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DRAFT MINUTES

Minutes of the Great Easton and Tilty Annual Parish Council meeting and Annual Assembly and Meeting of the Parish held at 7.00pm on Wednesday 17 May 2023 in Great Easton Village Hall.

Present:

Councillors

Cllr T Martens (Chairman), Cllr J England, Cllr D Hahn and Cllr P Neale, and from item 05.23.06, Cllr M Benterman.
Clerk: Kate Rixson

	The retiring Chairman Cllr Martens opened the meeting
05.23.01	Election of chair and declaration of acceptance of office Cllr England proposed and Cllr Hahn seconded the proposal of Cllr Martens to be elected as chairman. The motion was carried unanimously. Cllr Martens made a declaration of acceptance of the office.
05.23.02	Declarations of acceptance of the office of councillor Councillors made declarations of acceptance. The council resolved that any declarations not made in the meeting should be signed at the next appropriate meeting.
05.23.03	Election of vice-chair to the council Cllr Stevens was proposed and seconded and elected unanimously.
05.23.04	Apologies Apologies for absence noted and accepted from Cllr Lawson and Cllr Stevens. The reasons were approved by resolution.
05.23.05	Declarations of interest in agenda items and completion of register of interests No declarations were made in relation to the agenda. Councillors will provide details of their interests in accordance with the Code of Conduct within the statutory period.
05.23.06	Co-option to fill a vacancy following the election Marie Benterman was proposed for co-option by Cllr Martens and unanimously co-opted as a councillor. Cllr Benterman made a declaration of acceptance of office.
05.23.07	Public participation session and annual parish meeting of great easton parish In the absence of any members of the public the parish meeting was adjourned.
05.23.08	District and county councillors' reports It was noted that a new district councillor for Thaxted and the Eastons, Cllr Richard Haynes, had been elected alongside Cllr Martin Foley. They were both unable to attend due to a clash of meeting dates but the clerk received a detailed report from Cllr Foley by email. This would be circulated.
05.23.09	Minutes of the meeting of 30 March 2023 The minutes were approved as an accurate record and signed by the chairman.
05.23.10	Chair's report and to receive reports on action points from previous meetings Highways: overhanging hedge on B184 at Snow Hill. It was agreed to contribute to the cost of work to cut back the hedge since the landowner had not responded to Essex Highways' contact, using the parish council's powers under the Highways Act 1980 s50. Action: Chairman Village Green verge damage and parking: The clerk having established that the Highways Authority agreed the parish council could add any barrier it wished (subject to its usual obligations as a council), the council agreed to obtain a quotation for a line of posts to be put in along the road-edge, about 60cm high and 120cm apart. It was agreed that the chairman should approach one of the council's existing groundworks contractors. Action: Chairman Tilty Church car park closure: A response would be sought from the archdeacon. Action: Chairman

	<p>Tilty Parish Meeting: Cllr England advised that this would take place on 22 May and she would be in the chair.</p> <p>Bus route/service 313/4 when fords flooded: The company, Stephensons, had confirmed that this was a “hail and ride” service so no bus stops were needed. If one of the fords was flooded the bus would use the B184 instead of coming through either Great Easton or Duton Hill as the case may be. It was agreed that a link to the timetable would be added to the Parish Council website and copy timetables added to the council noticeboards as appropriate. Action: Cllr Hahn, Clerk</p> <p>Airport representative for parish council: The chairman would discussing this with a possible volunteer. Action: Chairman</p> <p>Work at Laundry Lane sports field (demolition of derelict buildings): Quotations had been received from the two contractors who were interested (others had been approached). An oral quote was about £10,000 while a written quote was for £4,845 (plus VAT) and included certified disposal of the asbestos roofing.</p> <p>Item 16 of the agenda, work at Laundry Lane to remove derelict buildings, was dealt with at this point and Mackness Contracting Ltd was selected on the basis of their quote of £4,845 plus VAT. Action: Chairman</p> <p>Neighbourhood Plan: The chairman emphasised the great importance of taking the chance offered by the Neighbourhood Plan to control development in the parish and encouraged councillors to participate.</p>
05.23.11	<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 the hard copy of these minutes). No questions were raised.</p>
05.23.12	<p>To consider the annual governance and accountability return 2022-23</p> <ol style="list-style-type: none"> 1. The Annual Internal Audit Report (p3 of Form 3). This was received and noted to have been signed/approved on 20 April 2023 by Mr J Lewis 2. The Annual Governance Statement (p4, Section 1, of Form 3). The Statements were considered by the council and answered in the affirmative except for question 4, as the external auditor had advised that the council had not complied with the Accounts and Audit Regulations in that respect. It was noted that the non-compliance consisted of starting the period of public access on the same day as the Annual Return had been approved, instead of having the Return approved at least one day before the period started. The Governance Statement was approved by the council and signed by the chairman and clerk. 3. The Annual Accounting Statement (p5, Section 2, of Form 3). This had been certified by the clerk as Responsible Financial Officer on 27 April 2023 and was approved by the council before being signed by the Chairman. 4. To note the period for the exercise of public rights. This period was expected to be 5 June to 14 July but would be set by the clerk in due course and in line with the regulatory requirement to include the first ten working days of July within the 30-working-day period of access.
05.23.13	<p>Monthly Finance Report (Parish Council Accounts) A summary and note of the bank balance to 30 April 2023 had been circulated to councillors and was tabled. Bank statements to 30 April 2023 were available to councillors and had been reconciled with the cashbook.</p> <ul style="list-style-type: none"> • Income and payments in the new financial year 2023-24 (starting 1 April 2023) Total income (first half of the precept) £21,000 Total outgoings £3,496.83 including VAT, some of which can be reclaimed. The balance on the TSB current account on 30 April 2023 was £45,683.77 which included £28,180.60 brought forward from the previous financial year. The NS&I account held £3,335.36 (all brought forward from 2022-23) so on 30 April 2023 the total Parish Council funds were £49,016.13 A list of previously-approved payments, and those due under statutory or contractual obligations, including the clerk’s salary, which had been made in April 2023. was circulated and was taken as read. • Payments to approve Payments were approved unanimously as follows: <ul style="list-style-type: none"> ○ To meet annual subscriptions and regular payments under contracts or other obligations as they fall due in the financial year 2023-24 as follows:

	<p><i>Annual:</i> Payroll service fee £300 Essex Association of Local Councils £343.64 Anti-malware software £29.99 Society of Local Council Clerks' membership approx £80 Parish Online mapping service £85 approx Rural Community Council of Essex £73 approx District Council garden waste skip £1,880 approx Uttlesford Association of Local Councils up to £25 <i>Quarterly:</i> HMRC for PAYE on salary (variable direct debit) <i>Monthly:</i> Essex Wildlife Trust for use of field £50 (direct debit) Steve's Gardening Services (grass-cutting) up to 16 cuts per year at £563.43 per cut Gigaclear currently £36 (direct debit) Microsoft email and cloud services approx £32 Clerk's salary (variable) Essex Pension Fund (variable) electricity supply to Burns playing field pavilion (variable direct debit).</p> <ul style="list-style-type: none"> ○ Other payments as circulated before or at the meeting including: to buy replacement defibrillator pads and bag for the Great Easton defibrillator and a replacement battery for the Duton Hill defibrillator at the best prices obtainable; to confirm the decisions at the April meeting to cut grass on the EWT field at a cost of £50 and to engage Astley Digital to develop the website at a fee of £495.
05.23.14	<p>Insurance renewal Quotations obtained from Zurich (the existing insurer) and BHIB (Aviva) were considered alongside details of the cover offered, which had been circulated and was available in the meeting. After discussion it was decided to take out a one-year policy with BHIB and payment of the premium of £1,647.29 was approved. Action: Clerk</p>
05.23.15	<p>Works on common land bordering river near the ford in Great Easton The chairman had notified councillors of the collapse of the riverbank on the edge of the common land owned by the Parish Council. It was essential to repair/shore up the bank but this was a difficult task and only one contractor locally was able to carry out the work. The quote was £1,140 plus VAT using re-purposed materials, with the option of galvanising the metal supports being sunk into the riverbed at a cost of about £100. The council approved this work including galvanising. Action: Chairman</p>
05.23.16	<p>Work on buildings at Laundry Lane playing field See item 05.23.10 above for decision taken.</p>
05.23.17	<p>Village hall charity financial report and decisions to be taken as trustee A summary and note of the bank balances for the Hall current account and investment account had been circulated and was tabled. Total income in April 2023 was £276.25 and total outgoings £923.32 including VAT. The balance on the current account on 30 April 2023 was £35,469.09, a reduction in reserves of £519.93 since the start of the financial year. The value of the CCLA investment was unchanged from the last report. It was confirmed that annual accounts would be prepared for the forthcoming meetings of the trustee and the Trust. Action: Clerk The Parish Hall Fund committee would meet as a trustee board on 22 June 2023 at a time and place to be fixed and notified. Payments: £105 for advertising the hall in the parish magazine for one year, and £25 to remove overhanging ivy from the hall, were approved.</p>

	<p>It was unanimously resolved that two councillors were authorised to sign an information form for the Hall's investment fund with CCLA and a form to change the council's address and signatories on this account. Action: Clerk</p> <p>Repairs to Village Hall</p> <p>As trustee the council agreed to add this item to the agenda as it was an urgent matter. Cllr Neale reported a leak through cracks in the roof. This had been inspected by a builder and he recommended installing an acrow to support the beam, which should be boxed in, for safety. Sam Pickford Ltd had been asked to do the work and it was agreed that Cllr Neale would request a price before work started. In the short-term the cracks in the roof sheeting could be covered with mastic. The council had been advised that the beam and roof were not in danger of collapse but an opinion from a structural engineer would be advisable. Engaging a structural engineer would be on the agenda of the Hall Fund trustee meeting on 22 June. Action: Clerk, Cllr Neale</p>
05.23.18	<p>Planning applications, decisions, and progress on planning matters</p> <p>UTT/23/0986/HHF – Little Brocks, The Endway – amendments to extension and new vehicular access (variation to plan approved under ref 19/0638). After discussion of comments already lodged and considerations of the effect on the highway, it was decided to lodge a query as to why there had been no application to install a dropped kerb. Action: Clerk</p> <p>UTT/23/1081/FUL – Ayletts, Mill End Green – new house, carport etc.</p> <p>UTT/23/1092 – Copperfields, Duck St – replacement dwelling as per 22/1075 (approved)</p> <p>UTT/23/1146 – 4 Brocks Mead – garage conversion</p> <p>UTT/23/1130 – 1 Church Cottages, Tilty – installing a sewage treatment plant (revised application)</p> <p>The council considered these and decided not to comment on any of the above applications.</p>
05.23.19	<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 - Cllr Martens reported that Dunmow United FC had made progress with a lease on additional land but this was unlikely to lead to any changes in their use of Burns Playing Field in time for the 2023/4 season. However the use of Burns in the long-term needed to be considered. See 30 March 2023 minutes for action points which are outstanding. Action: Clerk • Footpaths, road safety and highways – the clerk had reported the damage to the footway next to the B184 • Airport – no additional issues • Community activities and events – A report on recent events for the Coronation was deferred. • Dunmow United Football Club – see above regarding open spaces. • IT, website, and social media –Cllr Hahn requested new photos for the website. He would set up an email address for Cllr Benterman. Cllr Hahn will also discuss revisions to the website with Astley Digital. Action: Cllr Hahn/all councillors.
05.23.20	<p>To include on future agenda:</p> <p>See 05.23.17 above for items relating to the Village Hall, for the Hall Trustee meeting.</p>
05.23.21	<p>Date of next meeting</p> <p>Thursday 29 June 2023 at 7pm</p>
05.23.22	<p>There being no further business the meeting was closed at 8.30pm.</p>