

## 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: 07913 514 589**

Minutes of the **Little Easton Parish Council Meeting** due to be held at **Memorial Hall** on **WEDNESDAY 26 OCTOBER 2022 AT 7:00PM**

<b>Councillor</b>	<b>Attendance</b>
Cllr Sarah Sidgwick (Chair)	YES
Cllr Katy Rodwell (Vice Chair)	YES
Cllr Rebecca Fowell	YES
Cllr Emma Wells	YES
Dist Cllr Michael Tayler	YES
Cnty Cllr Martin Foley	YES

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

<b>22/79</b>	<b>NOTE AND APPROVE APOLOGIES FOR ABSENCE</b> No apologies
<b>22/80</b>	<b>DECLARATION OF INTEREST FOR THIS MEETING</b> None declared
<b>22/81</b>	<b>APPROVE THE MINUTES OF THE MEETINGS of 29 JUNE &amp; 27 JULY 2022 &amp; 19 SEPTEMBER 2022</b> <b>RESOLUTION</b> – Approve minutes of the meetings of 29 June & 27 July & 19 September 2022; Proposed Cllr Rebecca Fowell, seconded Cllr Katy Rodwell – Unanimous approval
<b>22/82</b>	<b>INVITE CANDIDATES WISHING TO BE CONSIDERED FOR CO-OPTION TO PRESENT A BRIEF INTRODUCTION PRIOR TO APPOINTMENT AND INVITATION TO JOIN THE CURRENT MEMBERS AROUND THE TABLE</b>  Candidates putting themselves forward for co-option either presented their introduction in person or in absence to council; as there were three candidates for three vacancies all three were co-opted, which membership will continue until the election in May 2023 or their resignation.  Cllr Katy Rodwell wishes it noted her disappointment and concern that a fourth resident she had been discussing over time their joining the council due to more than a year long, on and off, advertising to fill the vacancy with no candidates coming forward, had not put themselves forward for co-option or made themselves known to the office as they were not aware of the co-option item on the agenda.  Cllr Emma Wells took her place at the council table. Clerk to confirm appointments with UDC
<b>22/83</b>	<b>PUBLIC PARTICIPATION SESSION</b> 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"> <li>➤ Manor Road – Bridleway No7, unmade section remains in need of refurbishment, there is a question of liability and responsibility to be clarified; question of boundary with the playing-field requires clarification and where necessary reinstating; Cllr Emma Wells (Lawyer) will review the documents and advise further.</li> <li>➤ Section 106 funds – Developer related S106 funds to be confirmed with UDC, amounts held (if any) and route to PC accessing the funds.</li> <li>➤ Memorial Hall item 22/95(i) brought forward to allow representatives to advise they had sufficient funds to cover any internal refurbishment / redecoration works and were not seeking any financial assistance from the PC at present; the Chairman advised they simply wanted to help by seeking grant funding but understood the position of the MHMC.</li> <li>➤ Local Plan – PC Planning matters adviser, Mr Andy Dodsley, shared the next phase of the Local Plan, Regulation18, has been delayed until Summer 2023, seemingly the evidence base is not satisfactory. The 2023 elections introduces a source of delay due to the period of purdah commencing during March. A request that the Local Plan have a standing, discrete item on future Agenda.</li> <li>➤ Requested explanation for increase in precept for 2022-23; War Memorial remains neglected with still no refurbishment works completed. Looking for results of spending but no results are evident.</li> <li>➤ Neighbourhood Plan committee is yet to reform but there is a sum of money in the budget for possible related professional costs.</li> <li>➤ Footpath opposite Tingie Hoe in need of attention; Footpath from Mill End to B184 in need of attention; various footpaths have been reported several times to ECC but no remedial works completed.</li> </ul>
<p><b>22/84</b></p> <p><b><i>Dist Cllr Michael Tayler and Cnty Cllr Martin Foley left the meeting at 8pm</i></b></p>	<p><b>RECEIVE THE DISTRICT &amp; COUNTY COUNCILLORS REPORTS</b></p> <p><i>Dist Cllr Michael Tayler –</i></p> <ul style="list-style-type: none"> <li>➤ Local Plan, Regulation18 consultation delayed until Summer 2023, it is not returning wholesale to the drawing-board but that the evidence base is to be reviewed, which could in fact prove beneficial.</li> <li>➤ Newly appointed, experienced Officers at UDC are now in discussions with and connected to the Local Plan Leadership Group with the intention to strengthen the engagement with parish councils.</li> <li>➤ The delay presents an opportunity to review options for the Local Plan.</li> <li>➤ Grateful thanks extended to Andy Dodsley and Peter Bright for their contributions to date towards the Local Plan thinking.</li> </ul> <p><i>Cnty Cllr Martin Foley –</i></p> <ul style="list-style-type: none"> <li>➤ Airport related – UDC to settle a legal costs bill of £2.1Million with MAG; the options for UDC were to contest the airport’s expansion plans or simply roll over, sadly on this occasion the district council lost that contest and has suffered the consequences which was budgeted for however unwelcome that cost of defeat.</li> <li>➤ The airport liaison committee are to be asked to consider the containment of night flights.</li> </ul>
<p><b>22/85</b></p>	<p><b>NOTE CLERKS REPORT AND CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>❖ The Mille End entrance creation and hedgerow grubbing up is subject to investigation by planning enforcement, the council is awaiting the first key stage response, that is when an enforcement of other notice is issued.</li> <li>❖ On behalf of the parish council I attended the online meeting between the Quarry and the Principal Mineral officer, Claire Tomalin at ECC. It was the first in some time due to Covid and other factors. The next meeting is yet to be scheduled.</li> <li>❖ A resident has requested I ask the council to consider a Xmas celebration for the community and to consider having a concrete base made with a metal sleeve to hold the beacon and it be interchangeable with a Xmas tree complete with lighting and decorations.</li> </ul>

	<ul style="list-style-type: none"> <li>❖ At a recent District Clerks forum I attended it was pointed out to Clerks that any play area equipment should be inspected weekly or at least bi weekly and the condition documented and kept on record for insurance purposes and that if we are unable to complete such inspections we should consider engaging a third party to complete those inspections. There are companies the council can pay to complete those inspections if none of the councillors are able to make the commitment to complete the task of visual inspections.</li> <li>❖ The Rural Community Council of Essex has invited the council to renew its annual membership at £44, it is on the finance statement.</li> <li>❖ The Essex &amp; Herts Air Ambulance service have invited the council to support their charity, in previous years the council has supported the charity.</li> <li>❖ I have collected the wreath for Remembrance Sunday, council are to agree donation to RBL over and above the purchase price of £15?</li> </ul> <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>
<b>22/86</b>	<p><b>FINANCE – RECEIVE STATEMENT &amp; AGREE PAYMENTS – APPOINT AUTHORISER</b>  <b>RESOLUTION</b> – Approve finance statement and approve payments; Proposed Cllr Sarah Sidgwick, seconded Cllr Rebecca Fowell – Unanimous approval  Cllr Rebecca Fowell to authorise payments  Finance statement – <b>APPENDIX A</b></p> <p><b>22/86(i) – CONSIDER CONTRIBUTION REQUEST FROM ESSEX &amp; HERTS AIR AMBULANCE AND RENEW SUBSCRIPTION TO RCCE @ £44+vat</b>  <b>RESOLUTION</b> – Approve contribution of £44; Proposed Cllr Sarah Sidgwick, seconded Cllr Katy Rodwell – Unanimous approval</p> <p><b>22/86(ii) - OUTCOME OF STAFF APPRAISAL AND RECOMMENDATIONS</b>  Pay award to be deferred until 2023-24 local government pay award settled</p> <p><b>22/86(iii) – CONSIDER THE ADOPTION OF EARMARKED RESERVES AND REMOVE FROM GENERAL RESERVES INCLUDING THE CREATION OF A THREE YEAR PLAN</b>  To form part of the 2023-24 budget planning</p> <p><b>22/86(iv) – COMMENCE PLANNING FOR BUDGET 2023</b>  Cllrs invited to consider their input for the November meeting.</p>
<b>22/87</b>	<p><b>RECEIVE UPDATE ON LANDOWNERS PREFERENCE FOR THE REMOVAL OF THE ORIGINAL BEACON POLE AND MAKE GOOD – CLLR SARAH SIDGWICK</b>  Landowners thankful for concern but have yet to agree a decision</p>
<b>22/88</b>	<p><b>AGREE WHETHER OR NOT TO REPAIR THE DAMAGED PLANTER - £65</b>  Item deferred pending the Clerk seeking further guidance from Essex Highways licencing for the Planters  CLERK to ACTION</p>
<b>22/89</b>	<p><b>APPOINT CONTRACTOR TO COMPLETE DISMANTLING INSPECTION OF AERIAL RUNWAY TRAVELLER MECHANISM – Q1 £600, Q2 £200 - £440 if complete replacement required</b>  <b>RESOLUTION</b> – Approve appointment of contractor Q2 to complete aerial runway dismantling inspection and repair plus provide quarterly play area inspections at £80 per visit to commence a.s.a.p.; Proposed Cllr Rebecca Fowell, seconded Cllr Emma Wells – Unanimous approval  CLERK to ACTION</p>
<b>22/90</b>	<p><b>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS OR APPEALS AND OUTCOMES</b></p> <p><b>UTT/22/2720/HHF</b></p>

	<p><b>PROPOSAL: Two storey side extension and first floor front extension</b>  <b>LOCATION: Millfield Duck Street</b>  <b>Comment date 02 November 2022</b>  NO OBJECTIONS</p> <p><b>UTT/22/2732/FUL</b>  <b>PROPOSAL: Construction and change of use from paddock to equestrian manege and construction and change of use from paddock to canter track</b>  <b>LOCATION: Easton Glebe Laundry Lane</b>  <b>Comment date 04 November 2022</b>  NO OBJECTIONS</p> <p><b>FEEDBACK - Easton Park 1200 Homes Inquiry commenced 05 July at the repurposed Winfresh site in Little Canfield</b>  No report given</p>
22/91	<p><b>CONSIDER ENGAGING A SOLICITOR TO CLARIFY AND CONFIRM THE PC's REPAIRING RESPONSIBILITIES IF ANY FOR THAT LENGTH OF MANOR ROAD THAT RUNS ALONG THE BOUNDARY OF THE PLAYING-FIELD FROM A POINT AT MANOR VIEW TO THE MEMORIAL HALL CAR PARK ENTRANCE</b>  Cllr Emma Wells in her capacity as a Solicitor is to review the documentation on behalf of the PC</p>
22/92	<p><b>RECEIVE CURRENT QUOTATIONS TO REPLACE PLAY AREA FENCING IN TIMBER WITH ASSOCIATED CHAIN LINK FENCING AND TIMBER GRAVEL BOARD, INCLUDING DISPOSAL</b></p> <p><b>Q1 £2,000 + Outer perimeter £1,800 both plus VAT</b>  <b>Q2 £2,797 existing two sides, £2,250 for additional two sides, no VAT</b>  <b>Q3 £7,933 + VAT to include outer perimeter fencing</b>  <b>Q4 £4,364 or £4,959 (larger timbers) + outer perimeter if fence line previously cleared by the PC £3,368 - all prices quoted will incur VAT</b>  <b>RESOLUTION</b> – Approve appointment of contractor Q1 to complete replacement of the existing play area fencing plus add fencing to the remaining two boundary sides; Proposed Cllr Katy Rodwell, seconded Cllr Sarah Sidgwick – Unanimous approval</p> <p>CLERK to ACTION and confirm pricing</p>
22/93	<p><b>CONFIRM RECEIPT OF EMAIL FROM UDC ADVISING THEIR INTENTION TO ADOPT PART II OF THE LOCAL GOVERNMENT (MISCELLANEOUS) PROVISIONS ACT 1976</b>  Council confirmed prior receipt via email from the Clerk</p>
22/94	<p><b>RECEIVE PROGRESS UPDATE ON THE IT CHANGES ALONG WITH ACQUISITION OF MICROSOFT 365 LICENCES FOR COUNCILLOR USE</b>  Council IT/Web hosting provider urged firstly the acquisition of the GOV.UK domain name and its implementation prior to starting any implementation of M365.  CLERK to pursue the purchase of GOV.UK domain name and its successful implementation along with associated email accounts.</p>
22/95	<p><b>REPRESENTATIVES REPORTS – RESPONSIBILITIES MAY CHANGE</b>  <b>WAR MEMORIAL – VACANT</b> – Cllr Emma Wells to adopt representation role  <b>MEMORIAL HALL – Cllr Katy Rodwell &amp; Sarah Sidgwick</b> – Running costs are increasing, PC invited to pay a hire cost for their use, suggested £30 per hire; CLERK to advise MHMC  <b>22/95(i) – CONSIDER PLANS FOR MEMORIAL HALL INTERNAL REFURBISHMENT</b> – MHMC confirmed they have sufficient funds to cover internal decoration  <b>PLAY AREA – Cllr Rebecca Fowell</b> – Fencing contract agreed at this meeting; goal mouth requires attention, Cllr Emma Wells to review options with resident who has experience of these matters</p>

	<p><b>22/95(ii) – CONSIDER QUARTERLY OPERATIONAL INSPECTIONS @ £80 per visit</b> – Council agreed unanimously to proceed with quarterly inspections, CLERK to advise contractor</p> <p><b>GARDENS OF EASTON LODGE – Cllr Katy Rodwell</b> – To visit gardens as soon as her busy schedule allows. Trustee of gardens advised they have entered into a new 5 year lease with Land Securities -LS - (landlord), a grant from LS has been increased, the recent open day was a great success, various pathways are to be installed with the first route to be completed will lead from the car park to the toilets and future plans include paving to the Italian sunken garden next year. Tree works across the entire estate to commence now.</p> <p><b>COMMUNITY ACTIVITIES – VACANT</b> – remains vacant</p> <p><b>HIGHWOODS QUARRY – Cllr Katy Rodwell</b> - Next meeting to be agreed, Cllr confirmed meetings are infrequent</p> <p>Cllr Rebecca Fowell questioned why the Parish Maintenance item had not been included on the agenda, the item had dropped off from the July agenda and requested it be reinstated, noting the following –</p> <p>Bench maintenance programme well under way, recognising personal challenge for the parish maintenance contractor.</p> <p>No tree damage during recent storms</p>
<b>22/96</b>	<p><b>CONSIDER INVITATION FOR THE PC AND RESIDENTS TO MEET WITH THE ESSEX HUNT LOCALLY</b></p> <p>Request prior notification of any Hunt to pass through the parish.</p> <p>Demand the cessation of any alleged unlawful activity such as trespass and cantering on the highway.</p> <p>Contact Land Securities to make them aware of the concerns.</p>
<b>22/97</b>	<p><b>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA</b></p> <p>IT matters update</p> <p>Planter licensing</p> <p>Parish Maintenance on agenda</p> <p><b>22/97(i) APPOINT CONTRIBUTOR TO 5P MAGAZINE</b></p> <p>Cllr Emma Wells agreed to produce the next entry</p>
<b>22/98</b>	<b>DATE OF NEXT MEETING(S) – 30 NOVEMBER 2022 – 7pm – CLOSE – 9pm</b>

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

**APPENDIX A**

LEPC October 2022 Finance Statement										
Precept	32,364							<b>Budget</b>	<b>Net Exp</b>	<b>Diff +/-</b>
								32,364	9,801	-22,562
Date	Supplier	Description	Invoice	FPO/Min Ref	Rec	Credit	Debit	VAT	Net	Centre
<b>Opening Balance</b>						67,841.47	0.00		0.00	
12-Oct	Activ Web	Web services	8132	DD	Y		42.00	7.00	35.00	Web IT
17-Oct	A&J Lighting	Lighting maintenance	36598	DD	Y		24.30	4.05	20.25	Lighting
18-Oct	HMR&C	Qtr Tax & NI	PAYE	FPO	Y		196.60		196.60	Clerk
19-Oct	DRAX Energy supply	Electricity	9805/9806	DD	Y		46.57	2.22	44.35	Utility
	RCCE	Subscription		FPO			52.80	8.80	44.00	Subs
	CPRE	Subscription	59556	FPO			36.00		36.00	Subs
	RBL	Wreath	EDN05	FPO						S137
	EHAAT	Donation	S137	FPO						S137
	MD Landscapes	Grass cutting	1061	FPO			168.00	28.00	140.00	Grass
	S Smith	Parish maintenance	29 & 30	FPO			260.00		260.00	Parish maintn
	Employee	Salary	PAYE	FPO			387.85		387.85	Clerk
	Employee	Expenses & WFH	October doc	FPO			30.50		30.50	Admin
<b>Oct</b>						67,841.47	1,244.62	50.07	1,194.55	
<b>Opening Balance</b>						66,596.85	0.00		0.00	