

**MINUTES OF THE LITTLEBURY ANNUAL PARISH COUNCIL MEETING HELD
ON WEDNESDAY 17th May, 2017 at
LITTLEBURY VILLAGE HALL AT 8.00 P.M.**

Present: Jean Cowell, Joanna Hancock, Philip Marns, Jan Menell and Michael Scott

Public: 1

Also Present: Tracy Coston (Clerk), John Moran (County Councillor)

Jan Menell Friends of Holy Trinity Church, Trustee of Littlebury United Charities,
Jane Bradburys, School Governor at Gt. Chesterford School.

Jean Cowell Millennium Society, Friend of Holy Trinity Church,
Village Hall Trust, English Heritage, Trustee of Littlebury United Charities.

Joanna Hancock Trustee Littlebury Village Hall, Trustee Sophie's Fund,
Trustee Littlebury United Charities, Parish of Littlebury Millennium
Society, Uttlesford Citizens Advice, Friend of Holy Trinity Church,
Friend of Audley End, Member of National Trust.

1. **Apologies for Absence:** Michael O'Connor, Ann Farrer, Peter Farnsworth, Julie Redfern.
2. **Election of Chair and Vice-Chairman:** Jean Cowell was unanimously elected and Philip Marns was unanimously elected as Vice-Chairman.
3. **Public Participation (15 mins):** Thank you to the PC for all that they do.
The Village Hall Committee will submit a Uttlesford Community Grant form for the drainage works.
4. **Approval of minutes:** Parish Council meeting held on 19th April, 2017: The previously circulated minutes were approved and signed by the Chair.
5. **Report from the District Councillor/County Councillor:**
District Councillor: Apologies sent
County Councillor: The PC welcomed John Moran the new County Councillor to the meeting and congratulated him on being elected. Cllr Moran hopes to either attend meetings or send written reports.
The issues about school transport were discussed. The policy isn't going to change in Essex, but individual circumstances can be looked at.
Kevin Bently at ECC is the Vice-Leader of ECC and he is leading a project to install 97% of Essex on Superfast Broadband.
6. **Matters/Actions arising from the minutes:**
 - a) **Parking on Walden Road/Mill Lane junction:** Nothing to report.
 - b) **Registering of defibrillator in Littlebury Green:** The defibrillator has been registered with the East Anglian Ambulance Service. Clerk to ask Ann Farrer about a location for Catmere End.
 - c) **Broadband provision in the Parish:** Mike Scott has spoken to Gigaclear and they are committed to the service and they plan an installation date soon for Littlebury Green and Catmere End. Mike Scott will speak to ECC and UDC about Superfast Broadband installation.
 - d) **Parish Council vacancy:** To be advertised.
 - e) **Triangle outside St John's Farm:** 10 people from the village have cleared the area and plants have been bought and will be planted on Sunday. The PC thanked Mr & Mrs Day for looking after the other triangle so well.

7. Planning:

a) For Discussion:

UTT/17/1335/HHF – UTT/17/336/LB River Cottage, Mill Lane, Littlebury

Enlarge existing single storey rear extension, create first floor rear extension removing small area of wall between the landing and a cupboard and forming an opening in the rear wall. Construction of detached garden studio.

PC Decision: No objections

UTT/17/1208/HHF 10 Kents Yard, Littlebury

Proposed single storey rear extension with amendments to the roof (revision to previously approved application UTT/16/8330/HHF)

PC Decision: No objections

b) Decisions: None

8. Highways:

a) Highway issues in the Parish: The PC will chase up with Highways installing speed strips in Merton Place, cleaning of signs and the culvert pipe outside Bury Cottage in Littlebury Green.

b) Reflector posts at Chestnut Ave: Thanks to Rob Cook and Philip Marns for installing the reflector posts. Clerk to order 2 more reflector posts. Two points near the railings needs to have a retaining wall built. Philip Marns will send photos for the issue to be reported to Highways.

c) Quiet Lanes: ECC Highways have contacted Philip Marns stating that they are relooking at their policy on Quiet Lanes.

The road through Littlebury Green is a priority two route which doesn't fit ECC criteria but they haven't said the same for Catmere End. ECC are reviewing their policy for Quiet Lanes. A lot of work has taken place.

Philip Marns to ask more details about a priority two route and where it starts and finishes.

9. Recreation Ground:

a) Bench at Littlebury Green Recreation Ground: The bench has been installed and concreted in by Philip Marns. The PC thanked Philip Marns.

b) Tree requiring tree surgery: The tree surgeon has looked the tree and doesn't consider it needs attention at the moment. The PC agreed to have another tree as the last survey was over 3 years ago.

c) Football net at Littlebury Green Recreation Ground: Clerk waiting for order.

d) Request to use Littlebury Recreation Ground: The PC agreed to a request for the Home Schooling group to use the Littlebury Recreation Ground on 19th July as long as all the correct insurance policies were in place.

e) Complaints about dog mess on Littlebury Recreation Ground: The PC noted that a bag dispenser and bin is provided. The public are using the recreation ground more to exercise dogs as one of the fields that was used has cattle in it. Clerk to contact the dog warden at UDC.

10. Finance

a) Approval of cheques

Payments (May 2017)	
Tracy Coston (May)	£ 289.37
E-ON (D/D) May	£ 44.12
Robert Cook	£ 50.00
Hardy Landscapes	£ 787.20
Combat Pest Control	£ 228.00
JRB	£ 227.94
J Hancock (Plants)	£ 167.56
Total Payments	£ 1,794.19

b) Approval of accounts: The PC approved the Statement of Assurance and Annual Return.

11. General Correspondence:

a) **Duck sign for bridge at Littlebury:** Clerk to look into costs for duck and frog signs.

12. Area Report: Nothing to report

13. Date of next meeting,

The Parish Council Meeting will be held on 21st June, 2017 at 8 pm at St. Peter's Church, Littlebury Green.

The meeting closed at 9.30 pm.

Signed

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Date:

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