

MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL
held at Little Canfield Village Hall on Monday, 13th July 2026 at 07:30pm

Present: Cllrs Sarah Warnes (Chair), Samantha Davidson (Vice-Chair), David Adams, Jeremy Fulcher, David Perry, Ian Shufflebotham and the Clerk, Oliver Rogers.¹

2 members of the public.

The Chair, Cllr Warnes opened the meeting at 7.32pm

26/51 APOLOGIES FOR ABSENCE²

The meeting accepted reasons for the apologies from the following Cllr:

Cllr Mike Dalton was away.

Cllr Anne Cook was away.

26/52 DECLARATION OF INTERESTS FOR THIS MEETING³

None.

26/53 PUBLIC FORUM (Maximum 15 minutes)

The Trustees of the Village Hall Committee raised a number of issues connected to the proposed Licence agreement for access to the car park. Including why a licence agreement was being considered instead of an easement. One Trustee was concerned that the notice period was too short and should be extended to a longer period.

Cllr Perry made a number of points in response providing answers to the above questions. Crucially, he said that an easement has never been offered by the Jehovah's Witnesses and it would only be offered based on the future developmental potential value of the land. This would make such an agreement prohibitively costly and out of the reach of the Parish Council's financial means to achieve.

The Licence agreement seeks to extend the existing arrangements and a recent communication from the Jehovah's Witnesses had indicated a frustration at a failure to bring to a conclusion this long running matter. So, much so that the Jehovah's Witnesses had suggested that if the document was not signed by the end of July 2026 then access to the car park would be withdrawn. The Parish Council has been in contact with the Jehovah's Witnesses and this situation has been avoided.

At a recent Village Hall Liaison committee meeting it had been told that no discussion had taken place on this subject by the Parish Councillor in attendance. However, the Trustee had heard otherwise from the Clerk. The minutes show that no formal discussion of the email sent by the Trustee on 8th June had taken place at the Parish Council meeting on the same day and the Clerk had been mistaken. The Clerk apologises for mistakenly suggesting that the email had been discussed at that meeting of the Parish Council.

¹ Local Government Act 1972 Section 12 (40) [Record of attendance at the meeting]

² Local Government Act 1972 Section 85 (1) [Record of absence for the meeting]

³ Localism Act 2011 Section 29 (1) [Record of declared interests]

Signed

Cllr Sarah Warnes

Chair of Little Canfield Parish Council

26/61 UPDATE ON THE EASEMENT

The Chair brought forward discussion of this matter.

26.61.01 Cllrs **resolved and agreed** to authorise Cllr Perry to negotiate points around the length of notice period and the operation hours for early and late operations and then Cllr Perry is empowered to sign the licence on behalf of the Parish Council with the Village Hall Committee Trustees agreeing to sign the final document. Proposed by Cllr Adams and seconded by Cllr Warnes. *[Since the minutes were completed agreement has been reached on an extension to the notice period and extended operational hours].*

26/54 MINUTES OF ORDINARY PARISH COUNCIL MEETING⁴ held on Monday, 8th June 2026. The meeting **resolved and agreed** the minutes as a record of the proceedings.

26/55 COUNTY AND DISTRICT CLLRS REPORT

County Councillor, Geoff Bagnall had sent his apologies for the meeting. Cllr Davidson raised the issue of grass mowing contract for Priors Green and the lack of inclusion of an area of grass between Honey Road and Clarendon Road and asked for this issue to be raised with the County and District Cllr. *[Plant Style, the contractor was asked if the Parish Council could pay for the grass to be cut, but this was refused and instruction is required from Vistry]*

26/56 CLLR TRAINING AND RESPONSIBILITIES

- Stansted Airport
- Playground areas
- Footpaths
- Highways – Potholes, Cllr Fulcher said had not been filled well in certain areas.
- Allotments

26.56.01 Cllr Dalton to install the picnic bench on the wood chip area near the shed. This will need to be undertaken once the ground becomes a little softer.

Clerk to communicate with all plot holders about the Affinity Water hosepipe water restrictions. *[Email sent on 15th July]*

- Finance/Governance
- Community engagement

26/57 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

- Village Hall fence – A discussion on replacing the fencing at the rear of the Village Hall around 50 metres of fencing is required. Clerk to circulate quote for a decision on email.
- Hire terms and conditions need checking and how insurance relates to hiring of the field.

26/58 CRUMPS FARM UPDATE

⁴ Local Government Act 1972 Section 12 Part IV para 41 (1) and (2) [Minutes are a signed and accurate record of the previous meeting]

Signed
Cllr Sarah Warnes
Chair of Little Canfield Parish Council

26.58.01 A meeting is planned with the Environment Agency on 19th August and organised by Chris Vince MP.

26.58.02 Further investigation is required into PFAS chemical testing in water as the proposed testing offered by a company was not suitable.

26/59 PLANNING APPLICATIONS [See table below]⁵

26.59.01 The meeting **resolved and agreed** to make the following comments and objections to the planning applications considered below.

Parish Council Decision table [Noted/Comment/No Comment]			
UTT/26/1597/LB	1 The Maltings Stortford Road Little Canfield Dunmow Essex	Retention of alterations and additions to fenestration. Proposed two-storey side and rear extension, and proposed alterations and additions to fenestration	No comment.

REF	ADDRESS	DESCRIPTION	DETAILS
Latest applications			
UTT/26/1597/LB	1 The Maltings Stortford Road Little Canfield Dunmow Essex	Retention of alterations and additions to fenestration. Proposed two-storey side and rear extension, and proposed alterations and additions to fenestration	Delegated Decision
Information only			
UTT/26/0932/FUL	Land East Of Ladlers Stortford Road Little Canfield Essex CM6 1SP	S73A retrospective application for the storage of motor vehicles for a temporary period of two years.	Refused - 29th June 2026
UTT/25/2984/FUL	Burbank 37 Clarendon Road Little Canfield Essex CM6 1TJ	Demolition of existing building and existing garage and erection of 4 no. new residential dwellings with associated access, parking and landscaping.	Approve with Conditions - 15th June 2026
UTT/26/0837/DOC	Land To The South Of Stortford Road Little Canfield Essex	Application to discharge conditions 4 (written scheme of investigation), 5 (acoustic assessment), 6 (construction and demolition method statement), 7 (construction management plan), 8 (offsite flooding), 9 (materials), 10 (landscaping), 11 (accessibility), 15 (vehicle parking and turning areas), 18 (external lighting) attached to UTT/25/0539/FUL	Discharge Conditions in Part - 11th June 2026

26.59.01 UDC planning committee considered UTT/25/2984/FUL 37 Clarendon Road, demolition of existing building and garage on Wednesday, 10th June following a site visit by committee members. The Clerk attended and read a short contribution, the proposed buildings were approved.

26/60 INSURANCE RENEWAL

26.60.01 Insurance discussion. Clerk to check allotments are added.

⁵ The Town and Country Planning (Development Management Procedure) (England) Order 2015 (Article 25 and 25A) [Parish Council is a statutory consultee for all parish related planning applications submitted to the Principal Authority in England]

Signed
Cllr Sarah Warnes
Chair of Little Canfield Parish Council

26/62 UPDATE ON VILLAGE MAP

26.62.01 Progress continues and this is deferred to September meeting.

26/63 FINANCE [See table below]

26.63.01 The meeting **resolved and agreed** to make the below payments.⁶

PAYMENT TO:	VALUE:
Oliver Rogers, Parish Clerk [June]	£596.46
HMRC [Income Tax]	£91.40
Friends of the Flitch Way [Bench]	£612.00
NBB Recycled Furniture	£1,284.00
Greenscapes [Planters] SO	£203.40
Unity Trust Bank service charge DD	£7.00
Npower DD	£37.67
Lloyds Bank DD [Credit Card]	£458.23
Donation to the Essex & Herts Air Ambulance	£200.00
TOTAL:	£3,490.16

26.63.02 Meeting to note that the current account balance is £17,095.21 as at 6th July 2026.

Cllr Warnes commented that the planters looked good.

26/64 ITEMS TO NOTE FOR THE NEXT MEETING

- Village Map

26/65 FUTURE DATES OF NEXT MEETINGS

	Monday 13 th July
	Monday 14 th September
	Monday 12 th October
~~Tuesday 12th May~~	Monday 9 th November
~~Monday 8th June~~	Monday 14 th December

26/66 DATE OF NEXT MEETING Monday, 14th September 2026 at 7.30pm at Little Canfield Village Hall.

Cllr Warnes closed the meeting at 9.04pm.

⁶ The Accounts and Audit Regulations 2015 Regulation 4 (1-4) [Category 2 authorities maintain accurate financial records]

Signed
Cllr Sarah Warnes
Chair of Little Canfield Parish Council