

**MINUTES OF THE LITTLEBURY PARISH COUNCIL MEETING HELD ON
WEDNESDAY 20th JUNE, 2018 at
ST. PETER'S CHURCH, LITTLEBURY GREEN AT 8.00 P.M.**

Present: Philip Marns, Joanne Hancock, Bill Starr, Anne Farrer and Jan Menell

Public: 2

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:** Mike Scott, Claudia Haisman-Green, Mike O'Connor, Jean Cowell
2. **Declaration of Interests:**
Bill Starr – 23 Peggy's Walk
3. **Public Participation (15 mins):** None
4. **Approval of minutes:** Annual Parish Council meeting and Annual Parish meeting held on 16th May, 2018: The minutes were approved and signed by Philip Marns.
5. **Report from the District Councillor/District Councillor:** Both absent.
Local Plan: Jan Menell reported that the vote for the Local Plan was agreed by UDC Councillors.
6. **Matters/Actions arising from the minutes:**
 - a) **Broadband provision in Catmere End:** The contract with Openreach to provide high speed fibre broadband to Catmere End and 5 properties in Littlebury Green has been signed. The residents of Catmere End area very grateful that the PC has signed the contract. The Clerk has received and banked a total of £ 10,897.00, which will be earmarked in the PC accounts until the project is delivered and costings finalised. If the five business grants are received the project will be cost zero and the £ 10,897.00 will be paid back to the residents. It is hoped that the project will be delivered within 12 months.
The PC thanked Gary Stott and Zain Cantel for helping organise the project.
Anne Farrer met with MP Kemi Badenock on 18th May to discuss Broadband and she offered help if it was needed.
The Clerk was thanked for arranging the legal advice and banking the payments.
 - b) **The Bumpy:** The Clerk is arranging a tree survey. The tree survey is required because of the risk of ash die back as most of the 30 trees are Ash.
The working party met on 14th June. The PC thanked Chris Johnson for attending the meeting.
 - c) **Noticeboard in Littlebury:** To be installed ASAP.
 - d) **Reflector posts in Chestnut Ave:** The Clerk will order eight more reflector posts.
 - e) **Cleaning the bridge and railings in Littlebury:** Rob Cook has made a fantastic job of cleaning the bridge and railings.
 - f) **Hedge at Rectory Close:** Cutting of the hedge to be chased up.
 - g) **Registering of Community Assets:** Claudia Haisman-Green has agreed to help with the process of registering Littlebury Recreation Ground, The Bumpy, St Peter's, Queen's Head, Rec, LB Green play area and the telephone box.

7. Planning:

a) For Discussion:

UTT/18/1191/OP 30 Merton Place, Littlebury

Outline application, with all matters reserved except for access, for the removal of existing outbuilding and the erection of 1 no. dwelling with revised highway access and parking/turning area for the proposed and existing dwelling.

PC Decision: No objections

UTT/18/1619/HHF 23, Peggy's Walk, Littlebury

Single storey rear extension

PC Decision: No objections

b) Decisions: None.

8. Approval of policies/documents

a) GDPR Privacy Notice: Based on model policies from NALC. Approved by the PC.

b) GDPR Protection Policy: Based on model policies from NALC. Approved by the PC.

c) Financial Regulations: Based on model policies from NALC. Approved by the PC.

d) Standing Orders: Based on model policies from NALC. Approved by the PC.

e) Discussion about individual email addresses: Clerk to contact the website provider and discuss the options.

9. Highways:

a) Highway issues in the Parish: Clerk to remind Rob Cook to move the grit bin.

b) Parking in Strethall Road – Request for double yellow lines: Cllr Moran to meet with the residents to assess the issue.

c) Deer signs near The Bumpy: The signs have been ordered.

d) Speed strips for Merton Place and Mill Lane: Clerk to chase up Highways.

e) UDC Rangers: A request will be made for the Rangers to clear the vegetation from the path on the B1383 footpath to the Mansion.

10. Recreation Ground:

a) Pothole in car park entrance: AEE to fill the pothole. Bill Starr will check if it has been filled.

b) Posts at Littlebury Recreation Ground: To be assessed.

c) See-Saw at Littlebury Recreation Ground: To be returned repaired in early July.

d) Community Project Grant Scheme 2018/19 – Adult play equipment: Clerk to apply for a grant for some adult play equipment.

11. Finance

a) Approval of cheques

Receipts (June 2018)	
Catmere End residents Broadband payments	£ 10,897.00
Payments (June 2018)	
Tracy Coston (June)	£ 352.77
Tracy Coston (Expenses)	£ 692.50
E-on	£ 51.82
Rob Cook	£ 275.00
Greenbarnes Ltd	£ 1,035.84
P J Dudley Contracts	£ 1,374.98
Hardy Landscapes	£ 868.80
EALC (Training Course)	£ 100.00
Deer signs	£ 109.20
Staples	£ 149.88
St. Peter's Church	£ 10.00
Total Payments (June)	£ 5,020.79

b) Update on signing the contract with Openreach and receipts from residents of Catmere End: See 6a)

c) Approval of the Annual Governance and Accountability Return 2017/18: The amended audit forms were approved by the Chair following recommendations by the internal auditor.

12. General Correspondence: All emailed.

13. Area Report:

a) Dame Bradbury's Fund: The fund is short of applications. Any under 25 in the Parish can apply for educational grants. The next meeting is in November.

14. Date of next meeting,

The Parish Council meeting will be held on 18th July, 2018 at 8 pm at Littlebury Village Hall, Littlebury

The meeting closed at 9.30 pm.

Signed

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Date:

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