

Meeting 25 Sept 2025		CLERK'S REPORT	
			Non-routine tasks
Action points from minutes	Month of meeting	Issue or event - new items in bold	Action. Progress since last meeting, and action still needed, shown in bold.
	Jul-25	Planning application comments	Completed and submitted.
		Copy of village green register needed	Requested
		overgrown hedges	Contact homeowner.
		EAFC netting	Sent reminder to remove when not in use
		Used up cloud storage for PC data	No need to add to capacity: switched to correct account, backed up to thumbdrive. Downloaded to laptop (ie offline access for all files). Plenty of capacity remaining.
	March	Website	creating page for NP, adding graphics etc, liaising with web designer over online survey page.
	Jan	Consider action on boundary encroachment at Burns	Land Reg entries checked, formal letters to be sent.
		20mph speed limit in DH and GE	Refused in Jan 25. See agenda
		War memorial - recutting letters and repairs	See below under Delegated Powers/Sept 25
Action under delegated powers	Date of work		
	September	Checking audit result and arranging publication as required	Currently displayed (minimum 14 days)
		Noticeboard at hall	Arranging repair and renovation.

Action under delegated powers	Date of work		
		War Memorial project	<p>Making detailed formal request for quotes, using template procedure, from 3 firms who had previously agreed to provide this - for letter-cutting only, and asking if they can quote for stonework repairs (conservation standard of work). PC needs to obtain references and assess the quality of work using an evaluation provided by the War Memorials Trust in order to apply for a grant from WMT. One mason needs to visit before quoting, and earliest would be 20 Oct. One quote received, from a specialist mason in Dorset. Approached a fourth firm (Cambridge-based) - they have not yet confirmed their interest. Repairs to the steps in addition to the letter-cutting would probably increase the cost above £10,000 so would be dealt with differently by War Memorials Trust (ie a consultant would be required, to manage the project). When all quotes received, the project should be considered by council as agenda item, to take decisions on how to proceed, funding sources and choice of mason etc.</p>
	August	Rivershed	To consider new flooring, new bathroom, and insulation. Liaising with DHCA re grant application for storage shed at rear.
		Defibrillators	Replacement "rescue kit" ordered as had been reported absent. New pads ordered, national delay in supply, announced on FB(Great Easton).
	July/August	Proposed sale of EWT land in Duton Hill	Applied for ACV status, liaised with UDC.
	May	UK Shared Prosperity Fund Grants	To order sign for Rivershed acknowledging UK Govt funding.

Action under delegated powers	Date of work		
	Feb-Sept	Neighbourhood Plan	Liaison with NPSG and setting up system to claim and track. Applying for grant from local charity following withdrawal of Locality grant facilities. Claiming expenditure from UDC. Paying invoices. Providing summary of progress at UDC request.
	Jan - March	Legal issues re Gt Easton park	No response from owners' solicitors despite chasing. Contact with agents managing farmland.
	Dec	Planning consents affecting Burns building/Rivershed	To apply (not essential for change of use as new use is in same use class)
	Nov	Enforcement of planning decisions	No update since 27 Feb. Chased. UDC website shows Enforcement Notice served 31.03.2025, ref ENF/21/0279/C, Grange Green Tilty, is being appealed by resident. No action re Cherry Street but see planning application Sept 2025 for Certificate of Lawful Use as commercial storage.
		Biodiversity/net zero initiatives	Burns project underway, meeting 24 June, soil sampling 9 July, report awaited.
		Tree swing on Burns and other safety issues	Agenda and Parks Working Group
		Tree surgery as per report. Re-inspection as recommended by arboriculturist.	Work at Burns held up by new batbox and nesting boxes. Seeking quotes for other tree work. One full quote received. Re-inspection requested by one surgeon before he can quote. Agenda: quote for reinspection.
	Sept 23 to July 24	PC archived documents	Formal docs to be taken to Essex County Records Office
	April	Whole-council training	Quote £550 for up to 2 hrs session - for agenda. Note free standards training (Code of Conduct) offered by UDC on Thursday 16th October (2pm – 4pm) in the Council Chamber (Council Offices, Saffron Walden) and afterwards by video or online.
CHARITIES			
Village Hall charity		Wasps' nest	Dealt with neighbour reporting, arranged treatment.
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		AGM/meetings	Short meeting 31 July 25.

CHARITIES			
Village Hall charity		Repairs and redecoration	Second grant received. New blinds installed (not covered by grant). To replace stage curtains. Quote for lighting received. To commission a sign acknowledging UK Govt and Bernard Sunley Foundation grants.
		Energy use/maintenance	Change of elec supplier to edf. Current contracts Brit Gas for gas supply until July 2027, EDF for elec supply until Aug 2028. PAT testing and small repairs/cleaning completed.
		Advertising	Advert on RCCE website would be free. Need photos. Waiting for proposal from website designer for new website just for hall.
Recreation Ground charity (Laundry Lane)		Risk area	Current lease does not comply with charity restriction ie breach of trustee duty.
		Club	Offers regular reports. UDC has told club they need PP for new clubhouse (this is legal responsibility of club under Mem of Understanding).

Great Easton & Tilty Parish Council

A	Bank Reconciliation at 01/09/2025		
	Cash in Hand 01/04/2025		44,236.59
	ADD Receipts 01/04/2025 - 01/09/2025		33,187.41
	SUBTRACT Payments 01/04/2025 - 01/09/2025		77,424.00
	Cash in Hand 01/09/2025 (per Cash Book)		40,274.22
B			37,149.78
	Cash in hand per Bank Statements		
	Great Easton & Tilty Parish Council 01/09/2025	35,149.78	
	Unity Trust Bank deposit account 13/08/2025	2,000.00	
			37,149.78
B	Less unrepresented payments		
			37,149.78
	Plus unrepresented receipts		
	Adjusted Bank Balance		37,149.78
	A = B Checks out OK		

Great Easton & Tilty Parish Council

17 September 2025 (2025-2026)

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
63	Essex Wildlife Trust	01/07/2025		Great Easton & Tilty	EssexWT Ltd	Payment - Essex Wildlife	Essex Wildlife Trust	X	-50.00		-50.00
											-50.00
68	Admin: Staff exes Mileage post	02/07/2025		Great Easton & Tilty	EE Topup Vesta	Payment - Clerk's mobile phone	EE mobile	S	-2.62	-0.53	-3.15
68	Commun supp staff exes milea	02/07/2025		Great Easton & Tilty	EE Topup Vesta	Payment - Clerk's mobile phone	EE mobile	S	-1.12	-0.23	-1.35
											-4.50
65	Open spaces: Grass Cutting	08/07/2025		Great Easton & Tilty	Cut no 9	Payment - Grass	Steve's Gardening Services	X	-665.00		-665.00
											-665.00
69	Office exes:Stationery, toner.	08/07/2025		Great Easton & Tilty	A59820A I250	Payment - VOIP phone 01371	Andrews and Arnold Ltd	S	-1.71	-0.34	-2.05
											-2.05
70	Open spaces: Hedge Cutting	10/07/2025		Great Easton & Tilty	Steve Smith AVw c	Payment - Hedge Cutting	Steve's Gardening Services	X	-200.00		-200.00
											-200.00
66	Admin:Clerk Salary	11/07/2025		Great Easton & Tilty	July salary	Payment - Clerk Salary	Katherine Rixson	X	-567.37		-567.37
66	Comm Supp:Clerk Salary	11/07/2025		Great Easton & Tilty	July salary	Payment - Clerk Salary	Katherine Rixson	X	-243.16		-243.16
											-810.53
64	Internet	14/07/2025		Great Easton & Tilty	Gigaclear C291538	Payment - Gigaclear	Gigaclear	S	-56.05	-11.21	-67.26
											-67.26
67	Admin: Pension costs	17/07/2025		Great Easton & Tilty	Essex Pension Fun	Payment - Pension Conts to EP	Essex Pension Fund	E	-196.85		-196.85
67	Comm Supp:Pension cost	17/07/2025		Great Easton & Tilty	Essex Pension Fun	Payment - Pension Conts to EP	Essex Pension Fund	E	-84.37		-84.37
											-281.22
73	Open spaces: Grass Cutting	22/07/2025		Great Easton & Tilty	Cut no 10	Payment - Grass	Steve's Gardening Services	X	-665.00		-665.00
											-665.00
76	Admin:PAYE	24/07/2025		Great Easton & Tilty	HMRC SDDS 1901!	Payment - PAYE due	HMRC	X	-254.51		-254.51
76	PAYE:Community supp	24/07/2025		Great Easton & Tilty	HMRC SDDS 1901!	Payment - PAYE due	HMRC	X	-109.08		-109.08
											-363.59
78	Water Rivershed	25/07/2025		Great Easton & Tilty	Ca Water Rivershe	Payment - Water supply Rivers	Castle water	S	-46.19	-9.24	-55.43
											-55.43
5	Admin:Correcting error	26/07/2025		Great Easton & Tilty	FROM Village Hall	Receipt - Transfer from Village	Gt Easton Parish Hall Fund	E	73.00		73.00
											73.00
80	Admin:Correcting error	26/07/2025		Great Easton & Tilty	TO Village hall Tru	Payment - Transfer to Village H	GETPCouncil transfer betw	E	-25.00		-25.00
											-25.00
79	Grant for Biodiversity on Burns	30/07/2025		Great Easton & Tilty	MKA Ecology Limi	Payment - Professional Fees	MKA Ecology Ltd	S	-1,000.00	-200.00	-1,200.00
											-1,200.00
75	Admin: Staff exes Mileage post	01/08/2025		Great Easton & Tilty	EE Topup Vesta	Payment - Clerk's mobile phone	EE mobile	S	-2.62	-0.53	-3.15
											-3.15
77	Office exes:Stationery, toner.	01/08/2025		Great Easton & Tilty	A59820A I251312	Payment - VOIP phone 01371	Andrews and Arnold Ltd	S	-1.69	-0.34	-2.03
											-2.03
71	Essex Wildlife Trust	01/08/2025		Great Easton & Tilty	Essex WT 161418	Payment - Essex Wildlife	Essex Wildlife Trust	E	-50.00		-50.00
											-50.00

Great Easton & Tilty Parish Council

17 September 2025 (2025-2026)

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
75	Commun supp staff exes milea	01/08/2025		Great Easton & Tilty	EE Topup Vesta	Payment - Clerk's mobile phone	EE mobile	S	-1.12	-0.23	-1.35	
											-1.35	
									Total	-4,150.46	-222.65	-4,373.11

Great Easton & Tilty Parish Council

18 September 2025 (2025-2026)

PAYMENTS & RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
71	Essex Wildlife Trust	01/08/2025		Great Easton & Tilty	Essex WT 161418	Payment - Essex Wildlife	Essex Wildlife Trust	E	-50.00		-50.00
75	Admin: Staff exes Mileage post	01/08/2025		Great Easton & Tilty	EE Topup Vesta	Payment - Clerk's mobile phone	EE mobile	S	-2.62	-0.53	-3.15
75	Commun supp staff exes milea	01/08/2025		Great Easton & Tilty	EE Topup Vesta	Payment - Clerk's mobile phone	EE mobile	S	-1.12	-0.23	-1.35
81	Open spaces: Grass Cutting	04/08/2025		Great Easton & Tilty	Cut 11 250804	Payment - Grass	Steve's Gardening Services	X	-665.00		-665.00
77	Office exes:Stationery, toner.	08/08/2025		Great Easton & Tilty	A59820A I251312	Payment - VOIP phone 01371	Andrews and Arnold Ltd	S	-1.69	-0.34	-2.03
72	Internet	13/08/2025		Great Easton & Tilty	Gigaclear C291538	Payment - Gigaclear	Gigaclear	S	-39.50	-7.90	-47.40
74	Admin: Pension costs	13/08/2025		Great Easton & Tilty	PENS1825 July 25	Payment - Pension Conts to EP	Essex Pension Fund	E	-196.85		-196.85
74	Comm Supp:Pension cost	13/08/2025		Great Easton & Tilty	PENS1825 July 25	Payment - Pension Conts to EP	Essex Pension Fund	E	-84.37		-84.37
6	Neighbourhood Plan grants	14/08/2025		Great Easton & Tilty	BXE0069946	Receipt - Grant	Uttlesford District Council	E	1,074.41		1,074.41
82	Open spaces: Grass Cutting	19/08/2025		Great Easton & Tilty	Steve Smith part c	Payment - Grass	Steve's Gardening Services	X	-200.00		-200.00
83	Open spaces: Hedge Cutting	20/08/2025		Great Easton & Tilty	Steve Smith Brock	Payment - Hedge Cutting	Steve's Gardening Services	X	-400.00		-400.00
84	Open spaces: Hedge Cutting	20/08/2025		Great Easton & Tilty	Messer Landwork	Payment - Hedge Cutting	Messer Landwork Services	S	-160.00	-32.00	-192.00
87	Admin:Clerk Salary	25/08/2025		Great Easton & Tilty	salary	Payment - Clerk Salary	Katherine Rixson	X	-582.72		-582.72
86	Office Exes:Ext aud fee + othe	25/08/2025		Great Easton & Tilty	PKF Littlejohn LLP	Payment - Audit Fees	PKF Littlejohn LLP	S	-315.00	-63.00	-378.00
87	Comm Supp:Clerk Salary	25/08/2025		Great Easton & Tilty	salary	Payment - Clerk Salary	Katherine Rixson	X	-249.73		-249.73
85	Defib pads_batteries	25/08/2025		Great Easton & Tilty	Community Heartb	Payment - Defib	Community Heartbeat	S	-16.95	-3.39	-20.34
88	Open spaces: Hedge Cutting	28/08/2025		Great Easton & Tilty	Steve Smith carpai	Payment - Hedge Cutting	Steve's Gardening Services	X	-150.00		-150.00
89	website	28/08/2025		Great Easton & Tilty	Astley Di gital Gp	Payment - Neighbourhood Plan	Astley Digital	X	-600.00		-600.00
90	Admin:Clerk Salary	29/08/2025		Great Easton & Tilty	Backdated award	Payment - Clerk Salary	Katherine Rixson	X	-61.66		-61.66
90	Comm Supp:Clerk Salary	29/08/2025		Great Easton & Tilty	Backdated award	Payment - Clerk Salary	Katherine Rixson	X	-26.42		-26.42
91	Essex Wildlife Trust	01/09/2025		Great Easton & Tilty	Essex WT 1614181	Payment - Essex Wildlife	Essex Wildlife Trust	E	-50.00		-50.00

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PAYMENTS & RECEIPTS LIST

18 September 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
							Total		-2,779.22	-107.39	-2,886.61

Invoice To:

SALES INVOICE

Kate Rixson
Great Easton & Tilty Parish Council
Great Easton Village Hall
The Endway
Essex
CM6 2HF

Invoice Date
27/08/2025

Due Date
27/08/2025

Invoice Number
SI-2120

Description	Price/Rate	Amount
Development Work - Digital Neighbourhood Plan Survey system	600.00	600.00

TOTAL £600.00

Notes:

Bank/BACS Transfer

Name: Astley Digital Group Limited
Account number: 49782724
Sort code: 04-00-03

Terms and Conditions:

Suspension of Services: In the event of late payment, Astley Digital reserves the right to suspend all services provided to the client until payment is received in full. This includes, but is not limited to, access to digital platforms, hosting services, and ongoing support.

Notification of Suspension: Prior to suspending services due to late payment, Astley Digital will make reasonable attempts to notify the client of the overdue amount and impending suspension.

Reinstatement of Services: Once payment is received and processed, Astley Digital will reinstate services within a reasonable timeframe. However, Astley Digital cannot guarantee immediate restoration of services and any downtime resulting from late payment shall not be the responsibility of Astley Digital.

		1 Foxway Brent Pelham BUNTINGFORD SG9 0HF 01279 777964 www.ecotreecare.co.uk ecotreecare@protonmail.com
Kate Rixson Great Easton & Tilty Parish Council	0131 870711 clerk@broxted-pc.gov.uk	Date: 26 July 2025
		Our Ref: Q010.25
		Quote

Re: Parish council land at Little Easton, Great Easton and Duton Hill, Essex

Dear Kate

Please find below a quote for a repeat of the previous tree safety survey ref: TSI043.24

	Description	Price (£)
1	Tree safety gross defect survey – Using previous survey details and maps Approx. 68 Trees and Groups Survey to include; <i>Numbered location map of trees, common name, scientific name, height, crown spread, stem diameter, age class, physiological condition, structural condition, past tree works, notes; including quantitative record of significant defects, management recommendations, work urgency, re-inspection frequency.</i>	816.00
	Mileage 32 miles @ HMRC rate 0.45p/mile	14.40
	Total Net	830.40
	VAT @ 20%	166.08
	Total GBP	996.48

Yours sincerely

Martin Hügi
MICFor, BSc, Tech ArborA