

# Little Easton Parish Council Minutes

**IAN BROWN**  
**Parish Clerk**  
**& Responsible Financial Officer**  
**Email: clerk@litleeaston-pc.gov.uk**

**72 ST. EDMUNDS FIELDS**  
**GREAT DUNMOW**  
**ESSEX CM6 2AN**  
**Tel: 07913 514 589**

Minutes of the **MEETING OF LITTLE EASTON PARISH COUNCIL** held at the **MEMORIAL HALL** on **WEDNESDAY 25 MARCH 2026 AT 7:00PM**

| <b>Councillor</b>        | <b>Attendance</b> |
|--------------------------|-------------------|
| Cllr Liam Phillips       | YES               |
| Cllr Jacqui English      | YES               |
| Cllr Ian Sussams         | YES               |
| Cllr Emma Wells          | NO                |
| Cllr Chris Brooks        | NO                |
| VACANCY                  |                   |
| Dist Cllr Richard Haynes | NO - Meeting      |
| Cnty Cllr Martin Foley   | NO - Meeting      |

7 member(s) of the public  
 Clerk – Mr Ian Brown

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>25/094</b> | <b>NOTE AND APPROVE APOLOGIES FOR ABSENCE</b><br>Cllrs Emma Wells & Chris Brooks, plus Dist Cllr Richard Haynes and Cnty Cllr Martin Foley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>25/095</b> | <b>WITH REFERENCE TO THIS AGENDA MEMBERS ARE INVITED TO DECLARE ANY DISCLOSABLE PECUNIARY INTERESTS, NON-REGISTRABLE INTERESTS AND OTHER REGISTRABLE INTERESTS</b><br>Cllr Ian Sussams declared interest in AOCV Item 25/105 – The Stag PH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>25/096</b> | <b>APPROVE THE MINUTES OF THE MEETING 25 FEBRUARY 2026</b><br><b>RESOLUTION</b> – Approve the minutes: Proposed Cllr Liam Phillips; Seconded Cllr Ian Sussams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>25/097</b> | <b>PUBLIC PARTICIPATION SESSION</b><br>Members of the public may raise questions about and comment on items on the Agenda OR of import. Session is limited to 15 minutes (3 minutes per person with no repetition of a previous question)<br><ul style="list-style-type: none"> <li>➤ Flooding at Fallows Watch, Duck Street – being reported to Highways again and advise Cnty Cllr Martin Foley</li> <li>➤ Potholes to be reported to Highways too</li> <li>➤ Various comments, observations and concerns voiced about the operation of the Memorial Hall car park gate and its lock; plus availability of MHMC AGM minutes</li> <li>➤ AOCV item – Reminder of The Stag PH registration will come up for renew in January 2027</li> </ul> |
| <b>25/098</b> | <b>RECEIVE THE DISTRICT &amp; COUNTY COUNCILLORS REPORTS</b><br>None reported as attending Local Plan meeting at UDC offices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>25/099</b> | <b>NOTE CLERKS REPORT AND CORRESPONDENCE – REQUEST TO PUT CHARITY CONCERT POSTER IN NB plus HMG CONFIRMED WE ARE TO BECOME THE NEW WEST ESSEX WITH EPPING, HARLOW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>25/100</b> | <b>FINANCE – RECEIVE STATEMENT &amp; AGREE PAYMENTS – REVIEWED BY TWO MEMBERS OF THE COUNCIL PRIOR TO THIS MEETING COMMENCING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|               | <p><b>RESOLUTION</b> – Approve finances: Proposed Cllr Ian Sussams; Seconded Cllr Jacqui English<br/>Finance Statement – <b>APPENDIX A</b></p> <p><b>25/100(i) - APPOINT AUTHORISER</b><br/>Cllr Jacqui English</p> <p><b>25/100(ii) – COUNCILLORS TO NOTE RECONCILED BANK STATEMENT &amp; BUDGET PERFORMANCE</b><br/>Noted</p> <p><b>25/100(iii) – CLLR IAN SUSSAMS TO CONFIRM ACCESS TO BANK ACCOUNT</b><br/>Not done yet but will progress with the bank</p> <p><b>25/100(iv) – RECEIVE UPDATE ON CURRENT OUTSTANDING PROJECTS</b></p> <p><b>A) FOUR SELF WATERING PLANTERS</b><br/>SGS collected two planters for installation and filling, remaining two to follow</p> <p><b>B) ADDITIONAL LITTER / DOG WASTE BIN PURCHASE AND INSTALLATION</b><br/>Cllr Liam Phillips and Cllr Jacqui English to arrange site meeting to agree placement</p> |
| <b>25/101</b> | <p><b>PLANNING – REVIEW AND COMMENT ON ANY CURRENT PLANNING APPLICATIONS OR APPEALS AND OUTCOMES OR PREVIOUS DEVELOPMENT PROPOSALS</b></p> <p><b>RECEIVE ANY UPDATE ON LITTLE BARNS SITE</b><br/><b>UTT/25/2599/FUL</b><br/><b>PROPOSAL:</b> Section 73A Retrospective application for use of site for children's swimming lessons. Change of use and extension of former pool house to ancillary cafe. New parking area, access and associated development.<br/><b>LOCATION:</b> Little Barn Park Road</p> <p>No update to report</p>                                                                                                                                                                                                                                                                                                             |
| <b>25/102</b> | <p><b>REPRESENTATIVES REPORTS</b></p> <p><b>PLAY AREA –</b><br/>Nothing to report, quarterly inspection recently completed by play equipment contractor</p> <p><b>25/102(i) – CONSIDER OUTDOOR GYM EQUIPMENT PROJECT PURCHASE / FUTURE BUDGET AND LOCATION</b><br/>Cllr Jacqui English met with LECC to review positioning of outdoor gym, cannot be placed under trees, concluded one probable position is adjacent to Aerial runway.<br/><br/>Suggested invite community to comment on their interest in the project – CLERK to ACTION</p> <p><b>PARISH MAINTENANCE INCLUDING WAR MEMORIAL –</b><br/>Gate to be stained this summer</p> <p><b>SPEEDWATCH –</b><br/>No activity at present, noted that the SIDs are a positive influence on vehicle speed</p>                                                                                     |
| <b>25/103</b> | <p><b>CONSIDER OPTION TO INSTAL ONE POLE TO REINSTATE THE MEM HALL CAR PARK SIGN PLUS THE 10MPH SIGN TO THE LHS OF THE CAR PARK EXIT</b><br/><b>RESOLUTION</b> – Approve purchase of two poles, to be delivered to and installed by Cllr Liam Phillips:<br/>Proposed Cllr Ian Sussams; Seconded Cllr Liam Phillips</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>25/104</b> | <p><b>CONSIDER OFFER FROM DENBURY HOMES TO ALLOW THE PC TO INSTAL A DOG WASTE BIN AT THE ENTRANCE TO THE DEVELOPMENT – CLLR JACQUI ENGLISH TO ADVISE</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|               | <p>Offer to install a dog bin on Denbury Homes land adjacent to the highway at Duck Street once the development completes</p> <p>Suggested the PC consider another dog bin sited on land which ownership is ultimately due to revert back to The Stag PH ? Cllr Jacqui English to enquire of Denbury Homes</p> |
| <b>25/105</b> | <p><b>CONSIDER REQUEST TO RENEW STAG PH REGISTRATION IN JANUARY 2027 AS AN ASSET OF COMMUNITY VALUE</b></p> <p>Advised by residents involved in the original registration that the registration needs to be renewed before it expires - Clerk duly noted</p>                                                   |
| <b>25/106</b> | <p><b>ITEMS OF REPORT OR FOR INCLUSION ON NEXT AGENDA</b></p> <p>Clerk to be advised as matters arise</p> <p><b>25/106 (i) CONFIRM APPOINTED CONTRIBUTOR TO 5P MAGAZINE</b></p> <p>Cllr Chris Brooks to submit next item</p>                                                                                   |
| <b>25/107</b> | <p><b>DATE OF NEXT MEETING(S) – 29 APRIL 2026.</b></p> <p><b>ANNUAL PARISH ASSEMBLY (Chairmans annual report) at 7pm followed by the PC meeting at 7:15pm</b></p> <p><b>CLOSE - 19:44</b></p>                                                                                                                  |

Signed.....Date.....

## APPENDIX A

| Outline Budget 2025-2026     |               |               |               |
|------------------------------|---------------|---------------|---------------|
|                              |               |               |               |
|                              |               | Net           |               |
|                              | 2025/26       | 2025/26       | 2025/26       |
|                              | Budget        | Actual        | Diff +/-      |
|                              | 27,800        | 33,523        | 5,723         |
| Cost Code                    | Amount        | Amount        | Amount        |
| Salary                       | 6,000         | 6,769.80      | -769.80       |
| HMRC                         | 1,500         | 854.22        | 645.78        |
| Clerk Expenses               | 600           | 0.00          | 600.00        |
| Training                     | 100           | 45.00         | 55.00         |
| Chairmans Allowance          | 0             | 0.00          | 0.00          |
| Subscriptions                | 400           | 178.00        | 222.00        |
| Insurance                    | 1,200         | 1,072.95      | 127.05        |
| Admin, Bank                  | 200           | 449.00        | -249.00       |
| Audit, Legal                 | 500           | 340.00        | 160.00        |
| Printing & Stationery        | 0             | 42.92         | -42.92        |
| Lighting & Utilities         | 3,000         | 1,913.87      | 1,086.13      |
| Play Area                    | 750           | 1,098.41      | -348.41       |
| Parish maintenance           | 1,200         | 1,128.31      | 71.69         |
| War Memorial                 | 0             | 0.00          | 0.00          |
| Grass & Trees                | 0             | 7,971.06      | -7,971.06     |
| S137 & Grants                | 250           | 271.95        | -21.95        |
| Hall Hire                    | 150           | 200.00        | -50.00        |
| Capital projects             | 11,000        | 9,490.00      | 1,510.00      |
| Website                      | 950           | 1,534.99      | -584.99       |
| Events & Parties             | 0             | 162.34        | -162.34       |
| Professional Fees            | 0             | 0.00          | 0.00          |
| Contingency                  | 0             | 0.00          | 0.00          |
| Local & Neighbourhood Plan   | 0             | 0.00          | 0.00          |
|                              |               |               |               |
| <b>Reserves</b>              |               |               |               |
| <i>Legal costs</i>           |               |               | 1,000         |
| <i>Elections</i>             |               |               | 1,500         |
| <i>General Reserves</i>      |               |               | 0             |
| <i>Earmarked - Play Area</i> |               |               | 5,000         |
| <b>Total</b>                 | <b>27,800</b> | <b>33,523</b> | <b>-5,723</b> |