

# Little Canfield Parish Council

**IAN BROWN**  
**Parish Clerk**  
**& Responsible Financial Officer**  
**Email: [clerk@littlecanfield-pc.gov.uk](mailto:clerk@littlecanfield-pc.gov.uk)**

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

| Name                                   | Attendance                       |
|----------------------------------------|----------------------------------|
| Cllr Sarah Warnes - Chairman           | Yes                              |
| Cllr Samantha Davidson – Vice Chairman | Yes                              |
| VACANCY                                | VACANCY                          |
| Cllr Anne Cook                         | No - illness                     |
| Cllr Jeremy Fulcher                    | Yes                              |
| Cllr Mike Dalton                       | Yes                              |
| Cllr Ian Shufflebotham                 | Yes                              |
| Cllr David Adams                       | No - personal                    |
| Cllr David Perry                       | No – recuperating from operation |
| County Cllr Susan Barker               | Yes                              |
| Dist Cllr Geoff Bagnall                | Yes                              |
| Dist Cllr Maggie Sutton                | No                               |
| Dist Cllr Mark Coletta                 | No                               |
| Clerk – Ian Brown                      | Yes                              |
| Members of the public                  | 0                                |

## MINUTES OF LITTLE CANFIELD PARISH COUNCIL MEETING HELD AT LITTLE CANFIELD VILLAGE HALL ON MONDAY 03 NOVEMBER 2025 AT 7:30 PM

|               |                                                                                                                                                                                                                                                                                                         |
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| <b>25/103</b> | <b>NOTE AND VOTE TO APPROVE APOLOGIES FOR PARISH CLLRS ABSENCE</b><br>Cllr David Perry – recuperating, Cllr David Adams – personal, Cllr Anne Cook – illness,                                                                                                                                           |
|               |                                                                                                                                                                                                                                                                                                         |
| <b>25/104</b> | <b>APPROVE THE MINUTES OF THE PC MEETING HELD ON 06 OCTOBER 2025</b><br>Correction - Cllr Ian Shufflebotham had sent his apologies but website failed to route through<br><b>RESOLUTION</b> – Approve the PC minutes of 06 October: Proposed Cllr Samantha Davidson;<br>Seconded Cllr Ian Shufflebotham |
|               |                                                                                                                                                                                                                                                                                                         |
| <b>25/105</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>None declared                                                                                                                     |
|               |                                                                                                                                                                                                                                                                                                         |
| <b>25/106</b> | <b>PUBLIC PARTICIPATION SESSION</b><br>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)<br><br>No members of the public in attendance   |
|               |                                                                                                                                                                                                                                                                                                         |
| <b>25/107</b> | <b>RECEIVE THE DISTRICT &amp; COUNTY COUNCILLORS REPORTS</b>                                                                                                                                                                                                                                            |

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|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Cllr Barker</b><br/><b>Left the meeting at 7:47pm, Cllr Bagnall left at 8:08pm</b></p> | <p>Cnty Cllr Susan Barker: –</p> <ul style="list-style-type: none"> <li>➤ Crumps Farm, EA still not responded, proposed a response to the potential of 120 commercial units will be made next week and site clean up the week later.</li> <li>➤ Cllr Mike Dalton raised query of incorrect water company approached as statutory consultee on Crumps Farm application for foul water, as it is in fact Thames Water.</li> <li>➤ Parsonage Road, Takeley – 21 Nov, site meeting Old School House Takeley plus road tour, ref parking issues (time to be confirmed). Red line scheme from Four Ashes junction has been funded by MAG and ECC awaiting to implement the scheme, clarification as to the extent of the agreed red line scheme but any suggested extension of red lines to Elsenham is a separate scheme and should not be confused with the current approved scheme.</li> </ul> <p>Cllr Ian Shufflebotham – Cats eyes on B1256 still not reinstated despite numerous requests.</p> <p>Dist Cllr Geoff Bagnall: –</p> <ul style="list-style-type: none"> <li>➤ Flitch Way crossing site meeting, Winfresh location; project yet to commence. Suggestion PC engage contractor to produce drawings for new fencing to enable Essex to go out to tender.</li> <li>➤ Unitary model(s) suggestions submitted for the Local Government Review.</li> </ul> |
| <p><b>25/108</b></p>                                                                         | <p><b>RECEIVE THE CLERKS REPORT AND CORRESPONDENCE</b><br/>All items covered by the Agenda</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>25/109</b></p>                                                                         | <p><b>FINANCE – RECEIVE STATEMENT, AUTHORISE INVOICES / RECEIPTS &amp; AGREE PAYMENTS</b><br/><b>RESOLUTION</b> – Approve finance statements and invoices: Proposed Cllr Mike Dalton; Seconded Cllr Ian Shufflebotham<br/>Finance statement at <b>APPENDIX A</b></p> <p><b>25/109(i) - APPOINT AUTHORISERS</b><br/>Cllr Sarah Warnes and Cllr Samantha Davidson</p> <p><b>25/109(ii) – CONFIRM CLLRS NOTED THE RECONCILED BANK STATEMENT(S)</b><br/><b>RESOLUTION</b> – Reconciled bank statements duly noted: Proposed Cllr Mike Dalton; Seconded Cllr Ian Shufflebotham</p> <p><b>25/109(iii) – CONSIDER CONTRIBUTION TOWARDS PROJECT COSTS TO DIVERT FLITCH WAY</b><br/>Pending pricing, proposed PC willing in principle to make contribution towards project costs</p> <p><b>25/109(iv) – CLLRS TO NOTE BUDGET PERFORMANCE TO DATE AND UPDATE BUDGET PLANNING FOR 2026-2027 PRIOR TO SETTING PRECEPT REQUEST</b><br/><b>RESOLUTION</b> – Budget performance to date duly noted with it providing guidance for 26-27 budget and precept planning discussion to follow: Proposed Cllr Mike Dalton; Seconded Cllr Sarah Warnes</p> <p><b>RESOLUTION</b> – Approve Budget 2026-2027 at £30,713: Proposed Cllr Samantha Davidson; Seconded Cllr Jeremy Fulcher</p>                                                                                             |

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|               | <b>RESOLUTION</b> – Approve proposed Precept request 2026-2027 at £30,704: Proposed Cllr Samantha Davidson; Seconded Cllr Jeremy Fulcher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>25/110</b> | <p><b>PLANNING – REVIEW AND COMMENT ON ANY CURRENT APPLICATIONS, APPEALS AND ENFORCEMENTS PLUS OTHER PLANNING RELATED MATTERS</b></p> <p><b>UTT/25/2655/FUL</b><br/> <b>PROPOSAL:</b> Extension to existing site to provide 1 no. commercial building<br/> <b>LOCATION:</b> Bluegates Farm Stortford Road<br/> <b>Comment date – 05 November 2025</b><br/> No objection, request that the line of trees as drawn on plans to remain as a condition of any consent</p> <p><b>FEEDBACK ON “NURSERY” PLANNING DECISION</b><br/> No further comments<br/> <b>CRUMPS FARM – Receive any further feedback</b><br/> No current feedback</p> |
|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>25/111</b> | <p><b>RECEIVE REPRESENTATIVES REPORTS AND NOTE ANY MATTERS ARISING</b><br/> <b>STANSTED AIRPORT</b> – Nothing to report<br/> <b>PLAY AREAS</b> – Nothing to report<br/> <b>FOOTPATHS</b> – FP Bridge still outstanding<br/> <b>HIGHWAYS</b> – Reinstatement of Cats Eyes on B1256 remain outstanding<br/> <b>ALLOTMENTS – CONSIDER PROPOSED BENCH EXPENDITURE</b> – await adoption of Allotments<br/> <b>FINANCE / GOVERNANCE</b> – Dealt under Item 25/109(iv)<br/> <b>COMMUNITY ENGAGEMENT</b> – Nothing to report<br/> <b>PLANNING</b> – Nothing further to report</p>                                                            |
|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>25/112</b> | <p><b>UPDATE ON TWO ADDITIONAL SID INSTALLATION</b><br/> Truvelo requesting permission and confirmed updated costings for traffic management from Essex Highways plus confirmed final full installation costs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>25/113</b> | <p><b>RECEIVE UPDATE ON ADDITIONAL DOG WASTE BIN INSTALLATION – CLLR JEREMY FULCHER</b><br/> Request sent to UDC to include the bins on their rounds and to empty one bin in particular as soon as possible as is being well used already.</p>                                                                                                                                                                                                                                                                                                                                                                                       |
|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>25/114</b> | <p><b>RECEIVE UPDATE ON CONTENT AND PRINTING OF PARISH BOOKLET &amp; MAP</b><br/> Draft booklet / map plus advertising shared with members, well received – Final costings circa £2,000 for entire project aspects</p>                                                                                                                                                                                                                                                                                                                                                                                                               |
|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>25/115</b> | <p><b>RECEIVE UPDATE ON THE DIVERSION OF THE FLITCH WAY ADJACENT TO WINFRESH SITE</b><br/> See Item 25/107 – Dist Cllr Geoff Bagnall update</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>25/116</b> | <p><b>RECEIVE UPDATE ON THE MATTER OF AGREEING A LICENCE / EASEMENT WITH THE JEHOVAH WITNESS ORGANISATION TO GUARANTEE ACCESS TO THE COUNCIL OWNED LAND VIA THE JW OWNED LAND WHICH IS CURRENTLY A CAR PARK. A REQUEST FOR AN EXPLANATION AS TO WHAT TYPE OF EASEMENT IS ON OFFER HAS BEEN SUBMITTED TO THE JW OFFICE – UPDATE CLLR DAVID PERRY AND CLERK</b></p>                                                                                                                                                                                                                                                                    |

|        |                                                                                                   |
|--------|---------------------------------------------------------------------------------------------------|
|        | No further feedback to share.                                                                     |
|        | Noted a vehicle is being parked in the car park, matter to be raised with the land owners         |
| 25/117 | <b>DATE OF NEXT MEETING – MONDAY 01 DECEMBER (NB LOCUM CLERK IN ATTENDANCE) – CLOSE – 08:36pm</b> |

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

## APPENDIX A

| OCTOBER 25 statement 2025-2026 LCPC |                      |                             |                  |        |         |     | Budget cumulative performance |           |            | Budget performance detail |                       |           |           |
|-------------------------------------|----------------------|-----------------------------|------------------|--------|---------|-----|-------------------------------|-----------|------------|---------------------------|-----------------------|-----------|-----------|
| Precept                             | 30,704               |                             |                  |        |         |     | Budget                        | Net Exp   | Diff +/-   |                           |                       |           |           |
|                                     |                      |                             |                  |        |         |     | 30,704                        | 16,671    | 14,033     |                           | 2025/26               | 2025/26   | 2025/26   |
|                                     |                      |                             |                  |        |         |     |                               |           |            |                           | Budget                | Actual    | Diff +/-  |
|                                     |                      |                             |                  |        |         |     | 30,704.00                     | 16,670.52 | -14,033.48 |                           |                       |           |           |
| Date                                | Supplier             | Description                 | Inv No           | FPO/DD | Min Ref | Rec | Credit                        | Debit     | VAT        | Net                       | Cost Code             |           |           |
| Opening Balance                     |                      |                             |                  |        |         |     | 17,198.98                     | 0.00      |            | 0.00                      | Salary                | 8,853.00  | 4,824.01  |
| 02/10/2025                          | Essex Pension Scheme | Sept submission             | PENS8860         | FPO    |         | Y   |                               | 261.35    |            | 261.35                    | Clerk                 | 3,851.00  | 1,909.14  |
| 06/10/2025                          | Greenscapes IDC      | Planter scheme              | Inv 100920-767   | DD     |         | Y   |                               | 203.40    | 33.90      | 169.50                    | PM                    | 0.00      | 0.00      |
| 08/10/2025                          | Employee             | Travel expenses             | Oct claim        | FPO    |         | Y   |                               | 9.00      |            | 9.00                      | Admin                 | 1,000.00  | 40.00     |
| 08/10/2025                          | RBL                  | 2 x Wreaths donation        | LCPC EDN05 DUN   | FPO    |         | Y   |                               | 270.00    |            | 270.00                    | Grant                 | 150.00    | 0.00      |
| 08/10/2025                          | Fulcher              | First Aid training          | Oct claim        | FPO    |         | Y   |                               | 40.00     |            | 40.00                     | Grant                 | 550.00    | 541.85    |
| 08/10/2025                          | TLC Church           | Fireworks grant             | 61025            | FPO    |         | Y   |                               | 350.00    |            | 350.00                    | Grant                 | 750.00    | 396.00    |
| 08/10/2025                          | Travis Perkins - JF  | Postcrete for bins          | TP INV 09A20100  | FPO    |         | Y   |                               | 25.20     | 4.80       | 24.00                     | PM                    | 880.00    | 456.50    |
| 15/10/2025                          | A&J Lighting         | Lighting maintenance        | Inv 39562        | DD     |         | Y   |                               | 25.20     | 4.20       | 21.00                     | Lighting              | 400.00    | 130.00    |
| 16/10/2025                          | PC Specialist        | Laptop + 3yr warranty       | O/N 3225547      | FPO    |         | Y   |                               | 1,212.00  | 202.00     | 1,010.00                  | Capex                 | 350.00    | 203.87    |
| 23/10/2025                          | HMRC                 | Tax / NIC Q2                | 656135           | DD     |         | Y   |                               | 179.52    |            | 179.52                    | Clerk                 | 1,000.00  | 588.01    |
| 24/10/2025                          | nPower               | Lighting electricity        | Inv 14160500     | DD     |         | Y   |                               | 52.02     | 2.48       | 49.54                     | Utility               | 750.00    | 362.76    |
| 28/10/2025                          | Employee             | WFH Allowance               | N/A              | SO     |         | Y   |                               | 26.00     |            | 26.00                     | Admin                 | 4,000.00  | 1,815.53  |
| 28/10/2025                          | Microsoft - IB       | 365 Business standard       | Inv E0400XK8RV   | CC     |         | Y   |                               | 11.52     | 1.92       | 9.60                      | Subs                  | 0.00      | 0.00      |
| 28/10/2025                          | Takeley PC           | 50% Traffic consultant - CF | Inv TPC Ref 2537 | FPO    |         | Y   |                               | 625.00    |            | 625.00                    | Prof Fees             | 200.00    | 0.00      |
| 28/10/2025                          | HP Ink - IB          | Printer Ink share           | Inv 58330        | FPO    |         | Y   |                               | 3.37      | 0.56       | 2.81                      | Print                 | 1,600.00  | 620.00    |
| 28/10/2025                          | Employee             | Salary                      | PAYE             | FPO    |         | Y   |                               | 690.52    |            | 690.52                    | Clerk                 | 360.00    | 132.00    |
| 31/10/2025                          | Unity Trust Bank     | Service charge              | Inv No 032       | DD     |         | Y   |                               | 6.00      |            | 6.00                      | Admin                 | 0.00      | 1,225.32  |
| October                             |                      |                             |                  |        |         |     | 17,198.98                     | 3,993.70  | 249.86     | 3,743.84                  | Website               | 500.00    | 249.99    |
| Opening Balance                     |                      |                             |                  |        |         |     | 13,205.28                     | 0.00      |            | 0.00                      | Events & Parties      | 3,000.00  | 1,600.54  |
| Closing Balance IA Account          |                      |                             |                  |        |         |     |                               |           |            |                           | Professional Fees     | 200.00    | 1,575.00  |
| Interest                            | Unity Trust          |                             |                  |        |         |     |                               |           |            |                           | Contingency (Land)    | 2,060.00  | 0.00      |
| Reserves                            | General              |                             |                  |        |         |     |                               |           |            |                           | Reserves              | 0.00      | 0.00      |
| Reserves                            | Earmarked            |                             |                  |        |         |     |                               |           |            |                           | Legal costs           | 1,000.00  | 0.00      |
| Reserves                            | Ringfenced           |                             |                  |        |         |     |                               |           |            |                           | Elections             | 1,500.00  | 0.00      |
| UDC                                 | S106                 |                             |                  |        |         |     |                               |           |            |                           | General Reserves      | 2,000.00  | 0.00      |
|                                     |                      |                             |                  |        |         |     |                               |           |            |                           | Earmarked - Play Area | 0.00      | 0.00      |
|                                     |                      |                             |                  |        |         |     |                               |           |            |                           | Total                 | 30,454.00 | 16,670.52 |
|                                     |                      |                             |                  |        |         |     |                               |           |            |                           |                       |           | 13,783.48 |