rodwell (Vice Chair) Y
 Cllr Rebecca Fowell Y
 Cllr Stephen Sidgwick Y
 Cnty Cllr Martin Foley X
 Dist Cllr Michael Tayler Y
 09 member(s) of the public
 Clerk – Mr Ian Brown

22/16	<p>AGREE THE NOMINATION, ELECTION & APPOINTMENT OF OFFICERS FOR 2022-2023 22/16(i) CHAIRMAN <i>RESOLUTION</i> – Approve the Nomination and Election of Sarah Sidgwick to the position of Chairman; Proposed Cllr Rebecca Fowell, Seconded Cllr Katy Rodwell – Unanimous approval 22/16(ii) VICE CHAIRMAN <i>RESOLUTION</i> – Approve the Nomination and Election of Katy Rodwell to the position of Vice Chairman; Proposed Cllr Sarah Sidgwick, Seconded Cllr Stephen Sidgwick – Unanimous approval</p>
22/17	<p>WITNESS THE SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE Duly signed and witnessed</p>
22/18	<p>AGREE THE COUNCILLOR REPRESENTATIONS / RESPONSIBILITIES FOR 2022-2023 Duly appointed and agreed as follows:- WAR MEMORIAL – Cllr Stephen Sidgwick MEMORIAL HALL – Cllrs Katy Rodwell and Sarah Sidgwick PLAY AREA – Cllr Rebecca Fowell PARISH MAINTENANCE – Cllrs Rebecca Fowell and Katy Rodwell PLANNING - LOCAL AND NEIGHBOURHOOD PLAN - VACANT GARDENS OF EASTON LODGE – Cllr Katy Rodwell COMMUNITY ACTIVITIES - VACANT JUBILEE CELEBRATIONS – ALL CLLRS STANSTED AIRPORT – REMOVE ITEM HIGHWOODS QUARRY- Cllr Katy Rodwell</p>
22/19	<p>NOTE AND APPROVE APOLOGIES FOR ABSENCE None presented</p>
22/20	<p>DECLARATION OF INTEREST FOR THIS MEETING None presented</p>
22/21	<p>APPROVE THE MINUTES OF THE MEETING HELD ON 27 APRIL 2022 <i>RESOLUTION</i> – Approve the minutes as an accurate reflection of the meeting held on 27 April 2022: Proposed Cllr Sarah Sidgwick, Seconded Cllr Rebecca Fowell – Unanimous approval</p>

22/22	<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"> ➤ Council is in receipt of a costed report from residents of Manor Road outlining a proposal for the refurbishment and resurfacing of the bridleway unmade section. ➤ Options outlined for traffic calming measures in addition to resurfacing. ➤ Request for the council to contribute up to £10,000 towards the cost, estimated at circa £45,000 to £50,000. ➤ Pricing is increasing, a need to act as fast as possible. ➤ Suggested a funding collaboration between the residents in favour of the proposals, the MHMC and the PC. ➤ Boundary of playing-field badly eroded and in need of reinstatement. ➤ Complaints from some Hall hirers due to condition of the bridleway. ➤ MHMC to discuss the proposals and question of funding. ➤ PC suggested a need to engage professionals to identify the boundary of the playing-field and its maintenance responsibilities. ➤ Request to see the community work together. ➤ Request for members to visit the bridleway on a Saturday. ➤ Clarification sought of PC funding for the Jubilee celebrations.
22/23	<p style="text-align: center;">RECEIVE THE DISTRICT & COUNTY COUNCILLORS REPORTS</p> <p>Dist Cllr Michael Taylor advised that Cnty Cllr Martin Foley could not attend due to other meeting commitments.</p> <ul style="list-style-type: none"> ➤ Local Plan confidential at present. ➤ Section 18 approaching. ➤ Ukraine refugees – 9 individuals about to arrive in the District, DBS checks of receiving families completed, school places being made available for the children. ➤ Districtwide speeding issues – Cllr Tayler and Foley to engage with Highways.
22/24	<p style="text-align: center;">NOTE CLERKS REPORT AND CORRESPONDENCE</p> <p>Beacon now installed, it looks quite majestic. I have asked the landowner of the site of the original beacon whether they wish the old stump removed and or cut off at ground level.</p> <p>The office very recently received a query as to why the beacon was no longer sited in its previous location where it could be seen by neighbouring beacons.</p> <p>The PM contractor has asked whether the council wishes the Planters refreshed with some spring/summer colour in readiness for the Jubilee, Begonias and the like. GEPC has requested he do theirs this week and so could do all at the same time? Last year it cost around £100 for the supply of plants, compost and labour.</p> <p>The office received a request for a £10,000 funding contribution towards the refurbishment of Bridleway No5, the extension of Manor Road, from a group of residents along Manor Road who wish to improve the surface.</p> <p>Request inviting the council to join the Salt Bag Partnership scheme for this year.</p> <p>Members of the residents committee organising the Jubilee event for the community have asked me how much the PC could contribute to their costs of providing refreshments etc, the Clerk has suggested up to £300 as the council does have a sum money left from the Jubilee grant</p>

	<p>which this sum can be afforded. It sounds like they have quite a fun packed afternoon and evening organised.</p> <p>The office received a request seeking clarification of the council’s intentions re the planning appeal for the 1200 houses application, I explained that upon review neither the council nor those offering support to the council on planning matters, felt there is anything new that could be added to the appeal hearing.</p> <p>The office has complied with the requirements of the Pension Regulator and submitted the requested data.</p> <p>The UDC CEO, Peter Holt, has arranged a follow up meeting with local councils hosted by Stebbing on 06 June.</p> <p>The first stage of the three year Tree works programme has now been completed, sadly they did not remove any of the accumulating leaves and thus the grass underneath continues to die.</p> <p>The request to GEPC to receive a copy of their Lease with DUFC has not produced the Lease but a request to understand why the council wishes a copy?</p> <p>The office was pressed again as to when the War Memorial refurbishment was to commence, the Clerk explained that council were drafting a schedule of works to go out to tender.</p> <p>The office has been informed that the tenancy of the Stag PH is not to be renewed.</p> <p>And finally the office received a complaint of car noise along Park Road seemingly attending some form of rally at the Manor with a request that the council approach the Manor with the complaint?</p> <p>Members have received various communications from the District and County Council plus other bodies who support this sector, such as the Police, the remainder of the items are covered by this Agenda.</p>
<p>22/25</p>	<p>FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS – APPOINT AUTHORISER RESOLUTION – Approve the finance statement and payments: Proposed Cllr Sarah Sidgwick, Seconded Cllr Stephen Sidgwick – unanimous agreement</p> <p>Finance statement at APPENDIX A</p> <p>Appointed Authoriser – Cllr Rebecca Fowell</p> <p>22/25(i) – CONFIRM RECEIPT AND REVIEW ANNUAL INTERNAL AUDITORS REPORT RESOLUTION – Confirm receipt of the Internal Auditor report and recommendations: Proposed Cllr Stephen Sidgwick, Seconded Cllr Sarah Sidgwick – unanimous agreement</p> <p>22/25(ii) – APPROVE ANNUAL GOVERNANCE RETURN AND SIGN FOR 2021-2022 RESOLUTION – Approve the Annual Governance Return: Proposed Cllr Sarah Sidgwick, Seconded Cllr Rebecca Fowell – unanimous agreement</p> <p>22/25(iii) – APPROVE ANNUAL ACCOUNTANCY RETURN AND SIGN FOR 2021-2022 RESOLUTION – Approve the Annual Accountancy Return: Proposed Cllr Sarah Sidgwick, Seconded Cllr Rebecca Fowell – unanimous agreement</p>

	CLERK to ACTION submission to external auditor
22/26	<p>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS OR APPEALS AND OUTCOMES</p> <p>DEVELOPMENT: Proposed two storey rear extension, ground floor side extension, floor plan redesign and all associated works LOCATION: The Perch Duck Street Little Easton Essex CM6 2JG APPLICANT: Bradley And Catherine Smith ADDRESS: The Perch Duck Street Little Easton Essex CM6 2JG EASTING/NORTHING: 560655 - 224359 DECISION LEVEL: Delegated Decision DECISION Refuse - 9th May 2022 UTT/22/0845/FUL</p> <p>COUNCIL NOTED</p>
22/27	<p>CONSIDER ANY ACTION IN RESPONSE TO A RESIDENT’S HUNT RELATED COMPLAINT CLERK to ACTION – Contact Essex Hunt requesting annual calendar of events</p>
22/28	<p>APPROVE ACTION TO REMOVE REMAINING LEAVES FROM PLAYINGFIELD EAST BOUNDARY CLERK to ACTION – Request parish maintenance contractor to quote to remove leaves and any remaining detritus</p>
22/29	<p>CONSIDER WORKS TO REMOVE ORIGINAL BEACON POLE AND MAKE GOOD CLERK to ACTION – Approach land owner for desired outcome</p>
22/30	<p>CONSIDER AND APPROVE BENCH MAINTENANCE WORKS CURRENTLY QUOTED BY PARISH MAINTENANCE CONTRACTOR AT £60 PER BENCH INCLUDING PAINT Request parish maintenance contractor to quote to sand benches prior to cleaning and painting, Cllr Katy Rodwell has acquired alternative quote to provide council and the Clerk</p>
22/31	<p>CONSIDER AND APPROVE PLANTER MAINTENANCE WORKS CURRENTLY QUOTED BY PARISH MAINTENANCE CONTRACTOR AT £40 PER PLANTER, TO WASH DOWN AND APPLY TWO COATS OF BEDAC PAINT Invite parish maintenance contractor to re-quote for this work – CLERK to ACTION</p>
22/32	<p>CONSIDER ALTERNATIVE PLAYINGFIELD GRASS CUTTING QUOTE FROM CURRENT PARISH MAINTENANCE CONTRACTOR – OFFERED AT £200 PER CUT (CURRENT CONTRACTOR - £140) In light of the alternative quote council agreed to remain with current grass cutting contractor</p>
22/33	<p>RECEIVE PROGRESS UPDATE ON THE ACQUISITION OF MICROSOFT 365 LICENCES FOR COUNCILLOR USE</p> <p>Members have received a response from EALC for the office to acquire Microsoft 365, which it does already use, however, the question is with what power the office can purchase individual licences for the members to enable their using Microsoft 365. Having spoken to the Auditor the CLERK has requested EALC confirm with NALC which power is available to the office to make the purchase, awaiting that response; meanwhile following the Auditor’s suggestion the members are to make their case for requesting the licences. The office has engaged with CloudyIT to advise how they might provide that licence within a bundle of services including website build and hosting, website management, email management and .Gov domain name - awaiting that response.</p>
22/34	<p>REPRESENTATIVES REPORTS – RESPONSIBILITIES MAY CHANGE WAR MEMORIAL – Cllr Stephen Sidgwick to draft works specification for the office to go out to tender.</p>

	<p>MEMORIAL HALL – Cllr Katy Rodwell & Sarah Sidgwick – Drafting the request to fix a Commemoration plaque and complete internal refurbishments is on-going.</p> <p>PLAY AREA – Cllr Rebecca Fowell – Awaiting independent safety inspection report; council agreed to remove COVID signs from the play area.</p> <p>PARISH MAINTENANCE – Cllr Rebecca Fowell – Nothing specific to report.</p> <p>PLANNING - LOCAL AND NEIGHBOURHOOD PLAN – Cllr Stephen Sidgwick – Neighbourhood Plan stalled.</p> <p>GARDENS OF EASTON LODGE – Cllr Katy Rodwell – Open days – Thursday.</p> <p>COMMUNITY ACTIVITIES – Confirm Cllr to adopt responsibility – Nothing to report.</p> <p>JUBILEE CELEBRATIONS – Cllrs Sarah Sidgwick & Katy Rodwell – Beacon installed, activities and refreshments organised, PC providing funding support.</p> <p>STANSTED AIRPORT – TBA – Nothing to report.</p> <p>HIGHWOODS QUARRY – Cllr Katy Rodwell – Awaiting confirmation of next meeting.</p>
22/35	<p>RECEIVE UPDATE ON THE REQUEST TO PLACE THE LECC LEASE AGREEMENT ON THE PC WEBSITE</p> <p>CLERK to chase Cricket Club for response</p>
22/36	<p>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA</p> <p>Manor Road</p> <p>Audit observations</p> <p>22/36(i) APPOINT CONTRIBUTOR TO 5P MAGAZINE</p> <p>Cllr Rebecca Fowell</p> <p>2/36(ii) AGREE REVISED DATE FOR CLERK APPRAISAL MEETING</p> <p>Date set for 08 June, 11am</p>
22/37	<p>DATE OF NEXT MEETING(S) – 29 JUNE 2022 – 7pm – CLOSE – 08:52</p>

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

APPENDIX A

LEPC May 2022 Finance Statement												
Precept		32,364						Budget	Net Exp	Diff +/-		
								32,364	2,420	-29,943		
Date	Supplier	Description	Invoice	FPO/Min Ref	Rec	Credit	Debit	VAT	Net	Centre		
Opening Balance							56,885.72	0.00	0.00			
04-May	HMRC	VAT reclaim		BGC	Y	799.48				HMRC		
12-May	Activ Web	Web services		DD	Y		42.00	7.00	35.00	Web		
16-May	A&J Lighting	Lighting maintenance		DD	Y		24.30	4.05	20.25	Lighting		
27-May	Raw Steel Choppers	Beacon storage	000780	FPO			48.00	8.00	40.00	PM		
27-May	MD Landscapes	Grass cutting	943	FPO			168.00	28.00	140.00	Grass		
27-May	Steve's Gardening Serv	Parish maintenance	6/7/9 of 2022	FPO			280.00		280.00	PM		
27-May	Steve's Gardening Serv	Fence post repair	50522	FPO			85.00		85.00	PM		
27-May	Steve's Gardening Serv	Beacon transport	Inv 10	FPO			40.00		40.00	PM		
11-May	Amazon - IB	Inkjets / 6	22XSJOMAEUI	FPO			5.51	0.92	4.59	Admin		
27-May	Employee	Mileage and WFH	44682	FPO/SO			33.88		33.88	Admin		
27-May	Employee	Salary	PAYE	FPO			387.65		387.65	Clerk		
May							57,685.20	1,114.34	47.97	1,066.37		
Opening Balance							56,570.86	0.00		0.00		