

**MINUTES OF THE LITTLEBURY ANNUAL PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 16<sup>th</sup> MAY, 2018 at  
LITTLEBURY VILLAGE HALL, LITTLEBURY AT 8.00 P.M.**

**Present:** Jean Cowell, Mike Scott, Joanne Hancock, Bill Starr, Michael O'Connor, Claudia Haisman-Green, Ann Farrer, Philip Marns and Jan Menell.

**Public:** 5

**Also Present:** Tracy Coston (Clerk)

Jan Menell Friends of Holy Trinity Church, Trustee of Littlebury United Charities,  
Jane Bradburys, School Governor at Gt. Chesterford School.

Jean Cowell Millennium Society, Friend of Holy Trinity Church,  
Village Hall Trust, English Heritage, Trustee of Littlebury United Charities.

Joanna Hancock Trustee Littlebury Village Hall, Trustee Sophie's Fund,  
Trustee Littlebury United Charities, Parish of Littlebury Millennium  
Society, Uttlesford Citizens Advice, Friend of Holy Trinity Church,  
Friend of Audley End, Member of National Trust.

1. **Apologies for Absence:** None
2. **Election of Chair and Vice-Chair:** Jean Cowell was unanimously elected as Chairperson and Philip Marns was unanimously elected as Vice-Chairperson.
3. **Public Participation (15 mins):** Concern that if double yellow lines are implemented in Strethall Road they will increase the speed of traffic using the road.  
Clerk to ask for the process of the Essex Parking Partnership from Cllr John Moran.  
**The Bumpy:** Concerned about the natural habitat for all wildlife and that the fencing would restrict deer into the space. Owl boxes has been put up.  
A survey had to be carried out as the PC are responsible for the trees.  
The PC were very pleased that Mr & Mrs Johnson would like to be part of the working group.
4. **Approval of minutes:** Parish Council meeting held on 18<sup>th</sup> April, 2018. The previously circulated minutes were approved and signed by the Chair.
5. **Report from the District Councillor/District Councillor:** Register of Community Value: The PC will investigate the process of registering the pub, St Peter's Church, Triangles, Recreation Ground.
6. **Matters/Actions arising from the minutes:**
  - a) **Broadband provision in the Parish:** The Clerk is still waiting for the legal advice from NALC concerning signing the contract with Openreach for Broadband provision in Catmere End. The advice is expected by 18<sup>th</sup> May.  
Ann Farrer has a meeting with Kemi Badenoch (MP) on Friday to explain all the work that has been done on Broadband in the Parish.
  - b) **The Bumpy:** A working party meeting will be organised in June.
  - c) **Noticeboard in Littlebury:** The noticeboard was delivered yesterday and will be put up ASAP.
  - d) **Reflector posts in Chestnut Ave:** Philip Marns to see how many are required.
  - e) **Cleaning the bridge and railings in Littlebury:** Rob Cook will clean the bridge and the railings.
  - f) **Data Protection:** NALC have confirmed that there will be no need for a Data Protection Officer for the PC. A data audit needs to be carried out and the Clerk will look at having PC email addresses.
7. **Planning:**
  - a) **For Discussion:** None
  - b) **Decisions:** None
  - c) **La Rochelle:** The PC will comment about the question 'Is a new or altered vehicle access

proposed to or from the public highway’ as it answered ‘no’ on the application form and the PC that a new access is proposed.

**8. Highways:**

- a) **Highway issues in the Parish:** Strethall Road has been rechipped. Clerk to ask Rob Cook to move the grit bin at the crossroads.
- b) **Parking in Strethall Road – Request for double yellow lines:** Cllr Moran is speaking to the Essex Parking Partnership. Clerk to check the process.
- c) **Deer signs near The Bumpy:** The PC agreed the purchase of 2 deer signs at a cost of £ 109.20 including delivery.
- d) **Speed strips:** Clerk to chase up ECC who have promised speed strips in Merton Place, Mill Lane and Strethall Road.

**9. Recreation Ground:**

- a) **Pothole in car park entrance:** Tom White (AEE) to organise filling it.
- b) **Posts at Littlebury Recreation Ground:** Post to be mended.
- c) **See-Saw at Littlebury Recreation Ground:** Clerk to chase up the mending of the see-saw
- d) **Community Project Grant Scheme 2018/19 – Adult play equipment:**  
The PC agreed to apply for a grant for some adult gym equipment.

**10. Finance**

a) **Approval of cheques**

<b>Payments (May 2018)</b>	
Tracy Coston (May)	£ 310.37
Hardy Landscapes	£ 868.80
E-on	£ 48.54
Rob Cook	£ 90.00
A J Lighting (D/D)	£ 176.46
<b>Total Payments (May)</b>	<b>£ 1,494.17</b>

- b) **Approval of the Annual Governance and Accountability Return 2017/18:** The audit forms were approved and signed by the Chair.

**11. General Correspondence:**

- a) **Thank you from Louise Newman:** The PC were very pleased to receive a thank you letter from Mrs. Louise Newman after attending a meeting with the PC last month.
- b) **Littlebury PCC:** The PC were thanked for support for cutting the churchyard from the Secretary of the PCC.

**12. Area Report:**

- a) **Litter pick at Littlebury Green:** The litterpick went well and the PC thanked all residents that helped.
- b) **Speeding in Littlebury Green:** To be discussed at the next meeting. New road lining and 30mph roundels are required.
- c) **High House:** It was noted that new windows have been installed but permission wasn’t required as the property is not listed.
- d) **Rectory Close:** Clerk to ask the owner of Parrishes Barn to cut back the yew trees to aid visibility from Rectory Close.
- e) **Dog poo:** There is still an issue of people not picking up in the playground and recreation ground. A reminder to be printed in the magazine.
- f) **Defibrillators:** Clerk to add to the PC insurance.

**13. Date of next meeting,** The Parish Council meeting will be held on 20<sup>th</sup> June,18 at St. Peter’s Church, Littlebury Green.

The meeting closed at 9.30 pm.

Signed

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Date:

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