

# COVID-19 PUBLIC HEALTH EMERGENCY – VIDEO CONFERENCING MINUTES

Little Easton Parish Council

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**72 ST. EDMUNDS FIELDS**  
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Minutes of the **Little Easton Parish Council** meeting held via Video-Conference Call on **29 JULY 2020 AT 7PM**

Present: Cllr Dodsley Cllr Fowell Cllr Hindley Cllr Keefe

<b>20/50</b>	<b>NOTE APOLOGIES FOR ABSENCE</b> Cllr Rodwell, Cllr Rush, Dist Cllrs Foley and Dist Cllr Taylor
<b>20/51</b>	<b>DECLARATION OF INTEREST FOR THIS MEETING</b> None declared - *The office has noted it has been confirmed that Cllr Keefe was absent from the June meeting due to ill health
<b>20/52</b>	<b>APPROVE THE MINUTES OF THE MEETING HELD ON 24 JUNE 2020</b> <b>RESOLUTION</b> to Approve minutes: Proposed Cllr Fowell, Seconded Cllr Dodsley
<b>20/53</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)  None present
<b>20/54</b>	<b>RECEIVE THE DISTRICT &amp; COUNTY COUNCILLORS REPORTS</b> None presented
<b>20/55</b>	<b>RECEIVE CLERKS REPORT AND CORRESPONDENCE</b> Manor Road – GIGACLEAR Wayleave agreement signed and returned  PARK ROAD – No further complaints received, hopefully that has now eased?  CHERRY TREE by the Memorial Hall, tree surgeon removed fallen limb and reduced Crown, confirmed not diseased but along with other trees around the playingfield should be reviewed annually due to their age, PC Tree Warden agreed.  MHMC confirmed ramp now installed, awaiting installation of safety railings  Correspondence received advising that contrary to the adopted operating procedure the Memorial Hall car park gate has been found to be closed at 8:45pm – Cllr Hindley acting as a council representative on that committee is to query the matter and if proven to be the case will remind the committee of the agreed, published operating procedure and timing. Allied to this matter in January 2020 the PC did contact the Memorial Hall Management Committee to remind them of the need to adhere to the operating times and sought assurance they communicate that requirement to all hirers.  Code of Conduct review by the LGA, circulated to members, urged to read the document and participate in the online consultation to help steer its ultimate formulation.
<b>20/56</b>	<b>FINANCE – RECEIVE STATEMENT &amp; AGREE PAYMENTS – APPOINT AUTHORISER</b> <b>RESOLUTION</b> to Approve payments: Proposed Cllr Keefe, Seconded Cllr Hindley – Cllr Dodlsey to authorise <span style="float: right;">APPENDIX A</span> <b>20/56(i) – AUTHORISE CLERK TO MAKE PAYMENTS DURING AUGUST</b> Council agreed CLERK to make payments during August and to forward finance statement to members

20/57	<b>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS APPEAL - UTT/19/2094/FUL MAWBYS- Erection of dwelling, response 03 August</b> No comments
20/58	<b>CONSIDER FORMULATION AND ADOPTION OF A TRAINING POLICY – CURRENT ONLINE EVENTS INCLUDE EALC WEBINAR TRAINING</b> Agreed excellent idea to affirm commitment to becoming as professional and informed a council as possible – Policy to be formulated for agreement, attendance schedule to be complied – Cllr Keefe to produce
20/59	<b>RECEIVE UPDATE ON RESPONSE TO LITTERING AND SIGNAGE</b> Proposed Cllr Rush appoint suitable supplier and order signs – CLERK to ACTION
20/60	<b>NEIGHBOURHOOD PLAN – NEXT STEPS - APPOINT PC LEAD FOR NP</b> Cllr Hindley to advise residents via social media and 5P of intention for NP inviting residents to engage and suggested to progress the item at the next meeting
20/61	<b>AGREE PLANTERS WATERING REGIME</b> Place call for support in 5P magazine and on social media – Cllr Hindley to action Meanwhile continue to employ contractor until further notice – CLERK to ACTION
20/62	<b>AGREE WHETHER THE PLAY AREA SHOULD BE REOPENED AND THE ZIP WIRE REINSTATED AND IF SO WHAT ACTIONS ARE REQUIRED TO ENABLE RE-OPENING</b> Council agreed to maintain a watching brief on Government guidelines but unable to confidently meet their Duty of Care towards users and the area will meanwhile remain closed whilst a thorough risk assessment be completed for circulation to members; signage to be sourced for pricing. Cllr Keefe and Fowell to commence risk assessment. Rospa Playsafety to be invited to complete safety inspection – CLERK to ACTION
20/63	<b>DDA SEESAW REPLACEMENT – REVIEW PRICED OPTIONS INPUT FROM MEMBERS</b> Cllr Fowell to circulate details
20/64	<b>REPRESENTATIVES REPORTS</b> <b>WAR MEMORIAL</b> - No report <b>MEMORIAL HALL</b> – Await invitation to next meeting <b>PLAY AREA</b> – Covered under Item 20/62 <b>EASTON PARK</b> – Restore EP Vision document circulated far and wide, including Royalty <b>STANSTED AIRPORT</b> – MAG appealed planning permission for number increase <b>HIGHWOODS QUARRY</b> – September meeting pending <b>FOOTPATHS &amp; HIGHWAYS</b> – Junction of Manor Road signpost awaiting renewal, Ramblers Association yet to make contact <i>Neighbourhood Plan to be added to these Items</i>
20/65	<b>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA OR IN 5P MAGAZINE</b> Watering, NP response – Cllr Hindley Flood route reminder – Cllr Dodsley
20/66	<b>DATE OF NEXT MEETING(S) – 30 September – 7pm – CLOSE – 8:35pm</b>

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

APPENDIX A

LEPC July 2020 Finance Statement											
Precept	25,612								<b>Budget</b>	<b>Net Exp</b>	<b>Diff +/-</b>
									25,612	5,558	-20,054
Date	Supplier	Description	Invoice	FPO/DD	Min R	Rec	Credit		Debit	VAT	Net
Opening Balance							27,853.20		0.00		0.00
10-Jul	Activ	Web services	3709	DD		Y			42.00	7.00	35.00
14-Jul	HMRC	Q1 PAYE	PAYE	FPO		Y			107.60		107.60
15-Jul	Haven Power	Electricity Lighting	7131	DD		Y			46.23	2.20	44.03
15-Jul	A&J Lighting	Street Lighting	34224	DD		Y			24.30	4.05	20.25
28-Jul	Employee	Salary	PAYE	SO		Y			404.73		404.73
28-Jul	Employee	Work from Home	Home	SO		Y			26.00		26.00
30-Jul	Steve's Gardening	Grounds maintenance	Inv 6	FPO					230.00		230.00
30-Jul	EALC	Training - RF	12935	FPO					48.00	8.00	40.00
30-Jul	HP-IB	Ink cartridge	5222713	FPO					11.02	1.84	9.18
30-Jul	ZOOM - AD	Subscription	240902	FPO					14.39	2.40	11.99
30-Jul	Steve's Gardening	Grounds maintenance	Inv 7	FPO					150.00		150.00
30-Jul	GP Garden Serv	Tree maintenance	332	FPO					320.00		320.00
July							27,853.20		1,424.27	25.49	1,398.78
Opening Balance	AUGUST						26,428.93		0.00		0.00