

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 **ANNUAL COUNCIL MEETING OF LITTLE CANFIELD PARISH COUNCIL** to be held at **LITTLE CANFIELD VILLAGE HALL** on **MONDAY 12 MAY 2025** **AT 7:30 PM** for the transaction of the business as set out below.

AGENDA

25/023	RECEIVE NOMINATIONS FOR CHAIRMAN, VOTE TO APPOINT CHAIRMAN FOR 2025-26 25/023 (i) – RECEIVE NOMINATIONS FOR VICE CHAIRMAN, VOTE TO APPOINT VICE CHAIRMAN FOR 2025-26 24/023(ii) – DULY APPOINTED CLLRS TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE
25/024	APPOINT REPRESENTATION, PROPOSED LIST FOLLOWS AT ITEM 25/033 STANSTED AIRPORT – PLAY AREAS – FOOTPATHS – HIGHWAYS – ALLOTMENTS – FINANCE / GOVERNANCE – COMMUNITY ENGAGEMENT –
25/025	NOTE AND VOTE TO APPROVE APOLOGIES FOR ABSENCE
25/026	APPROVE THE MINUTES OF THE PC MEETING HELD ON 07 APRIL 2025 & EGM 14 APRIL 2025
25/027	WITH REFERENCE TO THIS AGENDA MEMBERS ARE INVITED TO DECLARE ANY DISCLOSABLE PECUNIARY INTERESTS, NON REGISTRABLE INTERESTS AND OTHER REGISTRABLE INTERESTS
25/028	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)
25/029	RECEIVE THE DISTRICT & COUNTY COUNCILLORS REPORTS
25/030	RECEIVE THE CLERKS REPORT AND CORRESPONDENCE
25/031	FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS 25/031(i) - APPOINT AUTHORISER 25/031(ii) – CONFIRM CLLRS NOTED THE RECONCILED BANK STATEMENT 25/031(iii) – COUNCILLORS TO CONFIRM WHO NOW HAS ACCESS TO THE BANK 25/031(iv) – MEMBERS TO CONFIRM REVIEW OF THE RISK REGISTER 25/031(v) – RECEIVE AND NOTE INTERNAL AUDIT REPORT COMMENTS 25/031 (vi) – CONFIRM ASSET REGISTER REVIEW

	25/031(vii) - COMPLETE AND SIGN ANNUAL GOVERNANCE STATEMENT 25/031(viii) – COMPLETE AND SIGN ANNUAL ACCOUNTING STATEMENT 25/031(ix) – AGREE CLERK/RFO TO SUBMIT ALL AGAR DOCUMENTATION TO EXTERNAL AUDITOR 25/031(x) – APPROVE CLERK/RFO RAISING PAYMENTS DURING PERIODS COUNCIL DOES NOT MEET 25/031(xi) – RECOGNISING COUNCIL HAS A QUALIFIED CLERK AND TWO THIRDS OF ITS COUNCILLORS WERE ELECTED AT THE LAST ORDINARY ELECTION TO AGREE ADOPTION OF THE GENERAL POWER OF COMPETENCE
25/032	PLANNING – REVIEW AND COMMENT ON ANY CURRENT APPLICATIONS OR APPEALS AND OTHER PLANNING RELATED MATTERS UTT/25/0984/FUL PROPOSAL: Proposed erection of equestrian menage LOCATION: Great Oddyns Barn High Cross Lane West Comment date 22 May 2025 BLUEGATES – Receive any further feedback UTT/25/0539/FUL Proposed nursery, soft play area, swimming pool, cafe and versatile learning spaces designed specifically for families and children in the community. Land To The South Of Stortford Road Little Canfield – Receive any further feedback ESS/29/25/UTT TOWN AND COUNTRY PLANNING ACT 1990 (as amended) Application No: ESS/29/25/UTT Proposal: Continuation of development permitted by ESS/16/20/UTT without compliance with conditions 3, 27, 51, 54, 56 and 57 to allow amended timescales for the completion of extraction and restoration, allow revised restoration details and approve details in relation to restoration and aftercare. ESS/16/20/UTT was a variation permission for "Winning & working of sand and gravel, erection of a concrete plant, workshop & ancillary buildings/importation & treatment of inert material to produce secondary aggregate & reclamation material for progressive restoration to landscaped farmland" Location: Highwood Quarry, Stortford Road, Little Canfield, Essex, CM6 1SL Comment date 21 days from 01 May 2025
25/033	RECEIVE REPRESENTATIVES REPORTS AND NOTE ANY MATTERS ARISING STANSTED AIRPORT – PLAY AREAS – FOOTPATHS – HIGHWAYS – ALLOTMENTS - FINANCE / GOVERNANCE – COMMUNITY ENGAGEMENT – MAY DAY EVENT -

25/034	MEMBERS TO DISCUSS AND VOTE ON THE PREVIOUSLY AGREED PROPOSAL TO INSTALL TWO ADDITIONAL SIDs ON THE B1256
25/035	RECEIVE UPDATE ON PROPOSED LOCATION FOR TWO ADDITIONAL DOG WASTE BINS INCLUDING CREATION OF SUITABLE LOCATION MAP TO SUBMIT TO HIGHWAYS AND ELS
25/036	RECEIVE UPDATE ON CONTENT AND PRINTING OF PARISH BOOKLET & MAP
25/037	CONSIDER ADOPTION OF THE CIVILITY & RESPECT PLEDGE AS ADVISED BY NALC
25/038	DATE OF NEXT MEETING – MONDAY 02 JUNE 2025 – CLOSE –

Ian Brown Parish Clerk & Responsible Financial Officer – Ian Brown Dated 07 May 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.