

**MINUTES OF THE LITTLEBURY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 9th APRIL, 2025
LITTLEBURY VILLAGE HALL, LITTLEBURY at 7.30 p.m.**

Present: Philip Marns, Mike Scott, John Broomfield, Steve Roberts, Peter Rieck, Peter Garland, Scott Rowlings and Jan Menell.

Also Present: Tracy Coston (Clerk)

Public: 0

1.	Apologies for Absence: Jean Cowell	
2.	Parish Council Vacancy: Jean Cowell has resigned from the Parish Council. The Parish Council were very sorry to hear that Jean was resigning from the Parish Council and wish her well and thanked her for all her hard work and valuable contribution to the PC.	
3.	Public Participation (15 mins): None.	
4.	Approval of minutes: Parish Council meeting held on 12 th March, 2025. Approved with minor amendments.	
5.	Report from the District Councillor/County Councillor: District Councillor: Not present County Councillor: Report sent.	
6.	Replacement Clerk: a) Approve additional job adverts: The Clerk's advert has been sent out by Essex Association of Local Councils for the last 3 weeks to all Clerks in Essex. An advert was put in the Village Views and will go in again this month. An advert will be drafted for the Walden Local. Peter Rieck offered to look into advertising on LinkedIn and Indeed. The advert will be put onto the parish WhatsApp groups. b) Approve the job description: The job description was approved. c) Agree the action list for the Clerk's transition: Mike Scott and Tracy have had a conversation about the Clerk's transition and agreed the list of items and the dates. Storage will be arranged for the paper records and accounts. The PC asked for all the paper records and accounts to be retained. A new laptop will be purchased and the PC will ask Ian Dunham if he would set up a new laptop. The PC will also purchase a licence for Microsoft 365 and an external back up drive. The PC will discuss temporary Clerking arrangements in a Zoom meeting next week. Philip Marns will be away and won't be able to attend the May meeting. The Clerk will make a list of outstanding items on 30th April. d) Approve the appointment of a RFO from 30th April: The PC approved Tracy Coston to act as RFO 1st May which will be changed on an hourly basis. Steve Roberts left the meeting.	
7.	Project Updates: a) Report from Littlebury Energy Project: The project team continue to liaise with UDC trying to make it easier for individuals to make changes to homes to decarbonise the village. A Teams meeting has been arranged with Philip Marns, Jonathan Ashe and UDC officers on 22nd April.	

	b) Catmere End pond: Peter Rieck reported that he was going to speak to the local residents to ask them to keep the pond tidy whilst he approached UDC to see the procedure required for the PC to register the land.	
8.	<u>Planning:</u> a) For Discussion: UTT/25/0920/HHF High Acre, Catmere End New cart-lodge to provide home studio/office accommodation over ground and 1st floor, including double garage doors, external glazing, 3no. skylights and obscured restricted opening windows to 1st floor. PC Decision: No objections. b) Decisions: No c) Neighbourhood plan: Mike Scott has circulated a draft Terms of Reference for the Neighbourhood Plan. Comments to be sent to Mike Scott. John Broomfield to liaise with the Clerk to send the form and map back to Demetria Macdonald at UDC.	
9.	Matters/Actions arising from the minutes: a) VAS Signs in Littlebury: Both of the signs are up and working in Littlebury. Thank you to John Broomfield and Steve Roberts for installing. b) Update on Blind Lane: No further information available. c) Littlebury litter pick – 27th April: All advertised and John Broomfield has borrowed additional litter pick equipment from Littlebury Green and Wimbish. d) Shingle in Churchyard: The PC thanked the Littlebury Laddies and Scott Rowling for organising.	
10.	Clerk's update: a) Path from High Street to Church Walk: Clerk to chase up a response from Intercounty. b) Dog waste bin – Merton Place: Scott Rowling has kindly offered to install the new bin on Littlebury Recreation Ground, as it is larger and the bin from the Recreation Ground is going to be installed in Merton Place.	
11.	Highways a) Cutting back vegetation on Windmill Hill path to Saffron Walden: Some of the vegetation has been cleared thanks to some hard work of volunteers. SWTC are trying to encourage ECC to clear the path, though ECC have advised it is not a priority. b) Replacement posts for Highway signs: The finger posts at the crossroads at Littlebury Green is unstable. Littlebury audit has taken place by John Broomfield. The Clerk will ask for a quote for one of the posts so the PC has a guide to the cost of replacing the posts that are rotten. Prices to include a catscan price.	
12.	Risk Register: a) Review of the risk register: All up to date.	
13.	Littlebury and Littlebury Green Play areas: a) Nets for Littlebury Recreation Ground: The nets have been ordered and the goal mouths are going to be filled and seeded by Hardy	

	Landscapes. b) Littlebury and Littlebury Green Playground inspections: Quotes to be arranged for the repairs that are flagged on the inspection reports. Rob Cook will clean all the matting.	
14.	Finance a) Approval of expenses:	
	Payments	
	Tracy Coston (April payment)	£ 439.23
	Elan City	£ 5,014.78
	Glasdon	£ 320.71
	JRB Enterprises	£ 295.20
	Rialtas	£ 64.28
	Total Payments	£ 6,134.20
	b) Authority changes to the Unity Bank mandate: The forms were signed to add John Broomfield, Scott Rowling and Steve Roberts as signatories to the bank account and change the authority to the Clerk to upload the payments and two Parish Councillors to approve. c) Funding for Buffy Bus: The PC agreed that they are not in a position to fund Buffy Bus as the bus doesn't visit Littlebury.	
15.	General Correspondence: a) Village views information from the PC: Last month the PC printed the PC agenda in the Village Magazine and the PC received a complaint that it wasn't enough information. The PC agreed the items to be included in the magazine at the meeting and Mike Scott agreed to write a summary to go into the magazine for the PC to approve before it is sent to the magazine. b) Correspondence from residents concerning increase to the precept: The PC has received some emails detailing concerns from residents about the increase in the PC precept. Philip Marns has drafted responses to be sent to the concerned residents, which were approved by the PC.	
16.	Area Report: a) Concern about burglaries in Littlebury Green: The PC agreed to invite Roger Hirst the Police and Fire Commissioner to a future PC meeting to discuss the unhappiness of residents with the police response to the recent spate of burglaries. b) Triangle: John Broomfield has spoken to David Richardson at Springwell Nurseries about producing a planting plan for the triangle near the Queen's Head. c) Village sign: Michael Cox, a local resident, has kindly offered to refurbish the Littlebury Village sign free of charge. John Broomfield to speak to Brian Sanders before the work takes place. d) Littlebury Green Crossroads: There has been an accident at the crossroads where a cyclist failed to stop at the junction.	
17.	Date of next meeting, The Annual Parish meeting will be held on 14th May, 2025 at 7.30 pm followed by the Annual Parish Council meeting at 8pm in Littlebury Village Hall, Littlebury.	
18.	Presentation: The PC presented Tracy Coston with a card, bouquet of flowers and a voucher to recognise all her hard work Clerking for the PC for the last 24 years.	

The meeting closed at 10.10 pm

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Dated
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