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DRAFT MINUTES

Minutes of the Great Easton and Tilty Parish Council meeting held at 7.00pm on Thursday 30 March 2023 in Great Easton Village Hall.

Present:

Councillors

Cllr T Martens (Chairman), Cllr J England (Vice Chairman), Cllr D Hahn, Cllr P Neale and Cllr J Stevens.

Clerk: Kate Rixson

Two members of the public and Cllr M Foley of Uttlesford District Council and Essex County Council attended.

	The Chairman opened the meeting
03.23.01	APOLOGIES FOR ABSENCE Apologies from Cllr Lawson and Cllr Hurst for absence due to illness and Cllr Claxton's apologies for absence due to a family commitment were accepted by resolution.
03.23.02	DECLARATIONS OF INTEREST No declarations of interest were made.
03.23.03	DISTRICT AND COUNTY COUNCILLORS' REPORTS Cllr Foley had provided a detailed report by email, to which he referred. He reported that Great Easton Primary School had been given an award for exceptionally good work on reducing reliance on single-use plastics. The school had agreed to have their contractor cut back the hedge alongside the road on Snow Hill if the Highways authority did not arrange this very soon. There is a Local Highways Panel meeting on 21 April and the parish council could contact the highways liaison officer about current issues. The parish councillors confirmed that speeding was still a serious problem.
03.23.04	MINUTES OF MEETING ON 23 February 2023 The minutes of the meeting on 23 February 2023 were approved as an accurate record and signed by the chairman.
03.23.05	CHAIR'S REPORT ON ITEMS NOT LISTED SEPARATELY ON THE AGENDA The council discussed the possibility of using the existing Christmas tree location to place the beacon on the Village Green, on the ad hoc occasions it is used. This would make it a more central feature to the community. The beacon would not be a permanent fixing. It was agreed to consider this further.
03.23.06	PUBLIC PARTICIPATION SESSION Richard Haynes attended and requested that this be noted. His offer to help with the Neighbourhood Plan was gratefully received and would be passed on to the Steering Group chairman Cllr Lawson.
03.23.07	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 the hard copy of these minutes). No questions were raised.
03.23.08	REPORTS ON ACTION POINTS FROM PREVIOUS MEETINGS Highways: overhanging hedge on Snow Hill – see above. It was agreed to speak to the headteacher after the 2-week Easter holidays, which were starting the next day. Action: Chairman Village Green verge damage and parking: Cllr Martens had asked for a quotation for a berm around the green. Posts and chains were considered more attractive but there were road safety concerns. The clerk was asked to check on the council's legal position over installation. Action: Clerk Tilty Church car park closure: A response would be sought from the archdeacon. Action: Chairman

	<p>Bus route/service when fords flooded: There had been no response from the bus operator but the bus had recently driven through the flooded ford. To ask also for location of stops or if the service is “hail and ride” which will stop wherever safe if hailed. Action: Clerk</p> <p>Grit bins and stock of salt: To be dealt with before next winter. Participation in the county council salt bag scheme (usually open in July) should be considered. Action: Clerk</p> <p>Airport representative for parish council: The chairman was discussing this with a possible volunteer. Action: Chairman</p> <p>Work at Laundry Lane sports field (demolition of derelict buildings): Three contractors had been approached and one quote had been received. The cost was likely to be affordable without reducing reserves. Action: Chairman/Clerk</p>
03.23.09	<p>NEIGHBOURHOOD PLAN Postponed in Cllr Lawson’s absence through illness.</p>
3.23.10	<p>THE APPOINTMENT OF NEW SIGNATORIES TO THE PARISH COUNCIL NS&I ACCOUNT The clerk reported that this account contains £3,335.36 in parish council funds, which were set aside some years ago for a liability which had since been met from the current bank account with TSB. This was not therefore an earmarked reserve and could be amalgamated with the main current account. However the signatories on the account are out of date. The council resolved unanimously that Katherine Rixson (as Clerk) and Tristan Martens (as chairman) shall be authorised to be signatories of the National Savings and Investment Account. It was noted that NS&I would require all applications to withdraw funds to be authorised by both. The document recording the resolution was duly completed, signed and witnessed. Action: Clerk</p>
03.23.11	<p>MONTHLY FINANCE REPORT (PARISH COUNCIL ACCOUNT) A summary and note of the bank balance to 28 February 2023 had been circulated to councillors and was tabled. Bank statements to 28 February 2023 were considered by councillors and had been reconciled with the cashbook. The Clerk reported that the audit would be carried out after 31 March 2023 and she would prepare the Annual Governance and Accounting Report and other documents for approval by the council, for the limited assurance review by the national auditor PKF Littlejohn and publication for the statutory period in June/July.</p> <ul style="list-style-type: none"> • Income and payments Total income (including the precept) £34,788.71 Total outgoings £34,741.68 including VAT, some of which can be reclaimed. The balance on the TSB current account on 28 Feb 2023 was £32,634.89. The NS&I account held £3,335.36 so the total Parish Council funds were £35,970.25 A list of payments and amounts received between 24 February and 30 March 2023 (i.e. payments due under statutory or contractual obligations and those previously approved) was circulated and was taken as read. These amounted to a total of £11,177.36 including VAT. Payments included meeting the invoice for play equipment at Burns Playing Field and the clerk’s January and February salary. Funds received were £5,768.22 donation from the Duton Hill Community Association for the play equipment and a compensation payment of £100 from TSB for poor service. • Payments to approve A list of payments for approval had been circulated. Payments were approved unanimously as follows: Astley Digital invoice 1146 for website services £240 To reimburse Cllr Martens for a card-payment donation to the Red Cross of £500 as approved at the February meeting. To reimburse Cllr Hahn for 123-Reg Ltd’s invoice for £28.78 including VAT for the new domain name for the Neighbourhood Plan Steering Group To reimburse Cllr Martens for an online purchase of a “flood” sign (Street Solutions UK invoice 18554) for £61.98 (replacing a sign which had been stolen). • Future item considered: Cllr Hahn explained that the website needed to be expanded and updated. He recommended asking Astley Digital to deal with this as they had previously worked on the site. A quote would be circulated for consideration. The council agreed in principle to have the work carried out and a quote was awaited.

03.23.12	<p>TO INSTRUCT TEES SOLICITORS TO AMEND LAND REGISTRY ENTRIES</p> <p>The clerk advised that the title registers and addresses for service for the council's holdings of registered land, and those it managed for the two registered charities, needed to be amended. The council resolved to instruct Tees Solicitors who had undertaken similar work in 2010 for the council. Action: Clerk</p>
03.23.13	<p>VILLAGE HALL CHARITY FINANCIAL REPORT</p> <p>A summary and note of the bank balances for the Hall current account and investment account had been circulated and was tabled.</p> <p>Total income to 1 March 2023 was £4,619.43 and total outgoings £9,031.24 plus £299.10 VAT. The balance on the current account on 28 February 2023 was £35,990.46, a reduction in reserves of £4,710.91.</p> <p>It was noted that annual accounts would be prepared for the forthcoming meetings of the trustee and the Trust. Action: Clerk</p>
03.23.14	<p>VILLAGE HALL FUND DECISIONS (THE COUNCIL ACTING AS TRUSTEE)</p> <p>The Parish Hall Fund committee would meet on 22 June 2023 at 7pm. All members of the council were members of the committee.</p> <p>Payment of £73 for membership of the RCCE was approved. It was unanimously resolved to open a new bank account with Unity Trust Bank and appoint Cllr Martens and the clerk as signatories, to replace the Hall Fund's current account with TSB. The TSB account would remain open for credits in the short term but be closed as soon as possible. Action: Clerk</p>
03.23.15	<p>PLANNING APPLICATIONS, DECISIONS AND PROGRESS ON PLANNING MATTERS</p> <p>The clerk had circulated a chart of progress on outstanding matters. Links had been supplied to recent decisions and the planning committee agendas.</p> <p>Councillors had not been able to consider details of UTT/23/0601/FUL at Nevilles Farm Mill End Green – erection of an agricultural worker's dwelling – before the meeting so would review the plans and notify the clerk of any concerns before the deadline for comments of 13 April 2023.</p>
03.23.16	<p>TO RECEIVE REPRESENTATIVES' REPORTS (FOR ITEMS NOT SHOWN SEPARATELY ON THE AGENDA)</p> <ul style="list-style-type: none"> • Open spaces including playing fields and play areas - the engineers repairing the slide from the Great Easton playground were waiting for stainless steel to be supplied. It was noted that a playground inspection would be needed soon. Action: Clerk • Footpaths, road safety and highways – Cllr Stevens has been contacted regarding damage/obliteration of the path alongside the B184 by Gigaclear works. The footpath is needed by local residents. Action: Clerk • Airport – no additional issues • Community activities and events – The Great Easton community association (GECA) plans to bury a time capsule on the Village Green (land owned by the parish council). There will be a party to mark the coronation on Saturday 6 May. The GECA is aiming to fund new play equipment at the playground bordering the river in Great Easton. It was agreed that the GECA would let the parish council know in due course how much funding was available so the council could obtain quotes from its existing specialist supplier contacts. • Dunmow United Football Club – a new lease of neighbouring land is now available. Cllr Martens is being kept informed and will report on the current lease of Burns Playing Field and the pavilion when decisions have been made by the club. Future alternative uses would need to be considered in line with the charity provisions and limitations. • IT, website and social media – See recommendations regarding website at 03.23.11 above regarding expansion and development. Cllr Hahn had explored the issues with non-arrival of emails between councillors and confirmed that all was working correctly.
03.23.17	<p>DATE OF NEXT MEETING/ANNUAL MEETING AND ASSEMBLY</p> <p>Wednesday 17 May 2023 at 7pm.</p>

03.23.18	<p>RESOLUTION REGARDING MEMBERSHIP OF A PENSION SCHEME</p> <p>It was resolved that, Notice having been given on 23 March 2023 as required by law, and in accordance with the Clerk’s contractual terms as confirmed by a resolution of the council on 28 July 2022 (minute ref 07.22.13), the position of Clerk is eligible for membership of the Local Government Pension Scheme operated by Essex County Council with effect from 1 July 2022.</p>
03.23.19	<p>RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC FOR DISCUSSION OF TERMS OF EMPLOYMENT OF THE CLERK</p> <p>The council resolved to exclude public and press to enable discussion of employment terms. It was agreed to increase the clerk’s contractual working hours to 14 per week.</p>
03.23.20	<p>NOMINATION FORMS FOR ELECTION</p> <p>Elector numbers and forms for nomination were supplied for completion by councillors.</p>
03.23.21	<p>APPROVAL OF AN EXTRACT FROM THE MINUTES AS AN ACCURATE RECORD</p> <p>The council resolved that an extract from the minutes, recording the decision at 03.23.18 above, was an accurate record of the decision taken, and that the chairman should sign it to indicate this. The chairman duly signed the extract from these minutes.</p>
03.23.22	<p>There being no further business the meeting was closed at 8.30pm.</p>

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