

# LITTLE DUNMOW PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF LITTLE DUNMOW PARISH COUNCIL  
HELD ON MONDAY 9 MAY 2022 AT 7.30 PM AT  
THE RECREATION GROUND MEETING ROOM, BROOK STREET,  
LITTLE DUNMOW

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*Present:* Cllrs: French, Guild, Pratt, Thomas & Westbrook.  
*In the Chair:* Cllr Guild.  
*Clerk:* Angela Balcombe.  
*Also present:* There was no one else present.

## **22/44. ELECTION OF CHAIRMAN.**

Cllr Guild was elected Chairman for the Civic year 2022/23.

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

- The Chairman signed a Declaration of Acceptance of Office of Chairman.

## **22/45. ELECTION OF VICE-CHAIRMAN.**

Cllr Westbrook was elected Vice-Chairman for the Civic year 2022/23.

**Proposed: Cllr French. Seconded: Cllr Thomas. All agreed.**

## **22/46. APOLOGIES FOR ABSENCE.**

Apologies were received from Cllrs: Elliot and Merritt.

## **22/47. MINUTES OF THE LAST MEETING.**

The minutes of 14 March 2022 were approved as a correct record of events.

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

## **22/48. PROGRESS CHECK.**

- Footpath between the Flich Way and Brook Street, this has been reported to Highways (Ref: 2769141).
- Defibrillator – Cllr Pratt to check the details before going ahead with the purchase.
- Community Speed Watch – ten volunteers are needed before this can be taken forward.

## **22/49. DECLARATION OF INTERESTS.**

To receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests relating to items on the agenda. Cllr French declared a non-pecuniary interest in item 22/53 as his step daughter works at the Flich of Bacon.

## **22/50. PUBLIC FORUM.**

There were no members of the public present.

## **22/51. NEIGHBOURHOOD PLAN.**

Cllrs Pratt and French updated the Council on progress so far which will be presented at the Jubilee Event on 5 June 2022. The final report of the Housing Needs Survey to be circulated and a Housing Needs Assessment is to be done. The Design Code Package has been started. Underspent grant money has been returned to Groundwork UK. Funding to be applied for to do the Landscape Survey.

## **22/52. RECREATION GROUND TREES.**

Cllr Guild will check what is happening with the two partially felled trees in the Recreation Ground.

**22/53. FLITCH OF BACON – CAR PARKING.**

Car parking is an ongoing problem, the Parish Council continue to liaise with residents and the Flitch of Bacon on this matter.

**22/54. FINANCE.**

101055 £1,800.00 A Balcombe (Roker Tree Services, felling 2 x willows)  
101056 £634.17 Groundwork UK (N/P unspent grant)  
101057 £2,457.24 V Westbrook (R&D Propertycare painting Meeting Room  
£2,000.00 Gazebo £249.00, Jubilee Plaque £75.00, Bunting £15.94, Padlock/Chain  
£117.30)  
101058 £72.00 James Todd & Co. Ltd. (Payroll)  
101059 £510.36 A Balcombe (Salary/PAYE/Expenses £467.16, TBS Hygiene  
£43.20)  
101060 £136.79 EALC (Annual Subs.)  
101061 £586.70 BHIB (Insurance Premium)  
D/D £39.76 Castle Water (Meeting Room)  
D/D £45.84 A & J Lighting Solutions (Maintenance)  
D/D £162.55 npower Business Solutions (Streetlighting, Jan/Feb/March)  
D/D £45.84 A & J Lighting Solutions (Maintenance)

**22/55. ACCOUNTS YEAR ENDING 2021/22.**

As the gross income/expenditure for 2021/22 is below £25,000, the Council completed a Certificate of Exemption, which certifies itself as exempt from a limited assurance review.

The accounts for the year ending 31 March 2022 were approved by the Council.

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

The Chairman and Responsible Financial Officer signed:

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

**22/56. RELOCATION OF BUS STOP IN THE STREET.**

Due to proposed new access for application UTT/21/0775/FUL, the developer is to relocate the existing bus stop (northern side of The Street) to a suitable location.

**22/57. THE QUEENS PLATINUM JUBILEE.**

The Council has been successful in securing a grant of £1,000 from UDC Jubilee Grant Scheme towards the Jubilee Event and Cllr Criscione is donating £750 from his Ward Members Initiative towards the Jubilee Tree.

**22/58. CORRESPONDENCE.**

**UDC** – Dean Hermitage has been appointed as new Director of Planning starting at the end of June 2022.

**22/59. INFORMATION EXCHANGE / NEXT AGENDA ITEMS ONLY.**

- Check with grass cutters re week before the Jubilee Celebrations.

**22/60. MEETING DATES 2022.**

11 July, 12 September, 4 November.

***THE MEETING CLOSED AT 20.21 PM.***

**SIGNED (CHAIRMAN):**

**DATE:**