

**MINUTES OF THE LITTLEBURY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 15th MARCH, 2023
ST. PETER'S CHURCH HALL, LITTLEBURY GREEN at 7.30 p.m.**

Present: Jean Cowell, Mike Scott, Philip Marns, and Peter Rieck.

Public: 1

Also Present: Tracy Coston (Clerk),

1.	Apologies for Absence: Cllr Gadd, Cllr Gregory, Cllr Pavitt, Jan Menell, Jonathan Ashe and Peter Garland.	
2.	Public Participation (15 mins): Bob Rust attended the PC meeting and thanked the PC for keeping the churchyard so well over the years. The PCC would like to sit down with the PC to discuss the way forward for cutting the churchyard. The Church would like to see the two ashes areas, lower churchyard and the new churchyard to be continued to be maintained, there are lots of visitors and it is a lovely setting and enjoyed by local residents and visitors to the area. The PC explained about the budget discussions that had taken place and a decision was made to reduce the frequency of cutting of the churchyard and the recreation ground for budgetary and ecological reasons. Wilder Communities suggested finding places for controlled rewilding. A balance is required with nature and cutting. Most appropriate areas are in the upper churchyard. Two areas were identified with Essex Wildlife and two areas to be cut in the Spring to encouraged wildflowers and cut twice a year.	
3.	Approval of minutes: Parish Council meeting held on 15 th February, 2023 the previously circulated minutes were approved and signed by the Chair.	
4.	Report from the District Councillor/County Councillor: District Councillor: Apologies sent County Councillor: Apologies sent	
5.	Planning: a) For Discussion: <u>UTT/23/0556/LB The Little House, Littlebury</u> Block up the existing back door with a wall construction to match the existing wall. Remove the kitchen window, enlarge the opening below the window sill and fit a new back door. PC Decision: No objections <u>UTT/23/0419/HHF High Acre, Catmere End</u> Garage with home office over, and new entrance gates. PC Decision: The PC made the following comments. The building is out of scale and the proximity to the road would severe impact the street scene. The shower and balcony are inconsistent with a home office. The size and scale of the brick piers and solid entrance gates is out of keeping with the rural location.	

	b) Decisions: <u>UTT/22/3498/HHF Wilfords, Littlebury Green (Revised)</u> UDC have <i>approved with conditions</i> the demolition of existing attached garden shed, internal remodelling, external alterations including new replacement doors and windows, single storey side extension with glazed roof, single storey side extension with lean-to roof, rear extension with flat roof and roof windows and addition of 2 no. gable fronted dormer window structures to existing roof slopes. Proposed 2-storey rear/side extension with gable integrated into the existing rear gable.	
6.	Matters/Actions arising from the minutes: a) Website meeting: The website meeting has been arranged online on the 27th March, 7.30pm via zoom.	
7.	Clerk's update a) Community asset application for Village Hall: Jean Cowell is waiting for some information before submitting the form. b) Cleaning of the war memorial: The Clerk has taken some before and after photographs and it shows that the test cleaning patch has worked. The Clerk will find out how much the treatment will cost and an approximate time of how long it will last. c) Littlebury Green verge improvements: Some of the preparation works have been started. The plan is to get a working group together to complete the work. Wooden stakes to be put in to stop parking when the work has been carried out. d) Tree Survey inspections: The Clerk will arrange for a quote for the tree at Littlebury recreation ground. e) Parish Council elections timeline and process: The application forms are available and can be delivered back to UDC between the 22nd March and 4th April. f) Grasscutting: <u>Littlebury Recreation Ground:</u> The PC agreed that a margin of 1.5 m would be left around the edge of the recreation ground and the corner near the car park and the ditch at Littlebury Recreation Ground would also be left uncut after the first cut. The areas to be left will be cut at the beginning and end of the season and volunteers will rake the areas. <u>Littlebury Churchyard:</u> Mike Scott and Peter Rieck will put a proposal together and the Clerk will send to the PCC. g) Standing orders/financial regulations/Code of Conduct/Procurement Policy review: To be readopted after the elections. h) Littlebury.org.uk email addresses: All Councillors to have PC email addresses and set them up to use. i) ECC grass cutting specification: The PC hasn't received a response about the verge cutting policy. The PC agreed to cut one metre in and no more apart from on sightlines and junctions. No cutting up from bend on Howe Hall on both sides of the road in Littlebury Green. The PC will also not cut the verges from Strethall Road to Howe Wood.	
8.	Littlebury and Littlebury Green Play areas: a) Littlebury and Littlebury Green play area inspection reports: The reports have been received and quotes will be obtained. Clerk to ask Rob Ellam for a quote. b) Fencing at Littlebury Recreation Ground: The third quote hasn't been received.	

	c) Replacement springer at Littlebury Recreation Ground: Clerk to check with Claudia Haisman-Green to see if the Littlebury Recreation Committee will fund a replacement springer.		
9.	Parish Council information in Village Views: The PC agreed to only publish the Clerk's email address and the PC's website so that more space is available for the PC report.		
10.	Highways: a) Highways issues in the Parish: The broken sign at Littlebury Recreation Ground will be reported to Highways. All potholes to be reported on the Highways website by Councillors and individuals so that the location is accurate. b) 20's Plenty Essex Campaign: The PC has emailed the campaign and Paul Gadd to say Littlebury PC are interested. c) SID/VAS sign for Littlebury Green: The licence form details have been obtained and Mike Scott and Philip Marns will meet to discuss the details required for the form.		
11.	Project Updates: a) Energy project update: SW Community Energy are expecting to hear if they have funding for a project worker which would help the project move forward. The projects needs to establish how much energy Littlebury uses at the moment which is a major piece of work. Thermal imaging being carried out with a group of volunteers. The project is looking at trying to quantify how much energy Littlebury can generate and how much the energy can be reduced and how to supply it. Philip Marns and Jonathan Ashe attended a meeting with Nigel Brown (Head of Planning UDC) and discussed about how to get more insulation into buildings and had a positive initial discussion. b) Wilder Communities update: A report has been sent around from Danielle Cabolt. c) Catmere End Pond: Peter Rieck is meeting with Uttlesford Norse Services and Ashley Wiseman to discuss the sewage issues with the pond. The PC are still waiting for the plan for the pond from Rebecca Inman. The project cannot move forward until UDC have rectified the issues with the sewage treatment plant.		
12.	Policies: a) Procurement policy: To be discussed after the election. b) Co-option policy: To be discussed after the election.		
13.	Finance a) Approval of cheques:		
	Payments		
	Tracy Coston (March payment)	£	289.17
	N Power (street lighting electricity)	£	71.52
	Tracy Coston (Expenses)	£	342.70
	Richard Scott (Website rebuild)	£	180.00
	Philip Marns (Trees and hedging)	£	229.36
	JRB Enterprises (Dog waste bags)	£	292.80
	Rob Cook (Caretaker tasks)	£	162.50
	Littlebury Village Hall (20/21-/21/22)	£	600.00
	Littlebury Village Hall (Donation)	£	500.00
	St. Peter's Community Hub (Donation)	£	500.00
	Total payments	£	3,168.05

14.	General Correspondence: a) Grant for the King's Coronation: The Clerk has applied for the grant from UDC for the Parish celebrations. b) Preparation for UDC/Parish Councils meeting: The Clerk will ask UDC for the notes from the November 2022 meeting.	
15.	Area Report: Risk register to be updated and circulated. 3 sets of pads to be ordered for the defibrillators in June 2023.	
16.	Date of next meeting, The Annual Parish meeting will be held on 19th April, 2023 at 7.30 pm followed by the Parish Council meeting in Littlebury Village Hall.	

The meeting closed at 10 pm

Signed

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Date

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