

**MINUTES OF THE LITTLEBURY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 19th APRIL, 2023
LITTLEBURY VILLAGE HALL, LITTLEBURY at 8 p.m.**

Present: Jean Cowell, Philip Marns, Jan Menell, Peter Garland, Jonathan Ashe and Peter Rieck.

Public: 1

Also Present: Tracy Coston (Clerk)

1.	Apologies for Absence: Mike Scott, Cllr Gregory, Paul Gadd, Cllr Pavitt	
2.	Public Participation (15 mins): Thank you to the Energy group for all their work.	
3.	Approval of minutes: Parish Council meeting held on 15 th March, 2023. The previously circulated minutes were approved and signed by the Chair.	
4.	Report from the District Councillor/County Councillor: District Councillor: Apologies County Councillor: Apologies	
5.	Planning: a) For Discussion: <u>UTT/23/0837/HHF Southside House, 1 Clays Meadow</u> Replacement of all windows and re-rendering to the existing house. Removal of front porch and re-construction of front entry way, with the construction of a new rear extension. New first floor window with obscured glazing to east elevation. Minor fenestration amendments to garage side elevation PC Decision: No objections. b) Decisions: <u>UTT/23/0419/HHF High Acre, Catmere End</u> UDC <i>refused</i> the garage with home office over, and new entrance gates.	
6.	Matters/Actions arising from the minutes: a) Report from website meeting: The PC agreed to look at the potential audience for the website and how to provide smooth access to all the information. Clerk to speak to Wenden and Great Chesterford Clerk's about their websites. Councillors will email comments for the website before another meeting is organised.	
7.	Clerk's update a) Community asset application for Village Hall: Claudia Haisman-Green has been contacted for more information. b) Cost of cleaning solution for the war memorial: The Clerk is waiting for a quote from the cleaning company. c) Littlebury Green verge improvements: Rob Cook and Phil Marns have cleared the area and will lay crushed type 1 to have a hard clean surface and some wooden posts and reflector posts. d) Tree Survey inspections / tree quotes: The tree survey has been sent to tree surgeons to quote for the tree at Littlebury Recreation Ground. e) Parish Council un-contested election results / District Council elections: Councillors were reminded to complete their election forms and send to UDC. The Clerk will email out the register of interest form and declaration of office forms out to Councillors.	

	f) Grasscutting at Littlebury Churchyard: The Clerk has emailed the Rector with information about the grasscutting at the church. g) Littlebury.org.uk email addresses: The Clerk will contact Richard Scott to sort out the password issues with the email addresses.	
8.	Risk Register: The risk register has been update to include the Bumpy trees and fence as the field maple tree overhanging the deer fencing. The Clerk has checked with the insurance company and the PC has to minimise the risk by cutting the branches back from the fence.	
9.	Littlebury and Littlebury Green Play areas: a) Quotes for maintenance work at Littlebury play area: Rob Ellam is going to quote for the work to the play equipment. Clerk to speak to neighbouring parishes to ask who maintains their equipment. b) Fencing at Littlebury Recreation Ground: The third quote hasn't been received. Phil Marns to chase up. c) Replacement springer at Littlebury Recreation Ground: Clerk to ask Claudia Haisman-Green if the recreation ground committee will agree to fund a new springer. d) Lock on gate at Littlebury Recreation Ground: The PC will look into purchasing a FB2 lock, e) Swings at Littlebury Green: The new swing seats, chains and shackles have been ordered for Littlebury Green Village play area.	
10.	Highways: a) Highways issues in the Parish: Jonathan Ashe informed the PC about the 'Fill a Pothole'. b) SID/VAS license sign for Littlebury Green: All information has been received and the Clerk will apply for the licence in 2 suggested locations.	
11.	Project Updates: a) Energy project update: The funding has been approved for a project worker. Chris Dodge is going to prepare an update for the PC every few months. The amount of energy that the Parish uses needs to be calculated. There is lots of validating work to be carried out. The project is looking at recruiting a part time project manager and trying to establish what the individuals on the working group are willing to take on. b) Wilder Communities update: Mike Scott has sent the email from Danielle Carbott to all Councillors. c) Catmere End Pond: An update has been received and the pond is not contaminated. There is contamination in the clay area behind the pond and it hasn't been confirmed what the issues are. Areas around the pond are to be left and an area at the back can be cut. Feedback hasn't been received from Rebecca Inman. An email has been received from Norse and Peter Rieck to send to Clerk for the website.	

12.	Finance	
	a) Approval of cheques:	
	Receipts	
	ECC verge cutting reimbursement	£ 2,715.07
	Payments	
	Tracy Coston (April payment)	£ 289.17
	N Power (street lighting electricity)	£ 60.75
	Eco Tree Care and Conservation Ltd (tree reports)	£ 1,144.69
	Rob Cook	£ 204.22
	Zoro (2 reflector posts)	£ 43.98
	Huw Gray	£ 282.17
	Total payments	£ 2,024.98
13.	General Correspondence:	
	a) Grant for the King's Coronation: The grant has been applied for £ 500.00 for Littlebury Green and Littlebury. Catmere End have applied for their own grant.	
14.	Area Report: None	
15.	Date of next meeting. The Annual Parish Council meeting will be held on 17th May, 2023 at 7.30 pm in Littlebury Village Hall.	

The meeting closed at 9.50 pm

Signed

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Date

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