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MINUTES

Minutes of the Great Easton and Tilty Annual Parish Council meeting and Annual Assembly held at 7.00pm on Thursday 28th May 2026 in the Three Horseshoes Public House, Duton Hill.

Present:

Councillors

Cllr T Martens (Chairman), Cllr J Stevens (Vice-chair), Cllr J England, Cllr D Hahn, Cllr J Heath, and Cllr P Neale.

Cllr C Hurst attended but arrive at 7.02

Cllr Foley and Cllr Haynes

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Six members of the public attended.

	The Retiring Chairman opened the meeting at 7.00 pm
05.26.01	Election of Chairman Cllr Martens was nominated (proposed by Cllr Stevens, seconded by Cllr England). He was elected unanimously and signed the declaration of acceptance of office.
05.26.02	Election of Vice-Chairman Cllr England was nominated (proposed by Cllr Hahn, seconded by Cllr Stevens). She was elected unanimously.
05.26.03	Apologies for absence from the Annual Parish Council Meeting. Cllr Benterman was unable to attend due to work commitments. The reason for her absence was accepted by resolution
05.26.04	Declarations of Interest None
05.26.05	Minutes of the last Parish Council meeting It was resolved unanimously to approve the draft minutes of the meetings on 26th March 2026 as an accurate record. The approved minutes were signed by the chairman.
05.26.06	Public Participation 3 members of the public made representations about the proposed planning application at Marshes, Cherry Street UTT/26/1083/FUL (Change of use applied for Change of Use to a Class E(g)(iii) and Class B8 use). It was resolved that the council would not support the application and that the previous clerk, Kate Rixson would help the new clerk to write a response to the application. It was unanimously voted by the council to request Cllr Foley to call this application in. Action clerk The Chairman of the Duton Hill Community Association gave an update of their work to purchase the field in Duton Hill which has been registered as an Asset of Community Value. He advised the DHCA did not successfully achieve charitable status but was now a company limited guarantee. He explained that this company was now negotiating a sale price with the Essex Wildlife Trust and were very close now to making an offer. He thanked Great Easton Parish Council, Uttlesford District Council along with residents who had all helped with the application process. It was discussed that the DHCA and the

	council should meet to discuss how the land might be used in the future. A resident of Duton Hill requested that the Parish Council formally approach the operators of Stansted airport to request the installation of aircraft monitoring systems to capture information about flight path tracking, noise (potentially install the Anom system) and some monitoring of Co2 and emissions at Tilty and Duton Hill. Cllr Martin Folley advised that he is on the Stansted Advisory Panel and it would be possible to make a representation to them about this issue. Action clerk. Cllr Haynes reminded the council that it is possible to get grants for insulation from the Uttlesford District Council re airport noise. It was agreed that this information should be published more by the Parish Council. Clerk to investigate this further and add information to our website. Action clerk.
05.26.07	District and Councillors' reports Reports were received by email would be forwarded to councillors and Cllr Haynes and Cllr Foley were thanked for their support. Cllr Foley added that there is a government decision to be made on the formation of unitary authorities in Essex. Cllr Haynes advised that there was a threat of a judicial review of this decision, and he explained there was still concern and uncertainty surrounding this issue.
05.26.08	Chair's report and receiving reports on progress on action points from previous meetings Great Easton Beacon Cllr Neale reported that he had spoken to a local resident who had confirmed that they would be moving the beacon to its new position in the playing field in Great Easton within the next 2 weeks Parking next to Tilty church Cllr Stevens reported that the issue had been raised by a resident at the Tilty Annual Parish Meeting and it had been expressed that this matter should still be pursued by Great Easton Parish Council. Views had been expressed by residents in Tilty for a keypad to be installed on the gate to allow access. It was agreed to take the matter back to Archdeacon and the Trustees of the Countess of Warwick Show who support the church through donations. Action Chair Asset of Community Value on Field in Duton Hill – Update covered by Chair of Duton Hill Community Associations in the earlier Public Participation section.
05.26.09	Clerk's report on items not listed separately on the agenda, and correspondence A written report (annexed to the hard copy of these minutes) had been made available and was taken as read.
05.26.10	Neighbourhood Plan – report and decisions • Report on progress and decisions. Cllr Stevens circulated a written Report from Gary Hutchinson pointing out that both the Residents Survey and the Housing Needs survey had been completed and provided a solid evidential basis for their work going forward. Cllr Stevens explained that the next stage was to conduct a Business Needs Survey. He also highlighted that the group will be inviting volunteers to take part in a Walking Survey which will take place between June and July. This will be for participants to walk in 11 different zones of the Neighbourhood Plan area and record details of their favourite views and the environmental value they see in certain areas. Details of how to take part will be published on social media. Cllr Stevens asked that to aid this work the PC would need to keep its subscription to online parish mapping. Action clerk • To consider payment for a professionally produced Landscape and Character Assessment. Cllr Stevens circulated details of 2 companies that have provided a quote for this work. Both companies were noted to be based in Essex and were close in price being £8650 and £8228 respectively. Cllr Stevens explained that this assessment was necessary so that they could come up with policies that will protect the best of the landscape and character that they identify. He advised this was probably the only piece of work that they really needed to get expertise advice on. The cost will come from the original sum agreed in the budget for the Neighbourhood Plan work. Group to evaluate the quotes and come back to clerk with their decision. Action Neighbourhood Plan Steering Group.

	To note grants and expenditure to date and to ratify payments as needed. A list of payments and receipts since 14th Oct 2025 was circulated. It was noted that there is still approximately half of the Uttlesford District Council Grant still available.
05.26.11	Parks Working Group. Two representatives had been proposed by Cllr Neale for the Great Easton group for the next 12 months. They were unanimously approved. Two representatives had been proposed by Cllr England for the Duton Hill group for the next 12 months. They were approved. Cllr Neale reported back on some work that had been carried out in the Great Easton park, namely tightening of bird scarers above the circular swing and clipping the fixings on the basketball hoop back in place. Cllr Neal also reported disrepair to the dog waste bin at the entrance to the park. He explained that the lid was missing and it was rusty and jagged and it needed replacing. Action Clerk Cllr England reported back that the Toddler swing in the Burns Playing Field appears to be rotten and needs to be removed. Cllr Hurst suggested that the cost of this should be sought through an emergency CIF application but quotes would need to be sought for this. Action Duton Hill Parks Working Group with clerk. The multi-activity frame has 2 nails protruding from it. Action Cllr Martens It was reported that regrettably there had been some incidents in the Burns Playing Field, namely the moving of a drain cover, breakage of a bench and bark removed from one the trees. - Cllr Martens reported that following receipt of the Biodiversity report on the Burns Playing Field, as a trial, an area of the field was not being cut in May and June but that a six-seven foot path had been left at the perimeter to allow for people to walk around the field. This approach was also being taken at a small section in Brocks Mead in Great Easton. A key aspect of this was that if residents indicated that they wanted to use the area for a sporting event (such as the Rounders scheduled for 5th September) then as long as enough notice was given an area on the field could be cut again. - Cllr Hurst raised the issue of a Crack Willow tree on the Burns Playing Field that was scheduled to be removed but had not been due to bird boxes being sited on them. It was discussed that children had been observed going up a ladder on the tree. Suggestion that bird boxes could be relocated but it was unclear which bird species, if any, were roosting in the box. Concern was raised that it is a criminal offence to disturb roosting bats.
05.26.12	To discuss the viability of adding further defibrillators to the Parish Councils current stock. Cllr Stevens explained that he was asked to bring this to the council's attention and the potential isolation of Tilty regarding access to a defibrillator. Viability will be considered, including the initial cost, ongoing maintenance costs and the replacement of the equipment. It was agreed to consider this in next budget. Action all.
05.26.13	The Annual Governance and Accountability Return 2025/26 13.1 Annual Internal Audit Report The council received and noted the internal auditor's report dated 18th May 2026. 13.2 section 1 Annual Governance Statement The council considered the questions in the Governance Statement and agreed that all questions should be answered with "Yes". It approved the Statement and authorised the Clerk and Chair of the meeting to sign and date it. 13.3 section 2 Annual Accounting Statements The Accounting Statements which had been signed by the Responsible Financial Officer on 18th May 2026 were presented to the council. The Statements were approved by the council which authorised the Chair of the meeting to sign them. 13.4 Statement of Variance and Register of Assets These were noted by the council. 13.5 Period for exercising public rights relating to the annual accounts The period from Tuesday 23rd June to 3rd August 2026 was noted for the period of 30 working days during which public rights could be exercised. 13.6 Notice of Public Rights The council noted that a Notice giving the dates of the period of public rights would be added to the noticeboards (Great Easton and Tilty) and website by the day before the

	start of the period. The Notice would be dated the day before the start of the period of public rights. Action: Clerk 13.7 Limited Assurance Review by external auditor The council noted that the Annual Governance and Accountability Return, with an explanation of variance and other required supporting documents, would be sent to the external auditor by 30 June 2026. Action: Clerk
05.26.14	Parish Council Financial Reports Bank statements for April 2026 had been made available to councillors. Reconciliation with the cashbooks was not available at the time of the meeting but will be circulated to councillors upon completion. Action clerk. A list of payments and amounts received between 1 -30th April 2026 was circulated
05.26.15	Financial Decisions • The regular, contractual and statutory payments (including by direct debit and continuing authority on debit card) in the financial year 2026-27 as set out in the schedule tabled in the meeting and annexed to the minutes were approved. • There were no other payments to approve or ratify. • The council authorised the payment of the annual insurance premium, before 31 May 2026.
05.26.16	The Model Standing Orders 2025 Update (England) The council resolved to adopt Model Standing Orders 2025 (updated from 2022 version)
05.26.17	Planning applications, decisions, and progress on planning matters. A list of recent decisions on planning applications had been circulated and was taken as read. UTT/26/1078/FUL Land at Mill End Green, Erection of 7 no. dwellings and associated infrastructure. After discussion the council decided not to support the application and voted unanimously to ask the District Councillor Foley to call in the application if the planning officer was recommending approval. Comments to be made by 5th June. Action Clerk UTT/26/0086/FUL Little Mayslands Dunmow Road Great Easton. Proposed demolition of existing outbuilding and erection of 1 no. detached self-build dwelling. Approved. UTT25/3095/FUL - Orchard View Gallows Green Road Great Easton Essex CM6 3QS. Proposed erection of 1 no. self-build dwelling with landscaping and associated operational development. Appeal in progress. The following new applications had been received: UTT/26/1083/FUL Marshes Cherry Street Duton Hill Tilty Essex CM6 2EE Change of Use to a Class E(g)(iii) and Class B8 use. Comments to be made by 18th June 2026. As per the Public Participation section, it was suggested that the previous clerk, Kate Rixson aids the new clerk to write a response to the application. It was unanimously voted by the council to request Cllr Foley to call this application in. Action clerk UTT/26/1226/LB - The Barn New Farm Dunmow Road Great Easton. Minor alterations to first floor and attic space at northern end of dwelling to form access to storage area. No comments
05.26.18	Representatives reported as follows on items not shown separately on the agenda: It was suggested that now considering the formation of the Parks working groups that this section of the agenda be updated in future meetings – Action clerk • Open spaces including playing fields/play areas and trees. Cllr Martens gave an update that the Parish council had to respond rapidly when it was discovered that regrettably a manhole cover in the Burns Playing field had been removed leaving a very dangerous deep hole near the play equipment. He reported that he urgently contacted Anglian Water and they attended very promptly to cover the hole again. • Footpaths, road safety and highways –.

	○ It was reported by Cllr. Martens that on footpath number 24 which runs from the crossroads adjacent to the river towards Little Easton there is a huge amount of Giant Hogweed. Urgent contact to be made with the landowner to discuss removal Action: Chair ● River interests – It was reported that sadly no wildlife has observed in and around the river lately. ● Airport –It was resolved earlier in the meeting to liaise with Cllr Foley over the issue of aircraft monitoring ● Community activities and events ○ Great Easton Community Association is hosting an Open garden event on 14th June and a Party in the Park on Saturday 4th July 2026. ○ The Duton Hill Community Association are planning a rounders event on Saturday 5th September. The grass for the field will need cutting for this event and so the grass cutters will need to be asked to do this area prior to this event. Action clerk ● Easton AFC -Cllr Martens reported that he had visited the club at Laundry Lane and met the chair, Mr Frank Fisk. He reported that the site is greatly improved and that in particular, the new clubhouse is an impressive, positive area for the players. ● IT, website, social media, and communications – It was reported that an issue had been raised about IT in the internal audit, namely whether the council had complied with laws, regulations & proper practice relating to digital and data compliance. Cllr Hahn advised that IT security was provided by Microsoft Exchange. It was explained that the external auditor may ask for an explanation and ask what measures the Parish Council were taking to rectify this. It was agreed to see what the response of the external auditor was before deciding on further action. Action clerk. Cllr Hahn also advised the council that later in the year, the website required a major overhaul to make it more security compliant and there would be a cost implication of this work of £550.
05.26.19	Motion to close the meeting to the public as a sensitive matter would be raised The motion was proposed and seconded and passed unanimously. The council resolved to agree the clerks contract of employment.
05.26.20	Items for inclusion on next meeting's agenda or in the Five Parishes Magazine – Nothing noted
05.26.21	Dates of Parish Council Meetings confirmed as follows: ● Thursday 30th July 2026 Great Easton Village Hall, 7.00pm ● Thursday 24th September 2026, The Three Horseshoes Pub, Duton Hill, 7.00pm. To be chaired by Cllr England. ● Thursday 26th November 2026 Great Easton Village Hall, 7.00pm ● Thursday 28th January 2027, The Three Horseshoes Pub, Duton Hill, 7.00pm ● Thursday 25th March 2027, Great Easton Village Hall, 7.00pm
	Matter to note Councillor Stevens announced that he was resigning as a councillor with immediate effect and he gave a letter of resignation to the clerk. The council accepted his reasoning and thanked him warmly for the work he had done for the council whilst he was councillor. UDC to be informed. Action clerk.
	There being no further business, the meeting closed at 9.15 pm.