

**MINUTES OF THE LITTLEBURY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 16th NOVEMBER, 2022
LITTLEBURY VILLAGE HALL at 7.30 p.m.**

Present: Jean Cowell, Jan Menell, Mike Scott, Philip Marns, Brian Lewis and Peter Rieck.

Public: 0

Also Present: Tracy Coston (Clerk), Cllr Pavitt

Before the meeting the PC presented Jan Menell with a garden voucher, card, plant and pot for 50 years' service as a Parish Councillor.

A number of residents from Littlebury Green joined the PC to congratulate Jan Menell.

1.	Apologies for Absence: Paul Gadd	
2.	Public Participation (15 mins): None	
3.	Approval of minutes: Parish Council meeting held on 19 th October 2022: The previously circulated minutes were approved and signed by the Chair.	
4.	Report from the District Councillor/County Councillor: District Councillor: UDC are offering a £ 20,000 grant for climate change and ecological grant. The minimum grant is £ 1,000. An electric car charging point was discussed at the Village Hall. The closing date is 5th January 2023. Tipper trucks using the unconsented aggregate facility have been reported to UDC as the correct permissions are not in place. There is £ 2,000 available from the community budget. Funds from the District Councillors allowance will be donated to the Christmas lunch in Littlebury and the PC will receive a donation for a cost of a springer. County Councillor: No report	
5.	Planning: a) For Discussion: None b) Decisions: None c) Feasibility of a neighbourhood plan: The PC discussed information from Jane Gray, who was the lead on the Ashdon Neighbourhood plan. The PC discussed that there would need to have committed volunteers willing to give up a lot of time to produce the neighbourhood plan. As there aren't the volunteers available in the Parish for the Parish Council or other voluntary projects it was agreed not to proceed as the PC members do not have the capacity to serve on the PC and commit the time to organising a neighbourhood plan.	
6.	Matters/Actions arising from the minutes: a) Verges in the Parish: The PC will chase up ECC and Paul Gadd for information. b) Catmere End pond: Rebecca Inman had hoped to produce a report for the pond but the report may not be available before December/January. Funds have been made available to fund a report. A meeting will be held with the Catmere End residents when the report is received. It has been suggested that the area shouldn't be mown as often to create wildlife corridors. c) Community Assets: The form is in for the Village Hall application. d) Tree planting: The trees have been ordered and will be delivered in December and they will be planted by December.	

	e) Cleaning of war memorial: A patch has been tested to hopefully self-clean some of the war memorial.	
7.	Clerk's update a) Littlebury Website: The website will be switched over to the new site and the Clerk will have to add PDF's to the site. b) Village triangles: The Clerk arranged a bouquet for Mr & Mrs Day to thank them for looking after the triangle near Kent's Farm. Volunteers from the Laddies have cut back the triangles and Brian Lewis will liaise with Katy Fraser who is organising the green projects in Littlebury. The other triangle needs to be cut back but there is a lot of mixed planting. c) Christmas tree: The Laddies are going to collect the Christmas tree from Springwell and it will be put up early and not lit until the beginning of December.	
8.	Littlebury and Littlebury Green Play areas: a) Littlebury and Littlebury Green play area reports: Hedging at Littlebury Green needs to be replaced. AEE will cut the hedges. b) Fencing at Littlebury Recreation Ground: A quote has been received from Steve Hermitage and another quote will be arranged.	
9.	Highways: a) Highways issues in the Parish: The signs are still down in Littlebury Green. The PC notes that the ECC budget is not sufficient for all their areas of responsibility. No response has been received about validation of Highways application for Catmere End/Strethall. The proposed scheme has been modified as requested by Catmere End residents. b) Essex Policy on mobile speed signs: The Clerk will contact Paul Gadd to ask for the ECC policy for the next meeting.	
10.	Project Updates: a) Energy project update: Reports have been distributed and a double sided A4 summary is being delivered to every household in Littlebury. An open meeting is being held at Littlebury Village Hall on 20 th November to discuss the report. It is hoped to get more people in Littlebury engaged with the project. Priority now is to help as many people in Littlebury as possible to help make energy efficiency improvements to their homes. Looking at getting professional advice to make produce specifications and give advice. Applications are being made to UDC and ECC to obtain grant applications to fund professional input. b) Uttlesford Design code report: Mike Scott attended the event and it was at the early stage in the process asking for feedback from the public and what they were proposing was in line with the PC's thoughts.	
11.	Finance a) Approval of cheques:	
	Payments	
	Tracy Coston (October payment)	£ 289.37
	Viking	£ 50.21
	CPRE	£ 36.00
	Npower	£ 88.47
	New Day Ltd	£ 206.98
	Microsoft	£ 28.11
	Royal British Legion	£ 50.00
	Total payments	£ 721.03

	b) Projects to be included in the precept for 2023/24: Fencing at Littlebury play area Contribution to St Peter's community hub. Layby near the noticeboard in Littlebury Green.	
12.	General Correspondence: a) Jane Bradbury Trust Under 25: Applicants are required.	
13.	Area Report: a) Green churchyard: Katy Fraser is organising a group of volunteers to look after areas in the village. b) Essex Wildlife Trust: Wilder towns and villages and asking people to sign up. Mike Scott to apply. c) Speedwatch in Littlebury: Although adverts have been made for volunteers, but not enough people came forward to run the scheme in Littlebury. d) Community Achievement Award: The PC are very pleased to make it public that Isabelle Page has received a Community Achievement Award.	
14.	Date of next meeting, The Parish meeting will be held on 12 th December, 2023 at 7.30 pm Precept at 18th January, 2023 at 7.30 pm in Littlebury Village Hall	

Meeting closed at 9.40 pm

Signed

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Dated

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