

# LITTLE DUNMOW PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF LITTLE DUNMOW PARISH COUNCIL  
HELD ON MONDAY 10 MAY 2021 AT 7.30 PM AT  
THE RECREATION GROUND MEETING ROOM, BROOK STREET,  
LITTLE DUNMOW

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*Present:* Cllrs: Elliott, French, Guild, Merritt, Thomas & Westbrook.  
*In the Chair:* Cllr Guild.  
*Clerk:* Angela Balcombe.  
*Also present:* District Councillor Criscione

## **21/51. ELECTION OF CHAIRMAN.**

Cllr Westbrook nominated Cllr Guild as Chairman, this was seconded by Cllr Elliott and unanimously agreed.

- The Chairman, Cllr Guild signed the Declaration of Acceptance of Office of Chairman.

## **21/52. ELECTION OF VICE-CHAIRMAN.**

Cllr Guild nominated Cllr Westbrook as Vice-Chairman, this was seconded by Cllr Merritt and unanimously agreed.

## **21/53. APOLOGIES FOR ABSENCE.**

Apologies were received and accepted from Cllr Pratt.

## **21/54. MINUTES OF THE LAST MEETING.**

- The minutes of 8 March 2021 were approved as a correct record of events.  
**Proposed: Cllr Westbrook. Seconded: Cllr Thomas. All agreed.**
- The minutes of 1 April 2021 were approved as a correct record of events.  
**Proposed: Cllr Merritt. Seconded: Cllr Westbrook. All agreed.**

## **21/55. PROGRESS CHECK.**

No matters were raised.

## **21/56. DECLARATION OF INTERESTS.**

To receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests relating to items on the agenda. No interests were declared.

**Registers of Interests** – councillors were reminded to check that their Registers are up to date, any changes should be notified to the Monitoring Officer at UDC.

## **21/57. PUBLIC FORUM.**

There were no members of the public present.

## **21/58. CASUAL VACANCY.**

Cllr Thomas proposed Kevin French as Parish Councillor, seconded by Cllr Guild and unanimously agreed.

- Cllr French signed a Declaration of Acceptance of Office and was welcomed to the meeting.

## **21/59. REPORTS.**

**County Council** - no report was received. It was noted that Cllr Walsh was not re-elected. The new County Councillor representing Little Dunmow is Cllr Martin Foley.

**District Council** – Local Plan; the call for sites has now ended, Cllr Criscione agreed to let the Council know the agreed sites. Cllr Criscione had met with Catesby Estates regarding a pre-application consultation for a new development within the Parish and had made clear his objections which included sustainability and access. Cllr Criscione had recently visited the UDC development at The Moors, he stated the importance of reinstating the village green and the erection of timber posts along the edge to prevent vehicles parking on the grass. Cllr Criscione also updated the Council on the Stansted appeal and is looking into the combined sewerage overflow station behind the sewerage works which is currently not monitored, meaning in severe weather conditions raw sewerage is going directly into the river.

**21/60. PLANNING.**

**Application No: UTT/21/0990/HHF.** Proposed two storey side extension.

**Location:** Chase End, Grange Lane, Little Dunmow. **No objections.**

**21/61. NEIGHBOURHOOD PLAN.**

Following a report on actions from the meeting held on 1 April 2021, it was agreed that Little Dunmow Parish Council would proceed with the production of a Neighbourhood Plan.

**Proposed: Cllr Guild. Seconded: Cllr French.**

A vote was taken with four in favour; Cllrs Thomas and Westbrook abstained from voting, therefore the vote was carried.

**21/62. FINANCE.**

101007 108.00 James Todd & Co Ltd. (Payroll)  
101008 £19.20 TBS Hygiene Ltd (Dog Waste Collection)  
101009 £762.78 A Balcombe (Salary April & May/Expenses/PAYE)  
101010 £135.10 EALC (Affiliation Fee 2021/22)  
101011 £531.32 BHIB (Insurance Premium)  
101012 £6.99 D Guild (Rat Poison)  
101013 £31.46 V Westbrook (Mop/Bucket/Plants)  
D/D £56.08 E-on (Electric Supply – Meeting Room)  
D/D £34.17 Castle Water (Meeting Room)  
D/D £158.66 E-on (Street-lighting)  
D/D £45.84 A & J Lighting Solutions (Maintenance)  
D/D £153.53 E-on (Street-lighting)  
D/D £45.84 A & J Lighting Solutions (Maintenance)

**Income**

HMRC £1,627.73 VAT Repayment  
UDC £8,500 1<sup>st</sup> Instalment Precept

**21/63. ACCOUNTS YEAR ENDING 2020/21.**

As the gross income/expenditure for 2020/21 did not exceed £25,000, there is no requirement to have a limited assurance review. The Certificate of Exemption was signed by the Responsible Financial Officer and Chairman.

The accounts for the year ending 31 March 2021 were approved by the Council.

**Proposed: Cllr Westbrook. Seconded: Cllr Merritt. All agreed.**

The Chairman and Responsible Financial Officer signed:

- (i) Annual Governance Statement.
- (ii) Accounting Statements.

**21/64. RECREATION GROUND – SWINGS.**

Two cradle swings to be purchased. Cllr Criscione will contribute money from his Councillors allowance.

**21/65. WEBSITE.**

Councillors were reminded to review the policy documents, to be agreed at the next meeting. It was agreed that the Parish Council could make use of Facebook by promoting the work of the Council more widely.

**21/66. CORRESPONDENCE.**

**Fol Request** – litter and fly-tipping, requesting information regarding Fixed Penalty Notices.

**ECC Country Parks** – the Flich Way has been designated as a Local Nature Reserve. This will be added to both the Braintree and Uttlesford District Councils planning constraint maps, and could also be added to any Neighbourhood Plan.

**21/67. INFORMATION EXCHANGE / NEXT AGENDA ITEMS ONLY.**

- **Review of Policy Documents** – the Code of Conduct and Freedom of Information to be included on the next agenda for agreement to any changes.
- **Litter signs** – to be ordered.

**21/68. MEETING DATES 2021.**

12 July, 13 September, 8 November (Budget Meeting).

***THE MEETING CLOSED AT 20.51 PM.***

**SIGNED (CHAIRMAN):**

**DATE:**