

Little Easton Parish Council



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

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

Minutes of the **Little Easton Parish Council Meeting** held at the **Parish Church** on **THURSDAY 25 NOVEMBER 2021 AT 7PM**

Present: Cllr Sarah Sidgwick (Chair) Cllr Katy Rodwell Cllr Stephen Sidgwick
 Cllr Rebecca Fowell
 02 member(s) of the public

21/107	NOTE AND APPROVE APOLOGIES FOR ABSENCE No apologies presented
21/108	DECLARATION OF INTEREST FOR THIS MEETING No declarations presented
21/109	APPROVE THE MINUTES OF THE MEETING HELD ON 27 OCTOBER 2021 RESOLUTION – Approve the minutes as an accurate record providing the attendance be amended to reflect the attendance of Cllr Katy Rodwell and not Cllr Sarah Keefe: Proposed Cllr Sarah Sidgwick, Seconded Cllr Katy Rodwell – unanimous agreement
21/110	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) <ul style="list-style-type: none"> ➤ Pedestrian sign on Duck Street still hanging off the pole ➤ Note leaves accumulate on the South side of the playing field in addition to the East side ➤ If leaf fall collection is to be considered costly what is the alternative ➤ Leaf fall accumulates annually ➤ Leaf fall has to date been collected annually at a cost
21/111 <i>Cllrs Foley and Tayler left the meeting at 7:45pm</i>	RECEIVE THE DISTRICT & COUNTY COUNCILLORS REPORTS Cnty Cllr Martin Foley report at APPENDIX A <ul style="list-style-type: none"> ➤ Call for people to come forward for Booster vaccines ➤ Drain covers being stolen creating a danger for road users ➤ Catalytic Converters being stolen, free marking initiative well attended ➤ UDC awarded £200,000 to Essex Highways for dedicated spend in the District on such as speeding related issues Dist Cllr Michael Tayler <ul style="list-style-type: none"> ➤ Request to members for confirmation of general availability of COVID vaccines

- Local Plan – Push for Landscape Sensitivity Profiles be considered and their importance criteria be increased, to include VISUAL IMPACT; Easton Park being included in that discussion as should the proposals for the land at The Stag PH.
- * Neighbourhood Plan and the Stag application will be noted under those items

21/112

NOTE CLERKS REPORT AND CORRESPONDENCE

Clerks report is at **APPENDIX B**

21/113

FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS – APPOINT AUTHORISER

RESOLUTION – Approve the Finance statement, noted £5 bank charges to be added: Proposed Cllr Katy Rodwell, Seconded Cllr Steve Sidgwick - Unanimous agreement

Authoriser appointed - Cllr Rebecca Fowell

Finance statement at **APPENDIX C**

21/113/(i) – CONFIRM BUDGET FOR 2022-2023

RESOLUTION – Approve the Budget at £32,364: Proposed Cllr Sarah Sidgwick, Seconded - Cllr Katy Rodwell - Unanimous agreement

Budget at **APPENDIX D**

21/113(ii) – CONFIRM PRECEPT REQUEST FOR 2022-2023

RESOLUTION – Approve the Precept request at £32,364: Proposed Cllr Stephen Sidgwick, Seconded - Cllr Rebecca Fowell - Unanimous agreement

In light of the on-going challenges with the current bankers Council approved the move to Unity Trust Bank – CLERK to ACTION

21/114

PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS

UTT/21/3350/FUL

PROPOSAL: Proposed erection of 1 no. dwelling with associated curtilage, access, parking and landscaping.

LOCATION: Land Fronting Glebe Lane

Comment date – 14 December

Council raised concerns over entry and egress at junction with Duck Street and Glebe Lane plus the potential for deteriorating the condition of the unadopted Glebe Lane.
CLERK to ACTION

Update on proposed development - Land rear of The Stag PH

Uttlesford Planning Committee next meets on 15 December where this item should be discussed since deferral at the previous planning meeting pending further information.

Asset of Community Value committee meeting to be reconvened on 25 January 2022 at 2pm where the Stag PH should be discussed

Comment on UDC Initial Site Assessments Technical Consultation – Planning working group proposed submission

Planning working group consultation document comments submitted to UDC seeking response and feedback.

Noted - Further recognition of the importance for a completed Neighbourhood Plan

21/115	<p>APPROVE APPOINTMENT OF JACKIE DEANE AS NEIGHBOURHOOD PLAN WORKING GROUP CO-ORDINATOR AT A PROPOSED £390 PER CALENDAR MONTH ON A MONTHLY ROLLING CONTRACT BASIS WITH AN INITIAL COMMITMENT TO THREE MONTHS – PROPOSAL DOCUMENT PREVIOUSLY CIRCULATED TO MEMBERS.</p> <p>Terms of engagement to be drafted and forwarded to the independent NP Group co-ordinator</p>
21/116	<p>CONFIRM ADOPTION OF STANDING ORDERS & FINANCIAL REGULATIONS UNTIL NEXT REVIEW RESOLUTION – Approve agreement and adoption of the Standing Orders and Financial Regulations review: Proposed Cllr Sarah Sidgwick, Seconded - Cllr Rebecca Fowell - Unanimous agreement CLERK to ACTION</p>
21/117	<p>AGREE ACTION ON LEAVES ACCUMULATING ALONG THE PLAYING-FIELD EAST BOUNDARY Recognised leaves accumulate along the South boundary in addition to the East boundary. CLERK to instruct parish maintenance contractor to remove leaves to area behind car park; future collection arrangements to be agreed prior to next collection.</p>
21/118	<p>APPROVE ARBORIST TREE SURVEY TO INCLUDE A THREE YEAR PLAN OF WORKS - £560 + vat RESOLUTION – Approve appointment of Arborist: Proposed Cllr Katy Rodwell, Seconded - Cllr Sarah Sidgwick - Unanimous agreement CLERK to check season/timing for survey and ACTION appointment</p> <p>21/118(i) AGREE RESPONSE TO A REQUEST TO REMOVE A POPLAR TREE ADJACENT TO THE NEW BUNGALOW DEVELOPMENT IN GLEBE LANE CLERK to advise property owner of pending tree survey</p>
21/119	<p>RECEIVE FEEDBACK ON BEACON REPLACEMENT PROJECT – CLLR STEPHEN SIDGWICK Cllr to meet with parish maintenance contractor to discuss replacement</p>
21/120	<p>REPRESENTATIVES REPORTS</p> <p>WAR MEMORIAL – pending appointment of a new councillor - Awaiting alternative quotes</p> <p>MEMORIAL HALL – Cllr Katy Rodwell & Sarah Sidgwick – Latest meeting cancelled</p> <p>PLAY AREA – Cllr Rebecca Fowell – Inspection completed, works schedule to be updated and circulated to members</p> <p>PARISH MAINTENANCE – Cllr Rebecca Fowell – No new matters to report</p> <p>PLANNING - LOCAL AND NEIGHBOURHOOD PLAN – Cllr Stephen Sidgwick – Online meeting positive, need for more volunteers to join the NP working group. *Recommendation from Dist Cllr Michael Tayler that a leading member from Thaxted NP team be approached to mentor the LEPC NP Working Group.</p> <p>GARDENS OF EASTON LODGE – Cllr Katy Rodwell – Awaiting reply to initial contact</p> <p>COMMUNITY ACTIVITIES – Confirm Cllr to adopt responsibility – Church suggested a joint Jubilee celebration initiative with the PC</p> <p>STANSTED AIRPORT – TBA – Nothing to report</p> <p>HIGHWOODS QUARRY – Cllr Katy Rodwell – Awaiting date of next meeting</p> <p>FOOTPATHS & HIGHWAYS – Cllr Rebecca Fowell – Hedge along Duck Street partially cut, remaining works reported to Highways. Suggested Essex Highways Report-It portal link be placed on the PC website for members of the public to report issues.</p>
21/121	<p>RECEIVE UPDATE ON PLAY AREA FENCE REPLACEMENT PROJECT – CLLR STEPHEN SIDGWICK Cllr to meet with Contractor proposing Option 4 to progress the project</p> <p>RESOLUTION – Approve appointment in principle of Option 4 Contractor, recognising there will be a probable increase in material costs: Proposed Cllr Katy Rodwell, Seconded - Cllr Sarah Sidgwick - Unanimous agreement CLERK to ACTION</p>

21/122	ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA Appointment of Solicitor to act for the PC 21/122(i) APPOINT CONTRIBUTOR TO 5P MAGAZINE Cllr Rebecca Fowell to complete contribution
21/123	DATE OF NEXT MEETING(S) – COUNCIL MEETING 26 JANUARY 2022 – 7pm – CLOSE – 9:30pm

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

APPENDIX A

Cllr Martin Foley – Update Report

I hope this finds you well and in good spirits.. and looking after yourselves.

First of all, I want to thank you all for the many kind thoughts and wishes sent from parishes all over my county division since my wife Claire went into hospital again. Claire is a stroke survivor and she is going through a bit of difficult period... but since leaving hospital Claire is gaining strength again. Thank you as well for your understanding if I did not get back to you as quickly as usual recently.

There are a couple of initiatives that I wanted to ensure you were briefed on, so as we receive fuller information, we are able to signpost residents accordingly. These initiatives are supported by the official Independent (which includes R4U) opposition and of course the current administration at ECC.

Many of these are for initiatives are outside our immediate area but it is useful to see how the Household Support Fund is spent.

The first relates to the Household Support Fund and the second to the Essex ActivAte Winter Holiday Activity and Food Programme:

£9.4m Household Support fund allocations announced

In October, the government allocated £9.4m to ECC in order to provide support for families over the winter. Free school meals during the holidays, food for rough sleepers and help for residents in need, with their utility bills this winter, are just some of the key areas where the money will be targeted. The below provides more information.

Allocations in full:

- £3.2m for the provision of food vouchers to those eligible for free school meals for the Christmas 2021, February and Easter 2022 school holidays.
- £2m to supporting vulnerable adults as individuals or with families with food, fuel and essential items.
- £1m for the [Essential Living Fund](#), a scheme managed on behalf of the County Council by Southend Borough Council.
- £630,000 to the [Essex Child and Family Wellbeing Service](#), of which £600,000 for a one off fuel voucher to all registered families and £30,000 for food and other essential item vouchers distributed to those in the most deprived areas.

- £240,000 to Community Hubs for food, fuel and essential items split across the CVS but also Nest in Harwich, Happy Hub in Basildon, Ideas Hub in Chelmsford and The Witham Community Hub.
- £200,000 to Voluntary and Community sector organisations for food, fuel and essential items.
- £200,000 to local Citizens Advice.
- £200,000 for families who are just about managing, but who could benefit from a one off fuel or essential items voucher for temporary relief can be accessed through the Essential Living Fund.
- £120,000 direct to District, Boroughs and City for the provision of food for homeless households and rough sleepers.
- £108,000 for Care Leavers for food and essential items.
- £565,000 to deliver a series of programmes focusing on holiday hunger, food education programmes, support for young carers and targeted family support and childcare delivered through locally trusted community organisations and foodbanks to support children and their families (includes money through homestart).
- £200,000 will be used for Administration costs associated with this grant
- £735,000 has been allocated through previous ECC decisions.

A large proportion of the fund has been allocated to key organisations and partners across the county to continue their work in supporting residents in need.

Community Hubs, Voluntary and Community sector organisations and local Citizens Advice will also receive allocations to support residents.

The link to the wide range of support that can be provided to residents is below. Please circulate and signpost through your contacts:

[Money, debt and benefits: Household Support Fund - Essex County Council](#)

Essex ActivAte Winter Holiday Activity and Food Programme

I am delighted that once again we will be running another Essex ActivAte programme this winter, which aims to support the physical and mental wellbeing of children and young people from low-income homes, providing fun, enrichment activities, as well as a nutritious meal.

Across the entire county, there will be over 120 clubs up and running to provide a whole host of enjoyable and educational activities for children to choose from. From archery, arts and crafts, baking, and exploring nature, to animal encounters, mini golf, parkour and bath bomb creation, there's something for every child to enjoy! Every child will receive a school standard meal and nutritious snacks, with many clubs also providing an extra meal during longer sessions.

We are committed to ensuring that clubs and activities in this year's ActivAte Essex winter programme are inclusive and accessible. Active Essex will be providing training for all partners, covering topics such as: inclusive awareness, mental wellbeing, safeguarding, nutrition education and epilepsy and seizure training. All ActivAte clubs will be inclusive, with a trained SEND and Mental Wellbeing ambassador to support our club-goers. We are also working with experienced organisations to deliver dedicated SEND Hubs and Mental Wellbeing Hubs across Essex, offering tailored activities run by specialist coaches.

To get us all in the festive spirit at the most wonderful time of the year, many clubs will be hosting a unique celebration event, which may include special winter experiences such as a Christmas party, Santa's grotto, pantomime show or animal encounter. All activities will differ from club to club, but each one will ensure a wonderful time is had by all who attend.

The winter ActivAte Essex clubs, which will run predominantly between the 20th - 24th of December, are free for all children who are eligible for benefits based free school meals, as well as children from lower income working families and other eligible families in need of support. Bookings are now live. Please signpost residents through your channels to the link below:

www.activeessex.org/children-young-people/essex-activate/bookings/

Kind regards,

Cllr Martin Foley

Chair – ECC Youth Strategy Group

Uttlesford Area.

APPENDIX B

Clerks Report

£9.4m Household Support fund allocations announced

In October, the government allocated £9.4m to ECC in order to provide support for families over the winter. Free school meals during the holidays, food for rough sleepers and help for residents in need, with their utility bills this winter, are just some of the key areas where the money will be targeted – Full details via – [Money, debt and benefits: Household Support Fund - Essex County Council](#)

Essex ActivAte Winter Holiday Activity and Food Programme

Aims to support the physical and mental wellbeing of children and young people from low-income homes, providing fun, enrichment activities, as well as a nutritious meal. – Full details via - [ActivAte your Winter Break - Active Essex](#)

UDC announce Voluntary and charitable organisations in Uttlesford are being urged to apply for funding to help with their costs in providing services to local communities.

Awards will only be made to registered charities whose work fits with the council's own corporate plan priorities, details of which can be found at www.uttlesford.gov.uk/corporate-plan.

Various initiatives announced by UDC, including a knife amnesty programme, details previously circulated to members.

Resident's complaint re the over hanging hedge along Duck Street forcing pedestrians to step into the road; leaf accumulation on the playing-field boundary and the cost incurred by the council for its clearance.

Planning application for the Land rear of South View fronting Glebe Lane, 1 No Bungalow for Details of access, appearance, Landscaping, layout and scale following the outline application UTT/21/1520/OP for 1 no. Bungalow

Planning application Land at rear of Flambards, Manor road, fronting Glebe Lane, 4 bedroom house.

Members have received various communications from the District and County Council plus other bodies who support this sector, the remainder of the items are covered by this Agenda.

APPENDIX C

LEPC November 2021 Finance Statement											
Precept	27,355							Budget	Net Exp	Diff +/-	
								27,355	11,088	-16,267	
Date	Supplier	Description	Invoice	FPO	Min Ref	Rec	Credit	Debit	VAT	Net	Centre
Opening Balance							48,349.05	0.00		0.00	
11-Nov	ActivWeb	Web Services	6120	DD		Y		42.00	7.00	35.00	Web
15-Nov	A&J Lighting	Lighting maintenance	35631	DD		Y		24.30	4.05	20.25	Lighting
16-Nov	DRAX	Lighting electricity	1904/1918	DD		Y		47.86	2.28	45.58	Utility
26-Nov	MD Landscapes	Grass cutting	867	BP				78.00	13.00	65.00	Grass
26-Nov	Post Office - IB	Postage - TSB	228114	BP				1.29		1.29	Admin
26-Nov	Land Registry - IB	Search fee - Mem Hall	59624	BP				6.00		6.00	Admin
26-Nov	Steve's Garden Servs	Parish maintenance	Inv 20	BP				260.00		260.00	Maintnce
26-Nov	Employee	WFH payment	N/A	SO				26.00		26.00	Admin
26-Nov	Employee	Travel expenses	N/A	BP				6.75		6.75	Admin
26-Nov	Employee	Salary	PAYE	BP				356.55		356.55	Clerk
02-Nov	TSB	Service charges	N/A	PAY		Y		5.00		5.00	Admin
November							48,349.05	853.75	26.33	827.42	
Opening Balance	DECEMBER						47,495.30				

APPENDIX D

Budget 2022-2023 - £32,364					
	2022/23				
	Budget				
	32,364				
Cost Code	Amount	Cost Centre	ADMIN	FINANCE	MAINTENANCE
Salary	5,956		Audit 16	Salary 8	Grass & Trees 22
HMRC	389		Insurance 14	HMRC 9	Street Lighting 18
Clerk Expenses	333		Printing 17	Clerk Expenses 10	Utilities 18
Training	1,110		Legal costs	S137 Grants 23	Play Area 19
Chairmans Allowance	56		Training 11	Reserves Cont 33	Parish Maint 20
Subscriptions	555		Hall Hire 24	Capital Projects 25	War Mem 21
Insurance	888		Website 26	Contingency 29	
Admin	307		Xmas Fayre 27	Local Plan 30	
Audit	70		Summer Fun 27		
Printing	128		Subscriptions 13		
Lighting & Utilities	1,059		Admin 15		
Play Area	4,773		Sundries 28/12		
Parish maintenance	2,997				
War Memorial	2,277	TOTALS	4,589.85	13,338	14,436
Grass & Trees	3,330				
S137 Grants	1,665				
Hall Hire	111				
Capital projects	2,220				
Website	666				
Events & Parties	555				
Sundry	144				
Contingency	1,110				
Local Plan	1,665				
Reserves					
<i>Legal costs</i>	1,000				
<i>Elections</i>	1,500				
<i>General Reserves</i>	0				
<i>Earmarked - Play Area</i>	5,000				
Total	7,500				