

**MINUTES OF THE LITTLEBURY PARISH COUNCIL MEETING HELD ON
WEDNESDAY 10th OCTOBER, 2018 at
LITTLEBURY VILLAGE HALL AT 8.00 P.M.**

Present: Jean Cowell, Jan Menell, Philip Marns, Michael Scott, Michael O'Connor and Bill Starr.

Public: 4

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:** Jo Hancock, Claudia Haisman-Green, Ann Farrer,.
2. **Public Participation (15 mins):**
Kent's Yard: The PC explained that the verges are not cut by the PC contractors because the piece of verge is too narrow and the contractor uses large machinery. It was explained that the areas have always been cut by the residents, as are other small pieces of grass in the Parish.
3. **Approval of minutes:** Parish Council meeting held on 19th September, 2018: The previously circulated minutes were approved and signed by the Chair.
4. **Report from the District Councillor/District Councillor:** Apologies.
5. **Matters/Actions arising from the minutes:**
 - a) **The Bumpy:** The PC agreed to urgently to fell T13, T30 due to them being high risk on the tree survey report.
Clerk to organise a meeting with Martin Hugl, who carried out the tree survey. Jan Menell, Philip Marns, Mike Scott, Chris Johnson and Rebecca Inman to be invited to the meeting.
 - b) **Reflector tape in Chestnut Ave:** Clerk to obtain some tape.
 - c) **Hedge at Rectory Close:** Members of the PC to check if the hedge is still a problem.
 - d) **Registering of Community Assets:** Claudia Haismann-Green to arrange the paperwork.
 - e) **Garden Waste issues:** The collections have not been a problem over the month.
 - f) **PC email addresses:** Clerk to arrange the email addresses with the website provider.
 - g) **Christmas tree festival:** Littlebury Church are holding a Christmas Tree festival. The PC agreed to put up a tree and were asked to provide some ideas.
 - h) **Website Councillor profiles:** Councillors to update the Councillor profiles.
 - i) **Update on Memorial stone in Churchyard:** An email has been sent to the church and no further information has been received.
 - j) **Draft risk register:** Clerk to produce a draft risk register to include the two recreation grounds, The Bumpy with the financial risk and reputation risk.
6. **Planning:**
 - a) **For Discussion:** Jan Menell declared an interest.
UTT/18/2604/FUL Mallards, Littlebury Green
Demolition of existing house and outbuildings and erection of 1 no. detached dwelling and associated landscaping.
PC Decision: The PC are concerned about the scale of the dwelling on the site and is incompatible with other properties in the hamlet.
 - b) **Decisions:** None.

7. Highways:

- a) Highway issues in the Parish:** The duck signs too low in Littlebury. Clerk to ask Rob Cook to remove them and save the fixings.
- b) Parking in Strethall Road – Request for double yellow lines:** Residents to contact John Moran.
- c) Speed strips:** Chase up with Highways.
- d) Jubilee Walk sink hole in path:** Clerk to ask Highway Rangers.

8. Recreation Ground:

- a) Fence at Littlebury Recreation Ground:** Mike O'Connor to measure the site for a fence.
- b) Community Project Grant Scheme 2018/19 – Adult play equipment:** Mike O'Connor to look at the area.
- c) Playground inspection annual report / work required:** Clerk to organise a quote.
- d) Rabbit issue at Littlebury Recreation Ground:** R Daniels will treat with ferrets.

9. Finance

a) Approval of cheques

Payments (October 2018)	
E-on	£ 51.82
Tracy Coston	£ 310.37
Hardy Landscapes	£ 868.80
Suffolk Acre Insurance	£ 938.61
JRB Enterprise	£ 228.18
Eco Tree Care	£ 942.00
Rob Cook	£ 20.00
Total (October)	£ 3,359.78

- b) Update cheque signatories:** Clerk to advice on paperwork required.

10. General Correspondence: None.

11. Area Report:

- a) Monkey Puzzle Tree:** The tree has been cut down in Littlebury Green. An up to date TPO map to be circulated.
- b) Littlebury Green play area** has room for a small roundabout - costings to be looked at.
- c) The salt bin** needs to be moved at Littlebury Green crossroads.
- d) Stansted Airport Community Grant:** The Clerk has applied for a grant for cost of a net and items needed to displayed the knitted poppies at the church.
- e) Community Achievement Award:** The PC is very pleased that Martyn Porter has received the award.
- f) Dog mess down Nettleditch:** An article will be put into the magazine. Signs to be organised and put up.

12. Date of next meeting,

The Parish Council meeting will be held on **21st November, 2018** at 8 pm at Littlebury Village Hall, Littlebury.

The meeting finished at 10.10 pm

Signed

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Dated

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