

Meeting 27 Nov 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.
	Sep-25	Grant applications	At least one quote needed for application. Awaiting contact after requesting quotes for heating.
		Payment of second half of precept	Transferred to new deposit account. Interest rate 2.10% pa.
		Parks Working Group	Terms of reference on agenda Nov 25
		Moving Great Easton beacon to new site	New site agreed by parks working group Great Easton members. On agenda Nov 25
		Principal authority (Uttlesford) requires precept demand by 23 Jan 2026	January meeting date brought forward to 15 January 2026 to ensure precept can be set and notified to UDC within timetable. Note that the 2026-27 tax base figures will not be available until 5 December therefore the effect of the precept on residents' council tax will be unavailable until the January meeting.
		Budget	Draft prepared, reviewed, on agenda Nov 25
		Audit 2024-25 accounts	Completed. No questions raised either by members of the public or by external auditor. Audit clear. Notice displayed. Publication interrupted by the removal of the notice from noticeboard by persons unknown. Notice placed on website.
		Poppy wreaths	Ordered, paid for by PC, collected, delivered. Payment awaited from DHCA.
	Jul-25	overgrown hedges	Now cut
Action under delegated powers	Date of work		
	Oct-25	Noticeboard at hall	Awaiting quote for bespoke replacement for small board - chased.
	Jul-25	Copy of village green register needed as records are incomplete.	Awaited. Register should show who is legally allowed to use the Green.
		Consider action on boundary encroachment at Burns	Land Reg entries checked, formal letters to be sent.

Action under delegated powers	Date of work		
	August 25 - Nov 25	Rivershed	To consider new flooring, new bathroom, and insulation. Possible CIF grant applicationo (closes 31 Dec 25). DHCA has funding for storage - decision on site is on agenda Nov 25.
	Nov 24 - Nov 25	War Memorial project	One quote received for letter-cutting only, from a specialist in Devon. Second quote from similar in Kent is awaited. Two other masons approached. Nearest (Cambridge) unable to find a skilled person to cut letters therefore unable to quote. Fourth (Wiltshire) did previously quote but has not renewed/responded to new request which follows the WMT requirements. 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 item will be on the agenda for decisions.
	July/August 25	Proposed sale of EWT land in Duton Hill	Now designated an ACV. No longer on market so no action needed except application by DHCA for registration as a charity (CIO) and fundraising.
	May 24 - Nov 25	UK Shared Prosperity Fund Grants	Quotes obtained for signs - see agenda Nov 2025
	Jan - March 25	Legal issues re Gt Easton park	No response from owners' solicitors despite chasing. Contact with agents managing farmland.
	Dec-24	Planning consents affecting Burns building/Rivershed	To apply (not essential for change of use as new use is in same use class)
	Nov 24- Nov 25	Enforcement of planning decisions	No communication from UDC. Broxted PC has alerted portfolio holder at UDC (following formal complaint made by Takeley, Broxted, GETPC and Lindsell in March 2025) and will attend full council meeting in January.
	Nov	Biodiversity/net zero initiatives	Burns project underway, meeting 24 June, soil sampling 9 July, report awaited. Prelim summary view received and circulated. Clerk has confirmed council support of this.
	Nov	Tree swing on Burns and other safety issues	Agenda and Parks Working Group

Action under delegated powers	Date of work		
	Nov 24- Nov 25	Tree surgery as per report. Re-inspection as recommended by arboriculturist.	Work at Burns held up by new batbox and nesting boxes. Other tree work needed but re-inspection needed first. Arboriculture report awaited.
	Sept 23 to July 24	PC archived documents	Formal docs to be taken to Essex County Records Office
	April 24 - Nov 25	Whole-council training	Quote £550 for up to 2 hrs session - for agenda. Note free standards training (Code of Conduct) video offered by UDC after training session on 16th October 2025 has been circulated by email.
CHARITIES			
Village Hall charity		Repairs and redecoration	Short meeting of working group 10 Nov 25 re clock, stage curtains, access, sound system. Clock bought, sound system fixed, lighting estimate being revised, access limited as per terms of insurance/legislation, quote for stage curtains requested. Quote for sign re funding obtained.
		Charity Commission Annual Report	Submitted on time
		Permanent endowment of Hall Trust	This is invested with CCLA (specialist charity bank/financial institution). Online access now available and to be set up.
		Energy use/maintenance	Revised lighting estimate awaited. To consider heating in relation to council's net-zero obligations and UDC emissions targets - have requested info on infra-red panels.
		Advertising	Advert on RCCE website would be free. Need photos. Waiting for proposal from website designer for new website for hall.
CHARITIES			
Recreation Ground charity (Laundry Lane)		Risk area	Current lease does not comply with charity restriction ie breach of trustee duty.
		Charity Commission Annual Report	Submitted on time

Great Easton and Tilty Parish Council

Parks Working Group

Terms of Reference

Adopted: (Date)

Review Date: March 2027

1. Purpose

The Parks Working Group ('the Group') is established by Great Easton and Tilty Parish Council ('the Council') to advise and make recommendations to the Council on matters relating to the use, maintenance, care and development of the parks and play areas in Great Easton and Duton Hill, and, in the future, other open spaces within the parish, including common land and village greens.

2. Status and Authority

The Group is an advisory body to the Parish Council and has no delegated powers. The Group cannot make decisions on behalf of the Council or act or speak in the name of the Council. All decisions and actions remain the responsibility of the Council and will be taken at a full Council meeting or in accordance with the Council's usual procedures. The Group may make recommendations for the Council's consideration.

3. Membership

The Group shall be appointed by the Council. Membership will include Parish Councillors and may include non-councillor members with relevant knowledge, experience or interest in parks, open spaces or community matters. The Group shall have six members. There shall be:

- a Leader or up to two Leaders, appointed to that role by the Council, to coordinate meetings and activities
- one representative of the Great Easton Community Association, proposed by that association
- one representative of the Duton Hill Community Association, proposed by that association
- a member who is a resident of Great Easton
- a member who is a resident of Duton Hill or Tilty

The following are appointed as the first members:

Leaders: Cllr Benterman and Cllr Hurst

Great Easton Community Association representative: Julie Neale

Duton Hill Community Association representative: Elizabeth Beckett

Great Easton resident: Pauline Martens

Duton Hill or Tilty resident: Nick Whybrow

The Group may recommend the addition of new members as it considers necessary. Any new member must be approved by the Parish Council before joining the Group. Membership will normally continue until the Group is dissolved or until March 2027, unless otherwise determined by the Council.

4. Term and Review

The Group is established for a two-year period commencing March 2025, subject to review and renewal by the Parish Council in March 2027.

5. Meetings

Meetings of the Group shall be held as required to progress its work. Meetings need not be open to the public. Notes or summaries of meetings may be shared with the Parish Council for information or inclusion in Council papers as appropriate.

6. Reporting

The Leader or one of the Leaders shall report to the Parish Council at each full Council meeting, providing updates on activities, progress, and any recommendations for Council consideration.

7. Areas of Focus

The Group's work may include, but is not limited to:

- reviewing and advising on the maintenance and safety of playgrounds and parks;
- advising on the development and improvement of existing recreational and open spaces;
- considering opportunities for community involvement, funding, or partnership working related to parks and open spaces; and
- advising on the care and management of any future open spaces, common land, or village greens within the parish.

8. Administration

The Group shall keep a record of meetings and discussions for reporting purposes. Administrative support may be provided by the Parish Clerk as time and resources allow. The Parish Council may amend these Terms of Reference by resolution.

These Terms of Reference approved by Great Easton and Tilty Parish Council on (date):

Signed: _____

Chairman, Great Easton and Tilty Parish Council

Great Easton & Tilty Parish Council

A	Bank Reconciliation at 01/11/2025		
	Cash in Hand 01/04/2025		44,236.59
	ADD Receipts 01/04/2025 - 01/11/2025		58,614.78
	SUBTRACT Payments 01/04/2025 - 01/11/2025		102,851.37
	Cash in Hand 01/11/2025 (per Cash Book)		47,341.34
B			55,510.03
	Cash in hand per Bank Statements		
	Great Easton & Tilty Parish Council 01/11/2025	28,002.88	
	Unity Trust Bank deposit account 01/11/2025	27,507.15	
			55,510.03
B	Less unrepresented payments		
			55,510.03
	Plus unrepresented receipts		
	Adjusted Bank Balance		55,510.03
	A = B Checks out OK		

Great Easton & Tilty Parish Council

STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Balance at Bank	44,236.59	
Open spaces: Grass Cutting		9,045.00
Electricity in Burns Rivershed		141.44
Prof supp Payroll service		325.00
Admin:Clerk Salary		4,079.16
Prof subs+Affiliations+Membership		476.47
Office exes:Stationery, toner.	51.27	361.99
Admin: Staff exes Mileage postage phone		54.66
Insurance		2,056.83
Maintenance: benches, bus shelters, plan	25.00	150.00
Playground safety inspection		80.00
Precept	51,000.00	
Website, email service		158.08
Open spaces: Hedge Cutting		1,360.00
Flowers&planting		130.00
Wreaths Royal British Legion		40.00
Interest	7.15	
Essex Wildlife Trust		350.00
Internet		406.62
Playgrounds Equipmt mtce+replace		6,214.25
River:Hogweed spraying		1,822.00
Open spaces: arboriculture care		200.00
Admin: Pension costs		1,618.68
Admin:PAYE		699.90
Antivirus MBytes software		24.99
Grants (unrestricted or reimbursement)	1,028.11	
Office Exes:Ext aud fee + other disbrsmn		354.00
Admin:Correcting error	73.00	25.00
Comm Supp:Clerk Salary		1,748.19
Comm Supp:Pension cost		693.74
PAYE:Community supp		299.96
Commun supp staff exes mileage post pt		8.96
NP Prof fees		160.00
Easton AFC Rent LLane	120.00	
Grant for Rivershed refurbishment		7,326.00
Neighbourhood Plan grants	-1,074.41	
Grant for Biodiversity on Burns	6,300.00	1,000.00
Defib pads_batteries		155.85
N Plan Stationery		564.17
N Plan Publicity		1,110.89
Charitable		210.00
N P Open day		36.62

Great Easton & Tilty Parish Council
STATEMENT OF ACCOUNTS

		RECEIPTS		PAYMENTS
Water Rivershed			46.19	
N Plan website			600.00	
Reimbursement from UDC	1,074.41			
VAT	10.25		3,585.94	
		58,614.78		47,720.58
Closing Balances:				
Balances in Bank Account				55,130.79
TOTAL		102,851.37		102,851.37

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1											PARISH COUNCIL BUDGET						
2																	
3											(1st Draft) 2026/2027 Calculation						
4																	
5																	
6																	
7																	
8	Cost Area	Description	Scribe Code				2025/6 Estimate	2025/26 Sub-Total			Inflation Increase (Approx 4%)	Explanation of Change	Cost Area Estimate 2026/27				% of 2026/27 Budget
9																	
10	Administration	Staff Costs	4		Salary (70%)		6810										
11			37		Pension Costs (70%)		2040										
12			38		PAYE (70%)		1350	10200			10625	Inflation Only					
13																	
14		Staff Expenses	7		Mileage, Postage, Phones		105										
15			23		Training		105	210			220	Inflation Only					
16																	
17		Office Expenses	6		Stationery, Toner, landline		500										
18			44		Office Disbursements		400	900			950	Reflects Actual Spend					
19																	
20		Infrastructure & Support	41		Anti-Virus Software		52										
21			27		Internet		468										
22			14		Website Costs		624										
23			59		Finance IT Costs (Scribe)		416	1560			1600	Inflation Only					
24																	
25		Professional Support	3		Payroll Service		335										
26			22		Legal Services		365										
27			32		Locum Clerk Services		460	1160			3000	Provision for Clerk Handover Costs					
28																	
29		Professional Subscriptions	5		Affiliations		520	520			540	Inflation Only					
30																	
31		Insurance	8		Public Liability including		1925										
32					Loss/Damage			1925			2200	Reflects Actual Spend					
33																	
34		Internal Correcting Errors	45		Correcting Errors		25				0	Reflects Actual Spend					
35																	
36		Election Costs	15		Uttlesford District Council		520	520			0	Reflects Actual Spend					
37																	
38		Advertising Costs	28		Advertising Costs etc.		0	0			0				19135	Council Administration	30.27%
39																	
40																	
41	Asset Maintenance	Playgrounds	10		Safety Inspection Regime		160	250									
42			30		Equipment Maintenance &												
43					Replacement		315	500			750	Increase Maintenance (new equipment)					
44																	
45		Playing Fields and Public Space	1		Grass Cutting		10400										
46			16		Hedge Cutting		1560										
47			39		Tree Inspection Regime		60										
48			34		Arboricultural Care		4830										
49			46		Weed Care		50	16900			17575	Inflation Only					
50																	
51		River	31		Hogweed Spraying		1900										
52			33		Bank Management		3120	5020			5220	Inflation only					
53																	
54		Benches, Flower Beds, Bus Shelters	17		Flowers		105										
55			9		Routine Maintenance and new boards		520	625			1650	Inflation and new boards			25195	Asset Maintenance	39.86%
56																	
57																	
58	Community Support	Clerk Support to Community Projects	52		Salary (30%)		2920										
59			53		Pension (30%)		875										
60			54		PAYE (30%)		580										
61			7		Mileage, Postage, Phones		155										
62			56		Legal Services		50										
63			55		Staff support Costs		0										
64			66		Purchases		0	4580			5500	Provision for additional equipment for clerk handover					
65																	
66																	
67		Neighbourhood Plan	57		Professional Support		520	7500									
68			70		Administration Costs		0	500									
69			68		Publicity		0	500									
70			67		Printing/Stationery		0	1000									
71			72		Website		0	750				Provision for Support to					

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
7				Scribe			2025/6		2025/26		Inflation	Explanation		Cost Area			% of
8	Cost Area	Description		Code			Estimate		Sub-Total		Increase	of		Estimate			2026/27
9											(Approx 4%)	Change		2026/27			Budget
72			35		Admin Support		0		500		10750	deliver NP					
73																	
74																	
75		RiverShed	71		Water/Electric Supply		0				200	Provision for					
76												Additional Costs					
77																	
78		Police Service Support	40		Special Constable Provision		0		0		0						
79																	
80		Easton AFC	2		Electricity at Burns		380										
81			36		Waste Service at		0					Allowance for reduction					
82					Laundry Lane		210		590		400	in costs					
83																	
84		Waste Services	18		Garden Skip Service		1875		1875		1950	Inflation Only					
85																	
86		Remembrance Day Wreath	19		Royal British Legion		25		25		75	Reflects Actual Spend		18875		Community Projects	29.86%
87																	
88																	
89	Discretionary Grants	Identified Community Organisations	24		Stansted Airport Watch		520				0						
90	and Reserves		25		Essex Wildlife Trust		600				0						
91			29		Grants to Parish Projects		2080				0						
92			58		Toddler Group (2nd instalment)		620				0						
93			50		Purchases for GE Hall		0				0	Provision for					
94			26		Community Associations		0				0	Reduced Local Grants					
95			69		Charitable Grants (Other)		0		3820		0	for 2026/27		0		Grants	0.00%
96																	
97									61930		63205						
98																	
99							51450		Total Precept					63205			100.00%
100									Amount								
101																	
102											Increase of						
103											Precept by 4.1%						
104		Income			2026/27 Income						(Aug CPI Rate)						
105																	
106	Precept	Uttlesford	11		Council Precept		51000		51000		53100						
107																	
108																	
109																	
110	Rent	Dunmow FC Rent	12								0						
111																	
112																	
113																	
114																	
115	General Grants	Unknown	42														
116																	
117																	
118																	
119																	
120	Specific Grants	BioDiversity Survey of Burns	65								0						
121	to Council	Play Equipment for GE	64								0						
122		Rivershed	62								0						
123		Neighbourhood Plan	63								0						
124																	
125																	
126	Other Income	Interest	21								0						
127		Hall Hire in Error	43								0						
128		Vat Income	48								0						
129		Vat Return	47								0						
130																	
131					Provision for Exceptional One-Year use												
132					of up to 30% of reserves						10105			63205			
133																	
134																	
135					Total spending budget 2026-27						63205						