

Email: parish.clerk@greateastonparishcouncil.co.uk

Web: www.greateastonparishcouncil.co.uk

MINUTES

Minutes of the Great Easton and Tilty Parish Council meeting held at 7.00pm on Thursday 29 June 2023 in Great Easton Village Hall.

Present:

Councillors

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

Clerk: Kate Rixson

Five members of the public attended.

	The Chairman opened the meeting at 7 pm
06.23.01	Apologies for absence Apologies were noted, and the reasons accepted by resolution, from Cllr Benterman and Cllr Lawson.
06.23.02	Declarations of interest No declarations of interest were made.
06.23.03	Councillors' declarations of acceptance of office Declarations of acceptance of the office of councillor were made by Cllr Hurst and Cllr Neale.
06.23.04	Minutes of meeting on 17 May 2023 The minutes of the annual council meeting on 17 May 2023 were approved as an accurate record and signed by the chairman.
06.23.05	First Aid training day Item 13 on the agenda was taken at this point as a member of the public wished to speak on it. A local resident outlined her plans. It was agreed that the Parish Council would provide administrative support through the clerk, the Hall Fund charity would allow use of the vilage hall free of charge (the decision being taken by the council as trustee), and the council would provide financial support for the cost of providing information/training on use of the defibrillators. Further details would be obtained and reported to the council. It was also agreed that the council would contact Thaxted Surgery about the First Responder service. Action: Clerk
06.23.06	Public participation session The following issues were raised: Charges for use of the village hall by community groups – the council responded that hire fees for all hirers would be considered by the council as trustee soon. Whether posts should be placed along the boundary of the village green or some other method should be used to prevent damage – see item 7 below for decision on this agenda item. Complaints of cars being left in residential streets while the owners went on holiday from the airport. A request for the hedge bordering the pavement from Pound Field to P and A Wood to be cut back – the council responded that it would make enquiries about the owner of the hedge overhanging the pavement between Pound Field and P and A Wood and have the matter dealt with. Action:Clerk
06.23.07	Chair's report and receiving reports on action points from previous meetings and items not listed separately on the agenda <ul style="list-style-type: none"> • Highways – overhanging hedges at Snow Hill. No progress having been made by Highways Enforcement, it was agreed that Cllr Neale would speak to the presumed owners. If the work was not done within a short time the council would arrange to have the hedge cut back at its own expense using its powers under the Highways Act 1980. Action: Cllr Neale

	<ul style="list-style-type: none"> • Village Green – the council understood concerns about the appearance of posts on the green and had delayed having them installed to give time for more consideration. The clerk would check whether parking restrictions such as double yellow lines could be installed. Action: Clerk It was noted that the War Memorial needed refurbishment. Quotes from specialists were needed. Action: Clerk • Parking next to Tilty church – The chair would report progress in due course. The issue had been discussed at the Tilty Parish Meeting on 22 May 2023 and remained unresolved. • Bus service – this had now been publicised and was being used more regularly. Item closed. • Airport representative – the chair would report progress in due course • Work at Laundry Lane sports field – Work on demolition of the derelict buildings was due to start after the football club’s open day on 7 July and to be completed by 28 July. • Work on river bank in Great Easton – the collapsed section of bank was now supported by galvanised metal sections which were not visible from the bank, at a cost of £1,240 plus VAT. Item closed. 												
06.23.08	<p>District and County Councillors’ reports Cllr Foley (District and County Councillor) and Cllr Hayne (District Councillor) were thanked for their reports, received before this meeting, which had been circulated to councillors.</p>												
06.23.09	<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). Cllr Foley as county councillor had asked for the PC’s views on creating a passing place on Bush Farm Lane, a narrow lane opposite Woodside Farm off Gallows Green which led to Bush Farm and Polly’s Farm. The council agreed this was desirable. The clerk would respond. Action: Clerk</p>												
06.23.10	<p>Neighbourhood plan No progress could be reported. A member of the steering group had withdrawn and no one else had come forward to join. It was agreed that an action plan starting in September would be prepared, possibly to include a mailing to all residents and approaching Cllr Evans (district councillor) who had worked on the Felsted and Stebbing NP. Action: Clerk, Chair.</p>												
06.23.11	<p>Great Easton Parish Hall Fund (Village Hall charity) The council had met as a board of trustees/trustee committee on 22 June 2023 and were proceeding in line with the Scheme of 2006, a set of rules laid down by the Charity Commission for the management of the Hall charity. A public Annual General Meeting was being arranged to present the accounts and enable local residents to discuss any issue relating to the hall charity. Notice of the date would be given as soon as possible.</p>												
06.23.12	<p>Monthly finance report (Parish Council account) A summary and note of the bank balance to 31 May 2023 had been circulated to councillors and was tabled. Bank statements to 31 May 2023 were considered by councillors and had been reconciled with the cashbook.</p> <ul style="list-style-type: none"> • Income and payments for the year to date (1 April to 31 May) Total income (including 50% of the precept) to 31 May 2023: £21,362.50 Total outgoings to 31 May 2023: £9,505.18 plus £109.33 VAT total £9,614.51 • Balances: The TSB current account held £39,928.59 and the NS&I account held £3,335.36 as at 31 May 2023, a total of £43,263.95 • Payments to note and approve A list of payments for approval had been circulated. Payments were approved unanimously as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 65%;"></th> <th style="width: 20%; text-align: right;">Debit amount £</th> </tr> </thead> <tbody> <tr> <td>11 May 2023</td> <td>Cut grass in EWT field</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>23 May 2023</td> <td>Purchase defibrillator pads and new bag to replace expired/used/broken items (The Swan defibrillator)</td> <td style="text-align: right;">148.74</td> </tr> <tr> <td>2 June 2023</td> <td>Land Registry fees for title registers requested by Tees solicitors</td> <td style="text-align: right;">18.00</td> </tr> </tbody> </table>			Debit amount £	11 May 2023	Cut grass in EWT field	50.00	23 May 2023	Purchase defibrillator pads and new bag to replace expired/used/broken items (The Swan defibrillator)	148.74	2 June 2023	Land Registry fees for title registers requested by Tees solicitors	18.00
		Debit amount £											
11 May 2023	Cut grass in EWT field	50.00											
23 May 2023	Purchase defibrillator pads and new bag to replace expired/used/broken items (The Swan defibrillator)	148.74											
2 June 2023	Land Registry fees for title registers requested by Tees solicitors	18.00											

	6 June 2023	Clerk's mobile phone set-up	19.50
	8 June 2023	Replanting flower trough around village sign	105.00
	8 June 2023	Removing damaged posts around war memorial	115.00
	8 June 2023	Increase in grass-cutting charges by £20 per cut to include car park verge	20.00
	due for payment	Replacement battery for Duton Hill defibrillator (battery reached expiry date)	210.00 approx
	Due for payment	Uttlesford District Council for costs of uncontested election May 2023	157.41
06.23.13	<p>Annual Audit and Public Access to financial records</p> <p>The period of public access would run from 30 June to 10 August. Notice of this had been given on 23 June 2023. Cllr Hahn was thanked for his help in making sure the notice and documents were on the website at the right date. The results of the Limited Assurance Review, which was being carried out by the national auditors PKF Littlejohn under the rules relating to councils with income and outgoings exceeding £25,000, were awaited by September. The result would then be publicised as required.</p>		
06.23.14	<p>To approve governance documents (copies having been circulated and taken as read)</p> <p>The NALC model Financial Regulations updated April 2022 (the most recent) were adopted with the following material modification: Paragraph 5.5: "The Clerk and RFO shall have delegated authority to authorise c) fund transfers within the council's banking arrangements up to the sum of £10,000 £2,000,..."</p> <p>The NALC model Standing Orders dated 2018 (the most recent) were adopted with the following material modifications: Order 15(b): the proper officer shall..... xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose. xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within five working days of receipt</p> <p>Order 17 (e) A completed draft annual governance and accountability return shall be presented to all councillors at least 14 7 days prior to anticipated approval by the Council.</p>		
06.23.15	<p>To adopt Code of Conduct (a copy having been circulated and taken as read)</p> <p>The Code of Conduct endorsed by Uttlesford District Council was adopted.</p>		
06.23.16	<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. UTT/23/0896/FUL at Old Forge, Duton Hill – one dwelling – the deadline for comments was noted to be 7 July 2023. The views of neighbours would be obtained and the clerk would use delegated powers to respond, if appropriate, after consultation. Action: Cllr Martens UTT/23/1603 at Patmers, Duton Hill – extension. This application had been issued for consultation on 29 June, too late for proper consideration before the meeting. The clerk would receive comments from councillors in order to respond under delegated powers. Action: All councillors.</p>		

06.23.17	<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 - A group was being formed in Great Easton to fundraise for new playground equipment. The slide repair has not been completed due to lack of a welder to work on stainless steel. Cllr England would approach a local firm Action: Cllr England • Footpaths, road safety and highways – See item 06.23.07 above concerning hedges. Some footpaths are impassable. Further details and What3Words location to be supplied to Cllr Martens who will aim to speak to the landowner. Action: Councillors Subsidence on the road near Goodfellows was noted, thought to be due to badgers burrowing under the road. Photos would be supplied so this could be reported. Action: Cllr Neale • Airport – no additional issues • Community activities and events – The Great Easton community association (GECA) plans a sports day, probably in September, a quiz, and a wine-tasting event at Christmas. • Dunmow United Football Club – the club continues with negotiations over a lease of neighbouring land. When finalised, decisions will be needed concerning the current lease of Burns Playing Field and how the pavilion can be used. • IT, website and social media –A new design for the website was being prepared and a sample would be emailed to councillors. Cllr Hahn requested photographs for the site. Action: All councillors
06.23.18	<p>DATE OF NEXT MEETING Thursday 27 July 2023 at 7pm.</p>
06.23.19	<p>There being no further business the meeting was closed at 9 pm.</p>