

**MINUTES OF THE LITTLEBURY PARISH COUNCIL MEETING HELD ON
WEDNESDAY 21st NOVEMBER, 2018 at
LITTLEBURY VILLAGE HALL AT 8.00 P.M.**

Present: Jean Cowell, Michael O'Connor, Joanna Hancock, Ann Farrer, Claudia Haisman-Green, Jan Menell and Bill Starr.

Public: 1

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:** Philip Marns, Michael Scott, Julie Redfern.
2. **Public Participation (15 mins):** None
3. **Discussion with Augusta Barnes, Property Manager at Audley End House:** Augusta Barnes sent her apologies due to family commitments.
4. **Approval of minutes:** Parish Council meeting held on 10th October, 2018: The previously circulated minutes were approved and signed by the Chair.
5. **Report from the District Councillor/County Councillor:** Apologies from Julie Redfern
John Moran: The future of libraries in Essex, SW library will stay but reduced hours to 40 hours per week and the library will be a lending library and DVD leaning will cease. The rear of the library will be let to a tenant. There has been a 43% drop in the use of libraries and the computers aren't used. ECC are trying to establish and support any community libraries. Thaxted Library will close as a lending library but hopefully remain open as a community building. The PC were concerned as the library is not only used for leaning. ECC have held meetings and a consultation is now being organised.
Highways: A speed survey is required and hasn't been implemented by ECC. Speeding concerns in Merton Place and Strethall Road.
Double yellow lines: They are out of the parameters of where double yellow lines are normally approved. The responsibility is the combination of Highway and the North Essex Parking Partnership. The parked cars are an accident waiting to happen. Walden Road is also a problem with all the parked cars.
John Moran agreed to come to Littlebury for a site meeting on Thursday 29th November at 10.30 am meeting at 10 Merton Place.
Junction of Littlebury Green Road to Peggy's Walk: There isn't a path, but it would be expensive to put in and there is a lack of funding available.
Local Plan is at consultation at the moment and hopefully will bring additional funding for highway issues, especially if they are connected with safety.
6. **Matters/Actions arising from the minutes:**
 - a) **The Bumpy:** A meeting is still to be arranged by Martin Hugi. Jan Menell has contacted Rebecca (Natural English) to discuss the bumpy. The two trees have been felled. The deer signs are still to be erected. Concerns about the deer fence raised by some of the residents.
 - b) **Reflector tape in trees in Chestnut Ave:** The PC thanked Gavin Long for donating the reflector tape. Philip Marns will put on the trees.
 - c) **Registering of Community Assets:** To be worked on by Claudia Haismann-Green.

- d) PC email addresses:** All email addresses are set up. A group email has been sent out.
- e) Christmas tree festival:** Jean Cowell kindly offered the use of her Christmas tree and has planning a Remembrance theme. The PC were asked to help decorate the tree in the Church.
- f) Website Councillor profiles:** Councillors were asked to submit missing profiles.
- g) Draft risk register:** The risk register is in progress.
- h) Christmas Tree:** The Christmas tree was delivered to Littlebury today.

7. Planning:

a) For Discussion:

UTT/18/2986/HHF Pineview, Catmere End

Garage loft conversion to ancillary residential, new external staircase, window and rooflights

PC Decision: No objections

UTT/18/3094/HHF Shim Cottage, 12 Walden Road

Proposed detached hobby room

PC Decision: No objections

Dalia Cottage update: UDC are waiting for additional evidence about a second access to be sent to Highways.

b) Decisions: None

8. Highways:

- a) Highway issues in the Parish:** All to be discussed at the meeting with Cllr John Moran.
- b) Parking in Strethall Road – Request for double yellow lines:** All to be discussed at the meeting with Cllr John Moran.
- c) Speed strips:** All to be discussed at the meeting with Cllr John Moran and chased up with Highways.
- d) Jubilee Walk sink hole in path:** The PC hasn't received any news from ECC and this will be visited on the site visit with Cllr Moran.

9. Recreation Ground:

- a) Fence at Littlebury Recreation Ground:** Michael O'Connor has asked three contractors to quote for a fence in the car park.
- b) Community Project Grant Scheme 2018/19 – Adult play equipment:** Bill Starr and Michael O'Connor to look into for the next meeting.
- c) Playground inspection annual report / work required:** Quote to be arranged by Rob Ellam.
- d) Rabbit issue at Littlebury Recreation Ground:** Richard Daniels the Pest Controller to visit the site again.
- e) Maintenance work at Littlebury Green Play Area:** Rob Cook to clean the safety surface under the swings and remove the seat.

10. Finance

a) Approval of cheques

Receipt	
Stansted Airport Community Trust	£ 175.75
Total Receipts	£ 175.75
Payments (November 2018)	
E-on	£ 51.82
Tracy Coston	£ 310.37
P J Dudley Contracts	£ 2,744.03
Katie Fraser	£ 175.75
Hardy Landscapes	£ 434.40
The Royal British Legion Poppy Appeal	£ 20.00
PKF	£ 240.00
Hardy Landscapes (Leaf removal)	£ 576.00
Acer Tree Surgery	£ 380.00
Rob Cook	£ 50.00
Quality Care Cleaning	£ 85.15
Aurora	£ 1,256.40
Total (November)	£ 6,276.34

b) **Update cheque signatories:** Forms have been given out to Councillors.

11. General Correspondence:

a) **Support 4 Sight:** The PC received a thank you letter for their donation.

b) **The Old Chalk Pit, Littlebury Green/Catmere End:** The shipping container has been reported to Enforcement at UDC.

12. Area Report:

a) **Duck signs:** To be removed.

b) **Catmere End Fireworks:** Cllr Julie Redfern to be asked for the £100 donation.

c) **Gigaclear at Catmere End:** There have been some problems with the installation.

d) **Nextdoor:** A letter has been delivered around Catmere End advertising Nextdoor.

e) **Dog fouling signs:** Clerk to chase up dog fouling signs for Nettleditch.

13. Date of next meeting,

The Parish Council meeting will be held on **16th January 2019** at 8 pm at
St. Peters Church, Littlebury Green

The meeting finished at 10.10 pm

Signed

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Dated

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