

**MINUTES OF THE LITTLEBURY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 17th MAY, 2023
LITTLEBURY VILLAGE HALL, LITTLEBURY at 7.30 p.m.**

Present: Jean Cowell, Jan Menell, Catherine Fenn-Smith, Michael Scott and Peter Rieck.

Public: 0

Also Present: Tracy Coston (Clerk), Neil Gregory, Paul Gadd

1.	Election of Chair and Vice-Chair: Jean Cowell was duly elected as Chair and Philip Marns was duly elected as Vice-Chair. Signing of Declaration of interest forms / Register of interest forms: The forms were all signed by the Councillors.	
2.	Apologies for Absence: Philip Marns, Peter Garland, Richard Pavitt Welcome new Parish Councillor: Catherine Fenn-Smith was welcomed to the Parish Councillor. Resignation: Jonathan Ashe has resigned from the PC due to work commitments.	
3.	Public Participation (15 mins): None	
4.	Approval of minutes: Parish Council meeting held on 19 th April, 2023: The previously circulated minutes were approved and signed by the Chair.	
5.	Report from the District Councillor/County Councillor: District Councillor: The PC congratulated Neil Gregory and Richard Pavitt on being re-elected. UDC are holding a briefing about the local plan next week. A meeting about housing stock has been organised. The Councillors £ 2,000 discretionary fund is to be approved. County Councillor: The £ 5,000 fund has been confirmed. There are a lot of concerns about the road condition and non-validated schemes for LHI. The budget for the LHP next year hasn't been decided. The design study for Saffron Walden to Great Chesterford has been received but they haven't spoken to anyone from the surrounding PC's. Paul Gadd will speak with Philip Marns and other Parish Councils. Schools: Major issue that there aren't enough primary school spaces for the area.	
6.	Planning: a) For Discussion: None b) Decisions: None	
7.	Matters/Actions arising from the minutes: a) Website changes: No comments have been received from Councillors.	
8.	Clerk's update a) Community asset application for Village Hall: The application will be submitted asap. b) Cost of cleaning solution for the war memorial: The PC are waiting for a quote. The contractor will be asked about the environmental impact. c) Littlebury Green verge improvements: The work has been completed. d) Tree Survey inspections / tree quotes: Quotes are still being organised.	

	e) Grasscutting at Littlebury Churchyard: The contractors have been asked not to cut back so hard in some places and Mike Scott will peg out the areas. f) Littlebury.org.uk email addresses: A email address will be organised for Catherine Fenn-Smith by the Clerk. g) King's Coronation celebrations/grant reimbursement: All invoices have been paid and the grant money will be claimed from UDC.		
9.	Risk Register: All updated.		
10.	Littlebury and Littlebury Green Play areas: a) Quotes for maintenance work at Littlebury play area: The Clerk has met with the contractor from Online Playgrounds who will send a quote. b) Fencing at Littlebury Recreation Ground: Another quote is required. c) Replacement springer at Littlebury Recreation Ground: To be paid for by playground committee. d) Swing maintenance at Littlebury Green play area: The swing seats have been replaced. e) Orchard: An email has been received from the orchard group. The PC agreed not to add in the strimming to the grasscutting contract and they agreed to purchase a longer hose for the group if necessary.		
11.	Highways: a) Highways issues in the Parish: All potholes to be reported on the online app. b) SID/VAS license sign for Littlebury Green: The license has been applied for.		
12.	Project Updates: a) Energy project update: A project officer has been employed. b) Wilder Communities update: Areas have been pegged off in the recreation ground and churchyard by Mike Scott and Katie Fraser. Working parties have been organised at The Bumpy. c) Catmere End Pond: Peter Rieck will send the email to the Clerk from Norse to upload onto the website. There isn't any contamination in the pond but there is some at the back of the pond area. The work is too large for the UDC maintenance budget and the whole plant needs replacing. Peter Rieck is still waiting for a plan from Rebecca Inman. The cutting regime has reduced at the pond.		
13.	Finance a) Approval of cheques:		
	Payments		
	Tracy Coston (May payment)	£	289.17
	N Power (street lighting electricity)	£	60.75
	Play Inspection Company	£	180.00
	Michael Scott (reimbursement for posts)	£	53.55
	EALC affiliation fee	£	276.20
	Isabelle Page (LB Coronation Event)	£	71.91
	Oliver Clinton – Guitar (LB Coronation Event)	£	75.00
	Bridget Featherstone (LB Grn Coronation Event)	£	116.53
	Ruth Torbett (LB Grn Coronation Event)	£	74.50
	Littlebury Village Hall (Coronation hire)	£	150.00
	Microsoft fee	£	82.56
	Viking (Printer toner)	£	70.23
	Rob Cook	£	237.50
	On-Line Playgrounds (Inspection of equipment)	£	120.00

	On-Line Playgrounds (LB Grn Swing seats)	£ 449.52	
	Total payments	£ 2,307.42	
	b) Approval of Statement of Assurance and Accounting Statement 2022/23: The statement of assurance and accounting statement were approved by the PC and signed by the Chair and Clerk (RFO).		
14.	General Correspondence: None.		
15.	Area Report: a) The Dame Bradley application's need to be in at the end of May. b) Littlebury Green seat: Rob Cook will be asked to clean the seat opposite the post box.		
16.	Date of next meeting, The Parish Council meeting will be held on 21st June, 2023 at 7.30 pm in Littlebury Village Hall.		

The meeting closed at 9.15 pm

Signed

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Date

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