

**MINUTES OF THE LITTLEBURY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 21st June, 2023
LITTLEBURY VILLAGE HALL, LITTLEBURY at 7.30 p.m.**

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

Public: 0

Also Present: Tracy Coston (Clerk)

1.	Apologies for Absence: Cllr Gadd, Cllr Pavitt, Peter Garland	
2.	Public Participation (15 mins): None	
3.	Approval of minutes: Parish Council meeting held on 17 th May, 2023	
4.	Report from the District Councillor/County Councillor: District Councillor: County Councillor: Report sent.	
5.	Planning: a) For Discussion: <u>UTT/23/1253/FUL Annexe at Seamans Farm, Littlebury Green</u> Conversion and extension of an existing annexe to create a new dwelling PC Decision: Condition: No excessive lights and downlighting only as necessary. No objections. <u>UTT/23/1504/HHF Mulberry House, 5 Field View</u> Proposed single storey rear extension PC Decision: No objections b) Decisions: c) Planning teachin at UDC: Peter Rieck attending the training session. Raising the number of pre-application and the price is increasing. Density will be increasing in villages.	
6.	Matters/Actions arising from the minutes: a) Website changes: Need to follow up the advice that was given by Richard Scott. Set up a working group to meet over zoom to talk about the audience and how to change the site. Open to all.	
7.	Clerk's update a) Community asset application for Village Hall: Martyn Porter to take photos and then it can be submitted. b) Cost of cleaning solution for the war memorial: Supply only 3 x 5 litres of Algae Treatment (current promotion by supplier) £76 Inc Carriage. For me to attend and treat the memorial and play area on the same day. £125 No VAT. Not the tiles just the war memorial. c) Quote for tree work at Littlebury Recreation Ground: Shelford Tree Surgery. Send tree report. Tisserand tree surgery. d) Grasscutting at Littlebury Churchyard: Contract working well. e) Littlebury.org.uk email addresses: Peter Garland and Catherine.	
8.	Risk Register: Update of Policies and Procedures:	

	a) Code of conduct: b) Financial regulations c) Standing orders d) Co-option policy e) Procurement procedure Send all out on an email and send comments back.	
9.	Littlebury and Littlebury Green Play areas: a) Quotes for maintenance work at Littlebury play area: Littlebury Green: Littlebury: Complete quote. b) Fencing at Littlebury Recreation Ground: Take off agenda. Anna Wain. c) Replacement springer at Littlebury Recreation Ground: Maintenance. d) Maintenance of the Community Orchard: Hardy’s cannot mow around the trees. No.	
10.	Highways: a) Highways issues in the Parish: Rails at Catmere End making it difficult for the cars to pass and post in the end of the road. Piece of concrete where post used to be. b) SID/VAS license sign for Littlebury Green: Send out c) Email from resident in Catmere End regarding lack of signage: Bridge issue.	
11.	Project Updates: a) Energy project update: Philip Marns attended the AGM and Chris Dodge is managing and recruited a project worker and 12 people on the working group. An update b) Wilder Communities update: Mike is meeting with Katie Fraser tomorrow. Communication has been had with the Woodland Trust. c) Catmere End Pond: £ 45,000 to replace the whole plant or to replace the clinker which is the cheaper option.	
12.	Finance a) Approval of cheques:	
	Payments	
	Tracy Coston (June payment)	£ 289.37
	N Power (street lighting electricity)	£ 37.24
	Eco Tree Care	£ 1,144.69
	PKF Audit	£ 288.00
	Rob Ellam	£ 100.00
	P J Dudley (Vergecutting)	£ 1,374.98
	Hardy Landscapes	£ 1,071.67
	Rob Cook	£ 122.50
	UDC Elections	£ 52.47
	TOTAL	£ 4,480.92
13.	General Correspondence: a) Community Project Grant Scheme: Apply for playground refurbishment. b) Ongoing maintenance of the triangle: Catherine to contact Katie. c) ECC: 18 th August.	

14.	Area Report: a) Seat to be painted. Rob.	
15.	Date of next meeting, The Parish Council meeting will be held on 19th July 2023 at 7.30 pm in Littlebury Village Hall.	

The meeting closed at 8.50 pm

Signed

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Date

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