

**MINUTES OF THE LITTLEBURY PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 18<sup>th</sup> JULY, 2018 at  
LITTLEBURY VILLAGE HALL AT 8.00 P.M.**

**Present:** Jean Cowell and Michael O'Connor

**Public:** 1

**Also Present:** Tracy Coston (Clerk)

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:** Philip Marns, Joanne Hancock, Bill Starr, Claudia Haismann-Green, Anne Farrer and Jan Menell.

**The meeting wasn't quorate so no decisions were made.**

- 2. Public Participation (15 mins):** None
- 3. Approval of minutes:** Parish Council meeting held on 20<sup>th</sup> June, 2018. The minutes were not signed as the meeting wasn't quorate.
- 4. Report from the District Councillor/County Councillor:** Not present.
- 5. Matters/Actions arising from the minutes:**
  - a) The Bumpy:** A tree survey has been organised for tomorrow by Martin Hugi.
  - b) Noticeboard in Littlebury:** To be installed.
  - c) Reflector posts in Chestnut Ave:** The reflector posts have been ordered.
  - d) Hedge at Rectory Close:** Clerk to chase up.
  - e) Registering of Community Assets:** Clerk to speak to Claudia Haismann-Green.
  - f) Deer signs:** To be collected from Jean Cowell.
  - g) Garden Waste:** The garden waste didn't turn up at the weekend at Merton Place due to a breakdown of the vehicle.
- 6. Planning:**
  - a) For Discussion:**

**UTT/18/1581/DFO 4 Merton Place, Strethall Road, Littlebury**  
Details following outline approval UTT/17/1897/OP for the erection of 2 No. dwellings. Details of appearance, landscaping, layout and scale.  
**PC Decision:** No decision could be made due to the meeting not being quorate.

**UTT/18/1793/LB Granta House, High Street**  
Creation of alternative pedestrian and vehicular access (resubmission of UTT/15/0521/LB)  
**PC Decision:** No decision could be made due to the meeting not being quorate.
  - b) Decisions:** None
- 7. Highways:**
  - a) Highway issues in the Parish:** No new issues reported.
  - b) Parking in Strethall Road – Request for double yellow lines:** Cllr John Moran is looking at the area.

c) **Speed strips:** There hasn't been a reply from Highways.

**8. Recreation Ground:**

- a) **Pothole in car park entrance:** The side of the road is very rutted and needs to be filled in. Clerk to contract AEE.
- b) **Posts at Littlebury Recreation Ground:** The post is to be looked at to stop vehicles on the recreation ground.
- c) **See-Saw at Littlebury Recreation Ground:** The see-saw has been mended.
- d) **Community Project Grant Scheme 2018/19 – Adult play equipment:** The PC have a grant of £ 748.13 from UDC.
- e) **Survey of recreation ground:** Mike O'Connor will make a report of any issues at the recreation.

**9. Finance**

a) **Approval of cheques**

<b>Receipts</b>	
EALC (Course reimbursement)	£ 108.75
<b>Total Receipts</b>	<b>£ 108.75</b>
<b>Payments (July 2018)</b>	
Tracy Coston (July)	£ 310.57
Rob Cook	£ 609.19
E-On	£ 50.15
RCCE	£ 72.60
Hardy Landscapes	£ 868.80
<b>Total Payments (July)</b>	<b>£ 1,911.31</b>

- b) **Approval of renewal of 5-year lighting agreement:** To be approved at the next meeting.
- c) **Cheque signatories:** To be updated.

**10. General Correspondence:**

- a) **Community Achievement Award:** Forms to be completed.

**11. Area Report:**

- a) **Responsibilities of Parish Councillors:** To be discussed at the next meeting.
- b) **Email addresses/website:** To be discussed with the website provider.
- c) Littlebury minutes 1992 onwards to be located.

**12. Date of next meeting,**

The Parish Council meeting will be held on 19<sup>th</sup> September, 2018 at 8 pm at Littlebury Village Hall, Littlebury

The meeting closed at 9.30 pm.

Signed

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Date:

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