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## MINUTES

Minutes of the Great Easton and Tilty Parish Council meeting held at 7.00pm on Thursday 27 July 2023 in Great Easton Village Hall.

**Present:**

**Councillors**

Cllr T Martens (Chairman), Cllr M Benterman, Cllr J England, Cllr D Hahn, Cllr C Hurst, Cllr D Lawson and Cllr P Neale.

Clerk: Kate Rixson

Four members of the public attended including District Cllr Haynes

	The Chairman opened the meeting at 7 pm
07.23.01	<b>Apologies for absence</b> Apologies were noted, and the reasons accepted by resolution, from Cllr Stevens.
07.23.02	<b>Declarations of interest</b> No declarations of interest were made.
07.23.03	<b>Councillor's declaration of acceptance of office</b> A declaration of acceptance of the office of councillor was made by Cllr Lawson.
07.23.04	<b>Minutes of meeting on 29 June 2023</b> The minutes of the council meeting on 29 June 2023 were approved as an accurate record and signed by the chairman.
07.23.05	<b>Chair's report and receiving reports on action points from previous meetings and items not listed separately on the agenda</b> <ul style="list-style-type: none"> <li>• <b>Highways</b> – overhanging hedges at Snow Hill. Cllr Neale reported that he has established the name and contact phone number of the landowner and has left a message. He will call again. <b>Action: Cllr Neale</b></li> <li>• <b>Village Green</b> – the clerk reported that an application for parking restrictions would need to be made online to the North Essex Parking Partnership and evidence would be needed as specified on the form. Councillors decided to work out a suitable scheme to discuss with County Councillor Foley and noted an offer of assistance in completing the application. <b>Action: Clerk</b> Quotes have been requested for renovating the War Memorial, which the clerk would circulate when available. <b>Action: Clerk</b></li> <li>• <b>Parking next to Tilty church</b> – The archdeacon has offered to meet the chairman to discuss this. A date and attendees would be agreed as soon as possible. <b>Action: Chair</b></li> <li>• <b>Airport representative</b> – Cllr Hahn will approach a potential representative. <b>Action: Cllr Hahn</b></li> <li>• <b>Work at Laundry Lane sports field</b> – Work on demolition started, but has been paused as items had been left in the buildings. It is hoped that this will not delay the club's access to the field for the start of their season on 8 August. Cllr Martens has asked that the items are moved. <b>Action: Chair</b></li> </ul>
07.23.06	<b>Public participation session</b> Residents living on The Endway near the Green reported problems from persistent on-street parking, including obstruction and repeated damage to the Green from large vehicles trying to pass. Residents would like the council to apply for a Traffic Regulation Order involving double yellow lines and/or a 20mph speed limit. See 07.23.05 above. A resident asked the council to consider offering space to the Essex Shed Network. The chairman confirmed that the council intended to offer this as soon as suitable premises were available (see minutes of previous meetings).

07.23.07	<p><b>District and County Councillors' reports</b></p> <p>Cllr Foley (District and County Councillor) and Cllr Hayne (District Councillor) were thanked for their written reports, received before this meeting, which had been circulated to councillors.</p> <p>Cllr Haynes reported as follows:</p> <p>There is now better staffing in the Uttlesford District Council planning department. However he remains concerned about the evidence base for the emerging Local Plan which is due to be published in draft under Regulation 18 in October.</p> <p>Central government has changed its stance on housing targets which is affecting UDC's plans. The Secretary of State for Levelling up, Housing and Local Communities took over (recovered) the appeal to build 1,200 dwellings at High Wood quarry but he has deferred the decision deadline for a second time, to 11 September</p> <p>Gaps in weekly household waste collections have arisen from the closure of facilities at Great Dunmow. Residents are advised to contact Environmental Services at UDC if missed collections are causing problems.</p>																		
07.23.08	<p><b>Clerk's report on items not listed separately on the agenda, and correspondence</b></p> <p>The Clerk's Report had been circulated and was taken as read (annexed to the hard copy of these minutes).</p>																		
07.23.09	<p><b>Neighbourhood plan</b></p> <p>Cllr Lawson reported that work was at a standstill as the steering group had only four members and needed 6-8. Unfortunately other commitments meant he had no time to work on the Plan save for a handover. It was agreed that the council should aim to send a mailshot to all residents in September and use social media and possibly an exhibition to publicise it. It was agreed that the active involvement of local residents was essential. <b>Action: Clerk, all councillors.</b></p>																		
07.23.10	<p><b>Monthly Parish Council finance report</b></p> <p>A summary and note of the bank balance to 30 June 2023 had been circulated to councillors and was tabled. Bank statements to 30 June 2023 had been reconciled with the cashbook.</p> <ul style="list-style-type: none"> <li>• <b>Income and payments for the year to date (1 April to 30 June)</b> Total income (including 50% of the precept and £250 wrongly paid into the council bank account instead of the Hall Fund by Uttlesford District Council) to 30 June 2023: £21,362.50 Total outgoings to 30 June 2023: total £13,452.85 plus VAT £365.88, total £13,818.73</li> <li>• <b>Balances:</b> The TSB current account held £35,724.37 and the NS&amp;I account held £3,335.36 as at 30 June 2023, a total of £39,059.73</li> <li>• <b>Comparison of spending and receipts in the first three months of the financial year with budgeted figures – quarterly variances:</b> A summary and a detailed breakdown had been circulated and were tabled, showing a 5% underspend against the budget to the end of June 2023.</li> <li>• <b>Payments to note and approve</b> A list of payments for approval had been circulated. Payments were approved unanimously as follows:</li> </ul> <table border="1" data-bbox="284 1525 1433 1776"> <thead> <tr> <th>Date</th> <th>Transaction description</th> <th>Debit amount £</th> </tr> </thead> <tbody> <tr> <td>7 July 23</td> <td>Uttlesford - election charges</td> <td>157.41</td> </tr> <tr> <td>7 July 23</td> <td>Community Heartbeat Trust defib battery (D Hill) incl VAT</td> <td>261.54</td> </tr> <tr> <td>12 July 23</td> <td>toner cartridges (50% to be rcvd from Broxton)</td> <td>229.99</td> </tr> <tr> <td>12 July 23</td> <td>clearing weeds on car park</td> <td>50.00</td> </tr> <tr> <td>19 July 23</td> <td>Tees solicitors £1,500 plus VAT and disbursements</td> <td>1,848.00</td> </tr> </tbody> </table>	Date	Transaction description	Debit amount £	7 July 23	Uttlesford - election charges	157.41	7 July 23	Community Heartbeat Trust defib battery (D Hill) incl VAT	261.54	12 July 23	toner cartridges (50% to be rcvd from Broxton)	229.99	12 July 23	clearing weeds on car park	50.00	19 July 23	Tees solicitors £1,500 plus VAT and disbursements	1,848.00
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07.23.11	<p><b>To comment on Highways' proposal to add warning signs near the ford at Duton Hill and respond to Cllr Foley (scheme LUTT212010).</b></p> <p>It was noted that Essex Highways had concluded that there was not enough evidence to install a water gauge but that they would add flood warning signs. The council agreed that signs should be installed at three locations, two on Dunmow Road (Cherry St) taking full account of the extent of the flooding, and one at the foot of Duton Hill. <b>Action: Clerk</b></p>																		
07.23.12	<p><b>To consider cutting back vegetation at Duton Hill/Cherry Street junction</b></p> <p>It was agreed unanimously to have this work done using powers under the Highways Act 1980. As the cost was expected to be less than £500, Cllr Hurst will ask a local contractor and advise the clerk if they</p>																		

	are unable to do the work. <b>Action: Cllr Hurst</b>
07.23.13	<p><b>To consider replacing the Parish Council noticeboard at Duton Hill</b>  It was agreed not to replace the noticeboard (which had reached the end of its life). It was observed that the bus shelter belongs to the parish council and may need maintenance and cleaning. Councillors Hurst, Lawson and Martens agreed to each check one of the three council-owned bus shelters and advise the clerk. <b>Action: Cllr Hurst, Cllr Lawson, Chair, Clerk.</b></p>
07.23.14	<p><b>To approve instructing Tees Solicitors to amend the Land Registry records for council land and approve their fee estimate.</b>  The clerk had provided a schedule of the work needed to correct the Land Registry entries, as advised by Tees, and noted that the total fees to be incurred (including payments to the Land Registry) amounted to approximately £2,250. This was approved. <b>Action: Clerk</b>  It remained unclear in some cases whether the land was owned outright by the council, with conditions on how it could be used, or whether the council held the land for specific purposes, so that there was a trust. Such a trust might need to be registered with the Charity Commission. Tees had agreed to provide an estimate for advising on this and had requested specific questions and more documentation. It was agreed that these steps should be taken to obtain an estimate which the council would consider. <b>Action: Clerk</b></p>
07.23.15	<p><b>Planning applications, decisions and progress on planning matters</b>  The clerk had circulated a chart of progress on outstanding matters. Links had been supplied to recent decisions and the planning committee agendas.  <b>UTT/23/1603 at Patmers, Duton Hill</b> -single-storey extension. The clerk reported that after consultation with councillors she had advised the planning authority that the council had no objection.  <b>UTT/23/1666/FUL-regarding land adjacent to the Green Man</b> - application to vary UTT/22/2632 (previously approved) to change the access to the development. There was no objection to this retrospective application.  <b>UTT/23/1782/FUL -to build two dwellings at Old Forge, Duton Hill</b> – a re-submission of the withdrawn application 22/1993 with amendments to the access. The council had objected to the previous application. After discussion it was agreed unanimously to object on the same grounds as before. It was noted that the planning authority’s conservation advisers Place Services had identified harm to a listed building and other objections. <b>Action: Clerk</b>  <b>UTT/23/1794/FUL – to build two new dwellings on land adjacent to Bell Mills</b> After discussion the council agreed unanimously to object to this application as it was in an unsustainable location, with no nearby bus service and no footpaths. <b>Action: Clerk</b></p>
07.23.16	<p><b>TO RECEIVE REPRESENTATIVES’ REPORTS (FOR ITEMS NOT SHOWN SEPARATELY ON THE AGENDA)</b></p> <ul style="list-style-type: none"> <li>• <b>Open spaces including playing fields and play areas</b> -  Cllr England would liaise with Cllr Neale as a welder in Bishops Stortford might be able to complete the repair to the slide on the Great Easton playground.  The group formed to fundraise for new playground equipment on the Great Easton playground had circulated a leaflet to some residents to gain support.  The Duton Hill Community Association had been offered some grant funding which needed to be allocated to a purchase for the Burns playing field before a spending deadline expired.  Match funding would be needed as a condition of the grant, and it was agreed that if necessary the council would convene an extraordinary meeting to consider donating additional funds for this purpose. Cllr Hurst would contact the clerk if necessary.  It was noted that wasps’ nests had been reported in the Burns playing field and these were being attended to.  It was agreed to discuss a proposal to provide benches and picnic tables in the playgrounds at the next meeting. <b>Action: Clerk</b></li> <li>• <b>Footpaths, road safety and highways</b> – See items 07.23.05 and 12 above concerning hedges. Some footpaths are still impassable but likely to be clear after harvest.</li> <li>• <b>Airport</b> – no additional issues</li> <li>• <b>Community activities and events</b> – The Great Easton Community Association has organised a quiz night in November (at the village hall) and a wine-tasting event at Christmas in The Swan.</li> </ul>

	<p>Details of plans to bury a “time capsule” on the village green in Great Easton will be publicised on the village Facebook page soon.</p> <p>The Duton Hill Community Association is arranging a quiz in October at the Three Horseshoes.</p> <ul style="list-style-type: none"> <li>• <b>Dunmow United Football Club</b> —see report at 07.23.05 above regarding work at Laundry Lane.</li> <li>• <b>IT, website and social media</b> –the renewal of the website design was going well and the process of uploading documents should be more straight forward in the future. The new version would be sent to the clerk for checking before it was finalised. Cllr Hahn suggested producing an AI-generated video to promote the Neighbourhood Plan preparations and this would be discussed before the next meeting. <b>Action: Cllr Hahn and Cllr Lawson.</b></li> </ul>
07.23.17	<p><b>DATE OF NEXT MEETING</b> Thursday 28 September 2023 at 7pm.</p>
07.23.18	<p>There being no further business the meeting was closed at 9.25 pm.</p>