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**PARISH COUNCIL MEETING
NOTICE
AGENDA AND SUMMONS**

All members of the Council are summoned to attend a Meeting of **GREAT EASTON & TILTY PARISH COUNCIL**, to be held in Great Easton Village Hall on **Thursday 16 November 2023 at 7.00pm** for the transaction of business as set out below.

Meetings and the Public

Members of the public and press are warmly welcomed to attend but are requested to advise the Clerk of their attendance in advance if possible on parish.clerk@greateastonparishcouncil.co.uk or 01371 404220.

You are permitted to ask questions at the meetings, during the allotted time in the Public Participation Session. Please raise your hand to speak and address questions and statements to the Chairman.

Documents relating to agenda items are available to members of the public and press and should be requested from the clerk before the meeting.

The Council may decide by a resolution to exclude the press and public if it needs to discuss sensitive or confidential issues (under the Public Bodies (Admission to Meetings) Act 1960 s1(2)). If it does this, it will give a reason in the resolution.

Signed

Tristan Martens, Chairman

Agenda and summons prepared by *Kate Rixson*, the Clerk to the Parish Council, and issued on 10 November 2023.

	MEETING to be opened by the chairman
1	Apologies for absence. If accepted, the reasons for absence to be approved by resolution.
2	Declarations of interest Members to declare pecuniary and non-pecuniary interests in agenda items.
3	Minutes of previous meeting To receive, consider, approve and sign as a correct record the minutes of the Parish Council meeting held on 26 October 2023
4	Chair's report, to receive reports on progress and decide next steps including: <ul style="list-style-type: none">• Highways – hedges on B184 (Snow Hill to Duton Hill)• Village Green – to consider responses from Highways or transport advisers; report on any quotes for war memorial.• Parking next to Tilty church (Note: Other Clerk action points to be covered under Item 8 below)
5	Public participation session, to include discussion of Draft Local Plan The parish council and community have an opportunity to comment on the Draft Local Plan (the consultation closes on 15 December 2023). This session will proceed at the chairman's discretion.

6	District and County Councillors' Reports if councillors are present
7	Clerk's report on action points not listed separately on the agenda, and correspondence if any A written report will be circulated before the meeting and taken as read (copies will be available).
8	Parish council financial reports and decisions Details will be available at the meeting and beforehand if requested from the clerk. <ul style="list-style-type: none"> • To note spending and receipts for the year to date and since last meeting, and balance/reserve. • To approve payments as notified before the meeting and to include payments arising after issue of the agenda. A list will be circulated at the meeting.
9	To consider and approve the draft budget and set the precept.
10	To adopt the NJC/NALC pay award for clerks for 2023-24 Details will be circulated before the meeting.
11	To consider attendance at forthcoming meetings: <ul style="list-style-type: none"> • Thaxted area Uttlesford forum for parish and town councils: 7pm on 20 November 2023 (Zoom) • Stansted Airport Watch Special General Meeting: 8pm on 29 November 2023, Old School Community Centre, Takeley. RSVP by 22 November 2023.
12	To decide on comments to be submitted regarding planning applications and appeals To include applications notified after agenda is published. CC/UTT/93/23, UTT/23/2769/CC – Great Easton Primary School – new single storey teaching building. Comments due by 21 November 2023. A written report on the outcome and progress of previous applications will be available.
13	To consider the parish council's response to the draft Local Plan
14	To consider steps to be taken in relation to the Neighbourhood Plan To include information on whether the draft Local Plan will affect the definition of the designated area of the parish's Neighbourhood Plan
15	Receive representatives' reports (for items not shown separately on the agenda) <ul style="list-style-type: none"> • Open spaces (to include playing fields and play areas) • Footpaths, road safety and highways • River interests • Airport • Community activities and events • DUFC • IT, website and communications
16	Items for inclusion on next meeting's agenda or in the Five Parishes Magazine
17	Date of next meeting to be confirmed as Thursday 25 January 2024 at 7pm
	Chairman to close meeting