

Little Canfield Parish Council

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

72 ST. EDMUNDS FIELDS
GREAT DUNMOW
ESSEX CM6 2AN
Tel: 07934 936 822

All members of the Council are summoned to attend the **MEETING OF LITTLE CANFIELD PARISH COUNCIL** to be held at **LITTLE CANFIELD VILLAGE HALL** on **MONDAY 07 APRIL 2025 AT 7:30 PM** for the transaction of the business as set out below.

AGENDA

25/001	NOTE AND VOTE TO APPROVE APOLOGIES FOR ABSENCE
25/002	APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 03 MARCH 2025
25/003	WITH REFERENCE TO THIS AGENDA MEMBERS ARE INVITED TO DECLARE ANY DISCLOSABLE PECUNIARY INTERESTS, NON REGISTRABLE INTERESTS AND OTHER REGISTRABLE INTERESTS
25/004	PUBLIC PARTICIPATION SESSION This provides an opportunity for members of the public to raise questions about and comment on items on the agenda or of import. Time for this session is limited to 15 minutes (03 minutes per person per item)
25/005	RECEIVE THE DISTRICT & COUNTY COUNCILLORS REPORTS
25/006	RECEIVE CLERKS REPORT AND CORRESPONDENCE – MATTERS ARE COVERED BY THE AGENDA
25/007	FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS Finance Statement to be attached 25/007(i) - APPOINT AUTHORISER 25/007(ii) - CONFIRM CLLRS NOTED THE END OF YEAR BANK POSITION 25/007(iii) – APPOINT ANN WOODS AS INTERNAL AUDITOR FOR 2024-2025 25/007(iv) – CONSIDER FUNDING REQUEST FROM UTTLESFORD COMMUNITY TRAVEL
25/008	PLANNING – REVIEW AND COMMENT ON ANY CURRENT APPLICATIONS OR APPEALS AND OTHER PLANNING RELATED MATTERS UTT/25/0639/HHF PROPOSAL: PROPOSED CONVERSION OF EXISTING RESIDENTIAL OUTBUILDING TO CREATE ANNEXE LIVING ACCOMMODATION INCLUDING BUILDING REMODELLING, INFILL LINK EXTENSION AND ASSOCIATED OPERATIONAL DEVELOPMENT LOCATION: COPT HALL HIGH CROSS LANE WEST COMMENT DATE 10 APRIL 2025 BLUEGATES – Receive any further feedback

	FENCING – HIGH CROSS LANE – PENDING HIGHWAYS INSPECTION - RECEIVE ANY FEEDBACK – CLLR SARAH WARNES
25/009	CONFIRM ARRANGEMENTS FOR MAY FUN DAY - DATE, REFRESHMENTS, LICENSING, BOUNCY CASTLES, MAYPOLE, WET WEATHER ARRANGEMENTS, PROMOTION
25/010	RECEIVE REPRESENTATIVES REPORTS, AND NOTE ANY ACTIONS ARISING:- STANSTED AIRPORT – CLLR SARAH WARNES PLAY AREAS INCLUDING CONDITION REPORT – CLLR ANNE COOK FOOTPATHS – CLLR IAN SHUFFLEBOTHAM HIGHWAYS – CLLR IAN SHUFFLEBOTHAM ALLOTMENTS – CLLR SAMANTHA DAVIDSON FINANCE / GOVERNANCE – CLLR MIKE DALTON COMMUNITY ENGAGEMENT – CLLR SAM DAVIDSON MAY DAY FAMILY EVENT PLANNING – SEE ITEM 25/009
25/011	RECEIVE UPDATE ON FLAGPOLE INSTALLATION – CLLR JEREMY FULCHER AND CLLR MIKE DALTON 25/011(i) – APPOINT MEMBERS(s) RESPONSIBLE FOR MANAGING THE RAISING AND LOWERING THE FLAG AND OR POLE WHEN NECESSARY OR IN HIGH WINDS
25/012	RECEIVE UPDATE ON SITE CONFIRMATION FOR THE LOCATIONS OF TWO ADDITIONAL SID's FROM TRUVELO – CLLR MIKE DALTON
25/013	RECEIVE UPDATE ON PROPOSED LOCATION FOR TWO ADDITIONAL DOG WASTE BINS INCLUDING CREATION OF SUITABLE LOCATION MAP TO SUBMIT TO HIGHWAYS AND ELS
25/014	RECEIVE UPDATE ON CONTENT AND PRINTING OF PARISH BOOKLET
25/015	RECEIVE ANY UPDATE ON CRUMPS FARM, ODOURS AND WATERWAYS
25/016	CONSIDER JOINING THE VE DAY CELEBRATIONS 08 MAY - VE Day 80 - Join the party in a shared moment of celebration! 9AM Flag raise VE Day proclamation, 9:30pm Beacon lighting (full day of events)
25/017	DATE OF NEXT MEETING – MONDAY 12 MAY 2025 ANNUAL COUNCIL MEETING – CLOSE –

Ian Brown Parish Clerk & Responsible Financial Officer – Ian Brown Dated 02 April 2025

Public and Press are duly invited to attend and observe this meeting, A 15 minute PUBLIC PARTICIPATION SESSION is held at the beginning of the meeting where contributions are always welcome, limited to 3 minutes per speaker; public comments or interventions outside that session are entirely at the Chairman's discretion.