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## MINUTES

Minutes of the Great Easton and Tilty Parish Council meeting held at 7.30pm on Thursday 23 February 2023 in Great Easton Village Hall.

**Present:**

**Councillors**

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

Clerk: Kate Rixson

Fifteen members of the public and Cllr M Foley of Uttlesford District Council and Essex County Council

	The Chairman opened the meeting
02.23.01	<b>APOLOGIES FOR ABSENCE</b> Cllr Claxton's apologies for absence due to work commitments were accepted by resolution.
02.23.02	<b>DECLARATIONS OF INTEREST</b> Cllr Neale, Cllr Lawson and Cllr Hurst declared interests in items 9 and 10 (grants, including those to Duton Hill Community Association).
02.23.03	<b>MINUTES OF MEETING ON 11 JANUARY 2023</b> The minutes of the meeting on 11 <sup>th</sup> January 2023 meeting were approved as an accurate record and signed by the chairman.
02.23.04	<b>CHAIR'S REPORT ON ITEMS NOT LISTED SEPARATELY ON THE AGENDA</b> None.
02.23.05	<b>PUBLIC PARTICIPATION SESSION</b> Members of the public raised the following issues: <ul style="list-style-type: none"> <li>- Agenda item 8, continuation of the garden waste skip service, provided by Uttlesford District Council and invoiced to the parish council. A number of points were made in support of retaining the service.</li> <li>- Agenda item 9, a grant to the Duton Hill Community Association for the proposed Coronation celebration on Sunday 7 May. A contribution to the total cost of £805 plus a loan of tables from the village hall was requested.</li> <li>- Agenda item 10, other grants. Disappointment was expressed that although it had been agreed that a dishwasher would be installed at the Village Hall, the council had later decided not to go ahead. The council was asked to look for a low-cost model as a dishwasher would be very useful to groups using the hall.</li> </ul>
02.23.06	<b>GRANT TO COMMUNITY ASSOCIATIONS</b> Agenda item 9 (Duton Hill Community Association (DHCA) grant) was considered at this point, together with item 10 in relation to the Great Easton Community Association (GECA). Subsequent items are re-numbered. Regarding agenda item 11 (parish council approval of grant applications to Uttlesford District Council) it was noted that Uttlesford District Council had now advised that it would deal directly with applicants in relation to UDC grants for Coronation events. There was therefore no role in the process for the parish council, save to be informed of events taking place and to ensure there was no duplication of funding. The chairman proposed a grant of £400 to each Community Association towards the costs of celebrating the Coronation of King Charles III. The council voted unanimously in favour (councillors who had

	declared an interest taking no part in discussion or voting). The Clerk was asked to liaise with the CAs over purchasing and reimbursement. <b>Action: Clerk</b>
02.23.07	<p><b>DISTRICT AND COUNTY COUNCILLORS' REPORTS</b></p> <p>In relation to the District Council, Cllr Tayler had provided a written report which had been circulated to councillors.</p> <p>Cllr Foley reported that Essex County Council had increased its council tax by 3.5%, the same percentage increase as the district council's. There is a funding gap in 2023-24 so major cuts to services seemed likely. Cllr Foley was not in favour of the new requirement (from 13 March) for visits to recycling centres to be booked online in advance. This was a trial which would be reviewed in the autumn 2023. Cllr Foley was concerned about increasing flytipping and reduced recycling.</p> <p>Cllr Foley was asked by the parish council to press for improving the mobile phone signal in the parish.</p>
02.23.08	<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). No questions were raised.</p>
02.23.09	<p><b>TO DECIDE WHETHER TO PROCEED WITH GARDEN WASTE SKIP SERVICE FOLLOWING COST INCREASE</b></p> <p>The parish council had been notified in January of a substantial increase in charges and an extended season for provision of a garden waste skip, for one hour every two weeks, outside the village hall. Uttlesford District Council bills the parish council for the service. The last bill paid was for £1,120 for 2021 and the invoice for 2022 has not yet been issued. The cost for 2023 would be approximately £1,850 which UDC said was a 20% increase over the previous year, but which was also higher because extra visits would take place at the start and end of the year. The comments of members of the public in favour of the service were noted. The new arrangements for pre-booking the use of county council waste recycling centres were also considered. Councillors voted unanimously to continue with the service for 2023.</p>
02.23.10	<p><b>CONSIDERATION OF GRANTS TO BE MADE BEFORE THE END OF THE FINANCIAL YEAR</b></p> <p>It was noted that donations of £500 had been made to the Red Cross (for DEC Ukraine) in 2021-22 in addition to support for Stansted Airport Watch. The council voted unanimously to again donate £1,000 to Stansted Airport Watch and £500 to the British Red Cross for Ukraine. Continuing donations of £50 a month to the Essex Wildlife Trust for the use of a field at Duton Hill were also approved.</p> <p>The chairman observed in response to the request for a dishwasher at the hall that purchases in the next financial year from the Hall charitable trust would be considered separately at a forthcoming trustee meeting. Hall users would be consulted.</p>
02.23.11	<p><b>REPORTS ON ACTION POINTS FROM PREVIOUS MEETINGS</b></p> <p><b>Highways:</b> overhanging hedge on Snow Hill: Cllr Foley kindly agreed to pursue this with Essex Highways enforcement, who had been asked to deal with it.</p> <p>It was noted that drains on The Endway had been cleared recently and the cover for the Openreach inspection hatch had been repaired. There had been no response from the bus company concerning a joint approach to Essex highways over the condition of the lane along the River Chelmer. <b>Action: Clerk</b></p> <p><b>Village Green verge damage and parking:</b> Recent deterioration was noted. After discussion it was considered that constructing a bund would be the best solution and this would be on the agenda of the next meeting. The clerk was asked to obtain quotations. <b>Action: Clerk</b></p> <p><b>Tilty Church car park closure:</b> A response would be sought from the archdeacon. <b>Action: Chairman</b></p> <p><b>Bus route/service when fords flooded:</b> There had been no response from the bus operator – to be chased. <b>Action: Clerk</b></p> <p><b>Grit bins and stock of salt:</b> A pallet of 25kg bags of road salt had been passed to the parish council for local residents to use. This can be collected from the village hall car park and is intended for pavements and roads. The grit bin in Duton Hill (corner of Abbey View) was not being filled by Highways, probably because it was full of hardened salt. The clerk was asked to arrange for this to be removed and to contact Highways. <b>Action: Clerk</b></p> <p>For next winter, bin(s) bought by the parish council could be placed, if compliant with Highways' policy, on the verges. UDC had given permission for a new bin on the car park off Abbey View. The parish would be responsible for filling any bins it purchased. On salt-gritting routes, Highways</p>

	<p>would consider placing extra bins which they would fill. An application would need to be made through the Local Highways Panel under the policy on the Essex Highways website. It was decided to defer a decision until later in the year.</p> <p><b>Airport representative for parish council:</b> The chairman was discussing this with a possible volunteer.</p> <p><b>Work at Laundry Lane sports field:</b> Three firms of builders had been approached for quotes, which would be circulated to councillors in due course. <b>Action: Clerk</b></p>
02.23.12	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>Cllr Lawson, chair of the NP Steering Group, had circulated reports which were tabled and taken as read. He encouraged members of the public to join the group and set out the importance of its role and influence. At least four more members were needed, representing the communities of Great Easton and Duton Hill, and the concerns of agricultural businesses and landowners. It was pointed out that there was pressure to build solar farms as well as housing in the parish, and that contact should be made with Little Easton Parish Council which had new members. <b>Action: Clerk</b></p>
02.23.13	<p><b>MONTHLY FINANCE REPORT (PARISH COUNCIL ACCOUNT)</b></p> <p>A summary and note of the bank balance to 31 Dec 2022 had been circulated to councillors. Bank statements to 31 January had been received by the clerk the day before the meeting and would be reconciled with the cashbook before the next meeting.</p> <p><b>Income and payments</b></p> <p>Total income (including the precept) £34,035.61  Total outgoings £28,564.35 plus £1,907.38 VAT (some VAT can be reclaimed).  The balance on the current account on 31 Dec 22 was £39,487.10. It was noted that all anticipated income for the year had now been received, except for any VAT reclaimed.</p> <p>A list of payments made from 25 November to 31 December 2022 (in the absence of the January bank statement) under statutory or contractual obligations and those previously approved had been circulated and was taken as read. These amounted to a total of £1,434.58 plus £7.99 VAT (total £1,442.57) and were for grasscutting, fuel, internet and the monthly donation to Essex Wildlife Trust, together with the clerk's December salary of £800.33 which included backpay from the recent national pay award.</p> <p><b>Resolution to remove signatory for TSB accounts</b></p> <p>A form of resolution, to authorise the removal of a non-councillor signatory, had been supplied by TSB. The council resolved to remove a signatory on the account who was no longer a councillor as required by TSB and the resolution was duly signed and witnessed. The application for a change of mandate could now go ahead. <b>Action: Clerk</b></p> <p><b>Written request to change authorities and contact details on the National Savings &amp; Investments account</b></p> <p>The chairman was authorised on a unanimous vote to sign a letter requesting a change of address and authorities on the short-term investment account with NS&amp;I (an account with a balance of £3,000 approximately) and this was signed. NS&amp;I had advised that the council might be asked to sign a witnessed document to effect these changes. <b>Action: Clerk</b></p> <p><b>Payments to approve</b></p> <p>A list of payments for approval had been circulated. A breakdown and total of the clerk's expenses were tabled and taken as read. Payments were approved unanimously as follows:  Clerk's office and mileage expenses as listed: £446.14 + £25.56 VAT, total £471.70  Membership of Uttlesford Assoc of Local Councils 2023: £10  Steve's Gardening Services moving road salt: £55  Annual sub to Parish Online digital mapping service: £70 + £14 VAT, total £84  HRJ tree surgery, removal of dead trees and hedge trim on public open space owned by parish council at Brocks Mead: £880 + £176 VAT, total £1,056. It was noted that this payment differed from the quotation as an additional dead tree had needed removal. The decision to proceed was ratified. The invoice from Scribe for accounts software (referred to on the agenda) had previously been approved and had now been paid. No invoice had yet been received for repairing the slide at the Great Easton playground – see 02.23.23 below.</p>

02.23.14	<p><b>ANNUAL REVIEW OF RISK ASSESSMENT</b></p> <p>A written analysis had been circulated by the clerk and was tabled. The council reviewed its risk management and governance. Areas needing attention were noted. The risk assessment document is annexed to the hard copy of these minutes.</p>
02.23.15	<p><b>APPOINTMENT OF AUDITOR</b></p> <p>It was resolved on a unanimous vote to appoint Mr John Lewis as auditor for the financial year 2022-23.</p>
02.23.16	<p><b>CLERK'S REPORT ON ELECTION TIMETABLE AND PROCEDURES</b></p> <p>A written timetable based on information from Uttlesford District Council Elections team would be circulated to councillors. Nomination packs would be available from the UDC website from 4 March 2023.</p>
02.23.17	<p><b>TO CONSIDER JOINING THE CAMPAIGN FOR A 20MPH SPEED LIMIT</b></p> <p>It was noted that the police had advised that they would not enforce this. Councillors agreed to defer discussion as speeding was a major issue (as recently discussed with the Police Community Support Officer) and more information was needed. Cllr Foley offered to request "speed wires" for monitoring traffic through the villages and asked for locations to be specified. <b>Action: Clerk</b></p>
02.23.18	<p><b>TO CONSIDER OFFERING SPACE AT BURNS PLAYING FIELD FOR ESSEX MEN'S SHEDS</b></p> <p>A request for space for a shed and use of facilities had been made. A decision could not be made yet as more information was needed from the organisation. <b>Action: Clerk</b></p>
02.23.19	<p><b>TO DECIDE ON ATTENDANCE AT THE PLANNING LIAISON MEETING WITH UDC ON 28 MARCH 2023</b></p> <p>It was agreed the clerk would attend. <b>Action: Clerk</b></p>
02.23.20	<p><b>VILLAGE HALL CHARITY FINANCIAL REPORT</b></p> <p>A report had been circulated which was taken as read, covering finances 1 April to 31 December 22.  Total income £3,887.38  Total outgoings £7,852.89 plus £243.46 VAT.  The balance on the current account on 31 Dec 22 was £36,492.40, a reduction in reserves of £4,208.97.</p>
02.23.21	<p><b>VILLAGE HALL CHARITY REPORTS AND DECISIONS (THE COUNCIL ACTING AS TRUSTEE)</b></p> <p>A copy of the 2006 Scheme which governed the charity (produced by the Charity Commission to modernise the original founding documents and specify the council's role and powers as trustee) had been circulated to councillors. It was agreed that the council would meet shortly as trustee, and arrange a date for the Trust Annual Meeting later in 2023. Local residents would be invited to the Annual Meeting in accordance with the 2006 Scheme. The clerk advised that the council as a whole was the sole managing trustee, so councillors were not trustees in their individual capacity but only collectively as members of the council. She reported that she had updated the records on the Charity Commission website accordingly. Proposed meeting dates would be circulated. <b>Action: Clerk</b></p>
02.23.22	<p><b>PLANNING APPLICATIONS, DECISIONS AND PROGRESS ON PLANNING MATTERS</b></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>It was noted that the council had been asked by the UDC Development Manager to confirm that it still wished two undecided retrospective applications relating to land at the rear of Marshes in Cherry Street (applications 21/2922 and 21/2927) to be decided by the planning committee and not under officers' delegated powers. The council had reiterated its wish for the planning committee to make the decision and a date for the meeting was awaited. These two applications had already been validly called in by Cllr Tayler as a district councillor. Three related retrospective applications for the same site had been refused by planning officers.</p>
02.23.23	<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> — the council expressed its gratitude and thanks to Southon Engineering for undertaking the work on the slide on the Great Easton playground and confirmed that the cost of suitable materials and work would be met by the council as required. <b>Action: Cllr Neale to obtain details.</b></li> <li>• <b>Footpaths, road safety and highways</b> — It was noted that some footpaths across fields had been ploughed and planted although the route of the paths may still be discernible as crops had not yet grown. There was an opportunity to raise this with the landowner soon. <b>Action: Chairman</b></li> <li>• <b>Airport</b> – no report although the chairman was hoping to find a new representative.</li> <li>• <b>Community activities and events</b> – The Great Easton Community Association had arranged two forthcoming social events including a quiz, and the Coronation celebration would be on Saturday 6 May. The Duton Hill Community Association was arranging a Coronation party for Sunday 7</li> </ul>

	<p>May and had arranged to borrow 10 large tables from the Village Hall. The CAs would co-ordinate arrangements between them.</p> <ul style="list-style-type: none"> <li>• <b>Dunmow United Football Club</b> — progress had been made with obtaining a lease from Land Securities for land next to the Laundry Lane field. Quotes for demolition were awaited as referred to above at 02.23.11.</li> <li>• <b>IT, website and social media</b> –Cllr Hahn reported that a new subdomain “greateastonnp” under the “greateastonparishcouncil.co.uk” domain had been set up for the Neighbourhood Plan Steering Group website. A design would be discussed with the supplier. An invoice for hosting was provided.</li> </ul>
02.23.24	<p><b>ITEMS TO NOTE, FOR INCLUSION ON NEXT MEETING’S AGENDA OR IN FIVE PARISHES MAGAZINE</b> None except as already mentioned.</p>
02.23.25	<p><b>DATE OF NEXT MEETING</b> Thursday 30 March 2023 at 7pm (note the return to an earlier start). There would be no meeting in April.</p>
02.23.26	<p>There being no further business the meeting was closed at 9.15pm.</p>

DRAFT