

Little Easton Parish Council



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Minutes of the **Little Easton Parish Council Meeting** held at the **Memorial Hall** on **Wednesday 27 OCTOBER 2021 AT 7PM**

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

21/90	NOTE AND APPROVE APOLOGIES FOR ABSENCE Apologies received from Dist Cllr Mike Tayler – clash of meetings and Cnty Cllr Mike Foley – personal reasons - Unanimous approval
21/91	DECLARATION OF INTEREST FOR THIS MEETING None declared
21/92	APPROVE THE MINUTES OF THE MEETING HELD ON 29 SEPTEMBER 2021 RESOLUTION – Approve the minutes as an accurate record: Proposed Cllr Sarah Sidgwick, Seconded Cllr Stephen Sidgwick – unanimous agreement
21/93	APPROVE APPOINTMENT OF VAL EVANS AS INTERNAL AUDITOR YEAR 2021-22 RESOLUTION – Approve the appointment of the Internal Auditor: Proposed Cllr Katy Rodwell, Seconded Cllr Sarah Sidgwick – unanimous agreement
21/94	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) No comments raised
21/95	RECEIVE THE DISTRICT & COUNTY COUNCILLORS REPORTS Dist Cllr Mike Tayler provided a brief report to the Clerk – <i>Please give my apologies for tonight's meeting, but unfortunately it clashes with Great Easton Parish Council, which has now been moved to the last Wednesday of the month (previously Thursday). Unfortunately for personal reasons Martin is also unable to attend.</i> <i>I was very keen to come tonight as I am interested to hear The Parish Councils response to the good news about the 1200 houses in Easton Park application, but the disappointing situation with the 43+ houses and business units behind the Stag. If I can do anything more about this please let me know.</i> <i>The only other information I was going to add is that we are soon going to be opening Thaxted Day Centre again, running it as a Community Interest Organisation licensed from UDC. Realising that the Eastons do not have such a facility, we will be aiming to make it available for</i>

	<i>people outside Thaxted Parish, and I hope to let you know more about this, and what it might mean, in the future.</i>
21/96	<p>NOTE CLERKS REPORT AND CORRESPONDENCE</p> <p>The Clerks report, previously circulated to members, is at APPENDIX A</p> <p>The office received a request from the builder to consider removing the Poplar Tree at the top corner of the playing-field adjacent to the newly built dwelling. Council to invite Tree Warden to inspect and comment.</p>
21/97	<p>FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS – APPOINT AUTHORISER</p> <p>RESOLUTION – Approve the Finance statement: Proposed Cllr Katy Rodwell, Seconded Cllr Sarah Sidgwick - Unanimous agreement</p> <p>Authoriser appointed - Cllr Rebecca Fowell</p> <p>Finance statement at APPENDIX B</p> <p>21/97(i) – RECEIVE BUDGET REPORT AT HALF YEAR POINT</p> <p>Members to consider budget needs for 2022-23 in preparation for the next meeting</p> <p>21/97(ii) – AGREE DONATION FOR WREATH AT £15+</p> <p>RESOLUTION – Approve the purchase of the wreath at £15 plus a further donation of £10 to RBL: Proposed Cllr Sarah Sidgwick, Seconded Cllr Rebecca Fowell - Unanimous agreement</p> <p>CLERK to ACTION</p>
21/98	<p>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS</p> <p>Cllrs Sarah Sidgwick and Katy Rodwell attended the UDC Planning Committee meeting on 27/10 to speak on two items – the proposals for development at Land East of the Stag PH and the 1200 Houses on land East of Highwood Quarry.</p> <p>The 1200 Houses application was refused.</p> <p>The land at the Stag PH application is now deferred pending further clarification and information not available at the Planning Committee meeting. Parish Council to make further representations to the Planning Officer.</p>
21/99	<p>CONFIRM COMMENCEMENT OF STANDING ORDERS AND FINANCIAL REGULATIONS REVIEW</p> <p>Members to review both documents to prepare for comment at the next meeting</p>
21/100	<p>AGREE ACTION TO SUPPORT FAMILIES WITHIN THE PARISH IMPACTED BY DEMENTIA</p> <p>Members agreed to invite a suitably qualified speaker to present an action plan</p>
21/101	<p>RECEIVE UPDATE ON REVIEW OF MANOR ROAD REPORT PREVIOUSLY CIRCULATED TO MEMBERS – Cllr Sarah Keefe [now resigned] (deferred from previous meeting)</p> <p>Members have agreed to take no further action on this item</p>
21/102	<p>RECEIVE UPDATE ON COMPETENCY REVIEW OF BEACON REPLACEMENT CONTRACTORS</p> <p>Q1 - £1,452 incl VAT</p> <p>Q2 - £1,600 + VAT</p> <p>Members agreed to liaise with a Structural Engineer to confirm matters such as size and strength of foundations and any other matters the Engineer identifies.</p>
21/103	<p>REPRESENTATIVES REPORTS</p> <p>WAR MEMORIAL – Confirm Cllr to adopt responsibility – Defer until vacancy filled.</p>

	<p>MEMORIAL HALL – Cllr Katy Rodwell & Sarah Sidgwick – Proposal to install sound system. Confirmation to be sought on various Charity related matters; independent lawyer to be engaged by the PC to review documents relating to the Memorial Hall.</p> <p>PLAY AREA – Cllr Rebecca Fowell & appoint Cllr to adopt co-responsibility – Nothing to report.</p> <p>PARISH MAINTENANCE – Cllr Rebecca Fowell – Planter’s stock changed for Winter.</p> <p>PLANNING - LOCAL AND NP – Cllr Sarah Sidgwick – Also covered at Item 21/98.</p> <ul style="list-style-type: none"> ➤ NP – Initial village survey completed. ➤ Committee stalled in need of guidance/lead. ➤ Proposed experienced Co-ordinator to be engaged. ➤ NP Working Group to meet with Co-ordinator for initial fact finding gathering and enable that co-ordinator to provide assessment of work/time and cost. <p>GARDENS OF EASTON LODGE – Cllr Katy Rodwell – Thursday opening continues.</p> <p>COMMUNITY ACTIVITIES – Confirm Cllr to adopt responsibility – Chairman to attend the Remembrance Sunday service at Broxted and lay the wreath on behalf of LEPC.</p> <p>STANSTED AIRPORT – TBA – Recognise UDC position - defer until next meeting.</p> <p>HIGHWOODS QUARRY – Cllr Katy Rodwell – Meeting due March 2022.</p> <p>FOOTPATHS & HIGHWAYS – Cllr Rebecca Fowell – Nothing to report.</p>
21/104	<p>RECEIVE UPDATE ON PLAY AREA FENCE REPLACEMENT PROJECT FOR 2021-2022, Quotation details previously circulated to members – AGREE NEXT ACTION</p> <p>Option 1 - £4,121.73 Supply only, £2,145.45 Installation – both prices ex VAT</p> <p>Option 2 - £3,063.01 Supply only, £1,700.00 Installation (Skip £300 if required) – ex VAT</p> <p>Option 3 - 4,410.72 Supply only, £3,285.00 Installation (Skip £280 each, 2 to 3 skips) – ex VAT</p> <p>+ Option 3A - £ 2,195.01 Supply and install gravel boards and bolted gate to frame – ex VAT</p> <p>Option 4 – Supply & Installation plus Gate - £6,876.78 incl VAT</p> <ul style="list-style-type: none"> ➤ Specification under review to include gravel boards along with responsibilities under CDM. ➤ Council to apply for Tesco Community grant.
21/105	<p>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA</p> <p>21/105(i) APPOINT CONTRIBUTOR TO 5P MAGAZINE – Cllr Katy Rodwell – Max 350 words</p>
21/106	<p>DATE OF NEXT MEETING(S) – COUNCIL MEETING 24 NOVEMBER 2021 – CLOSE- 9:20pm</p>

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

APPENDIX A

There has been various correspondence surrounding Broxted Woods tree works, copied to members.

The office received a request to complete a survey produced in collaboration as follows - SLCC has partnered with Local Government Association (LGA), Association of Democratic Services Officers (ADSO), National Association of Local Councils (NALC), Lawyers for Local Government (LLG) and the Centre for Governance and Scrutiny (CfGS) to lobby the government on behalf of local authorities in England and are interested in hearing from you, particularly in cases where democracy has been adversely affected by the removal of legislation to meet remotely.

UDC Planning invited councils to complete an online survey into Culture, Creativity & The Arts to inform the Local Plan, link - Link for the Parish & Town Council *Culture, Creativity & the Arts* Survey: <https://www.surveymonkey.co.uk/r/HDZXGG8>

The Clerk and Chair were invited to complete the Community Governance Review, see this link for results [Community Governance Review of parishes 2021 - Uttlesford District Council](#) and Part 2 of the process ends 31 October which this council is not asked to comment.

Essex Air Ambulance confirmed receipt of the donation and very appreciative.

UDC reported on interim draft findings of Retail Capacity Study which proved favourable with some resilience identified, study to help inform the Local Plan.

Members were invited and did attend the Larger Green Sites online meeting with UDC.

Highways confirmed works and associated diversion at A120 Stansted to Priory Wood roundabout.

A survey has been organised by the Association of Police and Crime Commissioners and can be completed online at <https://www.surveymonkey.co.uk/r/5J7PV2K>.

The office was copied into correspondence concerning the situation/disturbance at the Laundry Lane football pitches.

The Chairman and Vice Chairman have been invited to meet with their Gt Easton opposite numbers to discuss matters of interest to both councils, including the NP.

Council invited to nominate a Green Champion by UDC Cllr Pepper - Hopefully, most of you have nominated a **'Green Champion'** council member to initiate vital green changes within your local community. Should you require any further assistance, view UDC's website for simple steps to help fight climate change <https://www.uttlesford.gov.uk/article/6786/Simple-steps-to-fight-climate-change>.

The Essex Association of Local Councils advised council of the Essex Wellbeing Service campaign, link for interested parties - [Essex Wellbeing Service](#). And the Cop26 Youth initiative Schools Pack.

Request to remove Poplar tree in corner of the playing-field, adjacent to new build.

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 B

LEPC October 2021 Finance Statement											
Precept	27,355								Budget	Net Exp	Diff +/-
									27,355	10,251	-17,104
Date	Supplier	Description	Invoice	FPO	Min Ref	Rec	Credit	Debit	VAT	Net	Centre
Opening Balance							49,468.63	0.00		0.00	
12-Oct	ActivWeb	Web Services	5946	DD		Y		42.00	7.00	35.00	Web
15-Oct	A&J Lighting	Lighting maintenance	35571	DD		Y		24.30	4.05	20.25	Lighting
18-Oct	HMRC	Q2 Tax	PAYE	BP		Y		267.20		267.20	HMRC
19-Oct	DRAX	Lighting electricity	???	DD		Y		46.23	2.20	44.03	Lighting
28-Oct	MD Landscapes	Grass cutting	834	BP				78.00	13.00	65.00	Grass
28-Oct	Steve's Services	Parish maintenance	18 & 19	BP				260.00		260.00	Maintenance
28-Oct	Employee	WFH payment	N/A	SO				26.00		26.00	Admin
28-Oct	Employee	Travel expenses	N/A	BP				4.50		4.50	Admin
28-Oct	Employee	Salary	PAYE	BP				356.35		356.35	Clerk
October							49,468.63	1,104.58	26.25	1,078.33	
Opening Balance	NOVEMBER						48,364.05				