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MINUTES

Minutes of the Great Easton and Tilty Parish Council meeting held at 7.30pm on Wednesday 11 January 2023 in Great Easton Village Hall.

Present:

Councillors

Cllr T Martens (Chairman), Cllr J England (Vice Chairman), Cllr M Claxton, Cllr D Hahn, Cllr C Hurst, Cllr D Lawson and Cllr J Stevens.

Clerk: Kate Rixson

	The Chairman opened the meeting
01.23.01	APOLOGIES FOR ABSENCE Cllr Neale's apologies due to absence abroad were accepted by resolution.
01.23.02	DECLARATIONS OF INTEREST None made.
01.23.03	MINUTES OF MEETING ON 24 NOVEMBER 2022 The minutes of the 24 th November 2022 meeting were approved as an accurate record and signed by the chairman.
01.23.04	PUBLIC PARTICIPATION SESSION Two members of the public were present including District Councillor M Tayler who gave his report as below.
01.23.05	DISTRICT AND COUNTY COUNCILLOR REPORTS Cllr Foley had sent a written report which had been circulated to councillors just before the meeting and was unable to attend. Cllr Tayler confirmed that a District Councillor grant of £1,500 total had been made to the parish council for play equipment and the chairman offered the council's thanks for this. Cllr Tayler reported that the Local Plan Leadership Group (of which he is a member) had met and discussed the effects of a possible change in the government's expectations for the number of houses to be built in the district. The Group would be briefed on this next week and it was thought that the Local Plan would need to be flexible enough to accommodate a change but legislation would be needed before any change in policy. There was concern about flood risks in the district. There should be a Flood Plan for UDC. Incidents of storm drains overflowing (due to lack of capacity) had occurred in Great Easton parish. The parish council may wish to comment on this risk when responding to planning applications and include a flood risk assessment in its Neighbourhood Plan preparations. District councillors had also discussed risks of water pollution from phosphates.
01.23.06	POLLICE COMMUNITY SUPPORT OFFICER PRESENTATION PCSO Natalie Smith attended and reported on local police action recently. The Rural Engagement Team and the local force had joined in successful operations to catch hare-courers, with confiscation of vehicles and dogs. Local knowledge and reports were very important, and people should phone 999 if they saw hare-coursing, which was a crime in progress, using What3Words to give the location. They should not approach the people involved. The police and members of the Community Safety Partnership (a multi-agency group involving Uttlesford District Council) met local landowners, farmers and parish councils today to share information on rural crime.

	<p>There had been speed monitoring in Duton Hill which had not found any incidents of speeding despite local reports of multiple speeding incidents. Police observed vehicle noise from brisk acceleration through villages, but, when measured, these vehicles were not breaking speed limits. However, the police would conduct more monitoring. The next session would be at 2.30pm on The Endway. The Chairman emphasised that the parish council was concerned at lack of enforcement of speed limits and that the local community's perception was that this did not take place. The Chairman thanked PCSO Smith for attending and for the plans to monitor vehicle speeds regularly.</p>
01.23.07	<p>CHAIR'S REPORT AND COMMENTS ON MATTERS ARISING FROM THE MINUTES See below in relation to agenda items.</p>
01.23.08	<p>CLERK'S REPORT ON ITEMS NOT LISTED SEPARATELY ON THE AGENDA, AND CORRESPONDENCE The Clerk's Report had been circulated and was taken as read (annexed to these minutes). No questions were raised.</p>
01.23.09	<p>REPORTS ON ACTION POINTS FROM PREVIOUS MEETINGS</p> <ul style="list-style-type: none"> • Speeding: contact with PCSO – see above • Highways: drains along The Endway Repairs were shown as still outstanding and with no date given for repair, on the Highways Authority map • Highways: vegetation on pavement and overhanging hedge on B184. The clerk had emailed Martin Foley as county councillor to ask for an update on progress from the Highways Authority (the problem having already been raised with Cllr Scott, ECC cabinet member for highways). The chairman observed that the Highway Ranger service might have been asked to deal with this problem but that this service was being discontinued from April 2023 as the county council would no longer fund it. Action: Clerk to chase if necessary • Highways: Damage to road along Chelmer valley. The clerk had asked the bus company Stephensons to endorse a report to Highways about potholes and other surface problems. No reply as yet. Action: Clerk to chase • Highways: missing inset brick on manhole cover on The Endway – risk to pedestrians. This had been reported to Openreach who owned it. They had visited and covered the area pending repair. • Village Green damage from traffic – prevention measures Placing wooden posts along the boundary, set back as required from the highway, was discussed. The clerk had not been able to research other methods but would report when time allowed. Cllr Stevens would circulate an example he had seen in another village. It was noted that during church services and events at Great Easton Parish church, the parish council did not prevent parking on the land to the north-east of the church entrance. Action: Cllr Stevens, Clerk • Availability of parking on land next to Tilty church. Due to the Christmas/New Year break it had not been possible to make contact. The chairman would report in due course. Action: Chairman
01.23.10	<p>NEIGHBOURHOOD PLAN Cllr Lawson reported on progress to date. Among other steps taken, he has approached stakeholders and obtained data for mailshots. A preliminary announcement of the Plan had been in the January 2023 parish magazine. The steering group membership now included business representatives and a Tilty community member. Representatives of the communities of Great Easton and Duton Hill were needed, and landowners were being approached. There should be 6-9 members, ideally. Funding of £5,000 from Uttlesford District Council (for expenditure on expert reports and other expenses) had been confirmed, with more available from Locality (NP support agency funded by central government) if needed. Cllr Lawson asked councillors to provide contact details for groups and individuals who should be consulted at the outset about the Plan. This would form the evidence base to demonstrate community involvement at every stage. A list of assets in the parish would also need to be compiled at an early stage.</p>

	<p>The clerk would be checking with the council's insurers that the existing employers' and public liability cover included volunteers for the steering group (as volunteers for the parish council are normally covered by employers' liability cover).</p> <p>It was suggested that a video be prepared about the Plan, and it was agreed that Cllrs Lawson and Hahn would work together on this and on setting up IT support for the steering group.</p> <p>Action: Councillors, Clerk</p>
01.23.11	<p>BUS SERVICE WHEN FORDS FLOODED</p> <p>The clerk reported she had contacted the bus company to ask for their alternative route, if any, when either Great Easton or Duton Hill fords were flooded. There had been no answer to date. Councillors observed that the 313/314 service had been improved and buses now came alternately through Little Easton and down The Endway, along the river and through Duton Hill. Action: Clerk to chase</p>
01.23.12	<p>MONTHLY FINANCE REPORT (PARISH COUNCIL ACCOUNT)</p> <p>This meeting having been moved to 11 January from 26 January, the clerk did not have access to the December bank statements yet and was also waiting for the November statements to be forwarded. A detailed financial report would be circulated to councillors by the end of January and a full report would be provided at the February meeting. There were no payments to approve although contractual and statutory liabilities had been met including PAYE and salary. Details would be reported at the next meeting. Action: Clerk</p>
01.23.13	<p>BUDGET AND PRECEPT</p> <p>A revised draft budget showing expenditure of £42,250 had been circulated and was distributed. This reflected discussion at the November meeting and expenditure forecast to reach £39,000 by the end of the current year. The revised budget was approved, and the precept demand (decided at the last meeting) was unaltered at £42,000. Figures for the 2023-24 tax base had been made available by Uttlesford District Council in early December so it was now possible to consider the effect on the amount due from residents. It was noted that a Band D property would be asked to pay £79.84 annually towards parish council expenditure in 2023-24. The clerk reported that the precept demand had been delivered to Uttlesford District Council.</p>
01.23.14	<p>VILLAGE HALL (Councillors sitting as a committee of Trustees)</p> <p>In the absence of bank statements at the date of the meeting the clerk was unable to provide a financial report, but this would be sent to the committee later in the month. A full report would be provided at the next meeting.</p> <p>The clerk had previously reported that only four of the councillors were shown as trustees on the Charity Commission entries for the Hall Fund charity. She had asked the Commission for a copy of the 2006 Scheme which appeared to have modernised the charity's original trust deed and which might show how many trustees there should be, and whether all the parish councillors were, or should be, appointed as trustees. In the meantime, decisions should be taken by a quorum (3) of the four councillors whose names appeared on the record.</p> <p>As Cllr Martens, Cllr Claxton and Cllr England were all present, decisions could be taken. It was decided:</p> <ul style="list-style-type: none"> • To install a Ring doorbell with a camera monitoring the outside of the front door and a speaker inside the hall. This would enable hall hirers to know when someone needed to be let in and would also act as a deterrent to unauthorised attempts to get into the building. It was noted that there had been multiple failed attempts to open the front door, by unknown people, since the electronic/digital door lock had been in place and monitored. • To have the Ring camera monitor the interior of the rear fire escape door. A public footpath passed this door and it would not be appropriate to have an external camera there. • To check the view obtained by the Ring cameras and consult and inform any neighbouring properties affected. The field of view would be as narrow as was compatible with their purpose. • The clerk would deal with data protection/Information Commissioner Office issues once the range of view of the cameras was established. • A notice would be attached, warning that the area was monitored by CCTV. • Cllr Hahn had kindly agreed to help with installation.

	It was agreed unanimously by the trust committee that installation should go ahead on the above basis. Action: Cllr Martens, Cllr Hahn, Clerk.
01.23.15	DECISION TO ADOPT A SCHEME OF DELEGATION TO THE CLERK A draft Scheme setting out what decisions the clerk can take, independently or after consultation with councillors, had been circulated to councillors. It was noted that it included powers to respond to planning applications when urgent, after consultation with at least two councillors. The Scheme was proposed and adopted by a majority with six votes in favour and one against. The Scheme is annexed to these minutes.
01.23.16	DECISION ON DATES OF ANNUAL COUNCIL MEETING AND ANNUAL PARISH MEETING OF GREAT EASTON PARISH INCORPORATING DUTON HILL It was agreed to hold both meetings on the same date, which the clerk would establish with the chairman and circulate. Action: Clerk
01.23.17	PLANNING APPLICATIONS, DECISIONS AND PROGRESS ON PLANNING MATTERS A written report on progress had been circulated. It was noted that the planning committee's decision on the application to build five houses at Woodside Farm, Gallows Green, was awaited after the meeting today. The council considered the following new applications: UTT/22/3361 Great Easton Manor, demolish 2 outbuildings and construct garaging, workshop and tractor store. After discussion it was decided no objection would be lodged. UTT/22/3452 The Sparrows, s73A retrospective application to construct an outbuilding for ancillary domestic use. After discussion it was decided to lodge objections on the basis that the scale and size of the building did not comply with local planning policies on design (policy GEN2) and household extensions (policy H8). Cllr Tayler was asked to call in the application if the officer recommended approval, on these planning grounds. UTT/22/3482 and 3483 Easton Hall Cottage, single storey rear extension, planning and listed building consent. After discussion it was agreed that no objection would be lodged.
01.23.18	DECISION ON MANAGEMENT OF THE COUNCIL'S STOCK OF ROAD SALT It was noted that the two grit bins in the parish, which are outside the Village Hall and at The Swan, belonged to Essex Highways and were kept filled by them. The Endway is on the salting route for Highways. It was agreed that more bins were needed, for example at Tilty Grange, Abbey View and Duton Hill generally. These may need to be placed on land owned by Highways, Uttlesford District Council or privately, so permission would be needed. In the meantime, some bags were available at the Village Hall from the Highways salt-bag partnership scheme, and these would be made available. Supplies offered on pallets by Broxton Parish Council could be moved to the hall for storage next to the existing pallet. Action: Clerk to obtain consents from Highways and Uttlesford DC and request bins from Highways. Cllr Stevens to store bags in Tilty. Cllr Martens to find a suitable location in Brocks Mead. Cllr Hurst to check if there was a need in Abbey View. Clerk to arrange for a contractor to move salt from Broxton.
01.23.19	RECEIVE REPRESENTATIVES' REPORTS (FOR ITEMS NOT SHOWN SEPARATELY ON THE AGENDA) <ul style="list-style-type: none"> • Open spaces: Cllr Hurst reported that the oldest piece of equipment on Burns playing field is now beyond repair and a replacement would cost £13,000 to £18,000. None of the recent grant applications had been successful. The District Councillor grant of £1,500 for equipment was greatly appreciated. It was noted that a play equipment safety inspection would take place at the end of January or early February. • Footpaths, road safety and highways: See 01.23.09 above. • River interests: River weed removal remained to be dealt with. Action: Cllr Martens • Community activities and events: The Duton Hill Community Association was meeting next week to plan activities including events to mark the Coronation in May 2023.

	<ul style="list-style-type: none"> • Airport: A proposal to donate to the Stansted Airport Watch group should be on the agenda in February. A potential airport representative would be approached by Cllr Martens. Action: Clerk, Cllr Martens • DUFC: With regard to work at Laundry Lane, Cllr Martens would be discussing this with the club representatives. • IT, website and communications: Nothing new to report. See 01.23.10 above in relation to the Neighbourhood Plan.
01.23.20	DATE OF NEXT MEETING Thursday 23 February 2023
01.23.21	There being no further business the meeting was closed at 9.50pm

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