

Little Bardfield Parish Council
PARISH COUNCIL MEETING



Minutes of the Meeting on 24th September at 7pm
at Little Bardfield Cricket Club Pavilion

Present: Cllr Andrew Davies (Chairman), Cllr Colin Simpson (Vice-Chairman), Cllr Juliet O'Brien, Sophie Blair-Wolker (Clerk). Also present- 1 Parishioner in part.

1. **Chairman's Welcome-** Cllr Davies welcomed those present.
3. **Apologies for absence-** Apologies were received from ECC Cllr Martin Foley and UDC Cllr Mike Taylor.
4. **Declarations of Interest in any matters on the agenda-** None.
5. **Minutes –** The minutes of the meeting of 25th June 2025 were approved. **P: Cllr Davies, S: Cllr Simpson, All in favour.**
6. **Public forum-** None.
7. **County Councillor and District Councillor Reports –** No reports received.
8. **Planning**

8.1 Applications with Uttlesford District Council

Planning Reference	Proposal	Address	Decision
UTT/25/0947/DOC	Application to discharge conditions 3 (Biodiversity Method Statement), 4 (materials) and 5 (Biodiversity Enhancement Strategy) attached to UTT/24/2285/FUL.	Ambrose Cottage Oxen End Little Bardfield Essex CM7 4PR	Discharge Conditions in Full
UTT/25/1787/FUL	Erection of two detached dwellings, together with access, parking provision and associated works.	Land North West Of Rosedale Cottage Hawkspur Green Little Sampford Road Little Bardfield Essex-	Awaiting decision
UTT/25/1128/DOC	Application to discharge condition 3 (Biodiversity Enhancement Layout), 4 (materials), 5 (hard/soft	Pauls Farm Little Bardfield Road Little Bardfield Essex CM7 4TN	Discharge Conditions in Part

	landscaping), 6 (Construction Environmental Management Plan), 7 (signage scheme details), 8 (external lighting) and 9 (Accessibility measures) attached to UTT/23/3230/FUL.		
UTT/25/2209/HHF	Proposed erection of rear and side extensions.	4 Bakers Cottages Little Bardfield Road Little Bardfield Essex CM7 4TS	Awaiting decision
UTT/25/0899/HHF	Conversion of existing 1999's built double garage into an annexe to Manor House	Manor Cottage Little Bardfield Road Little Bardfield Essex CM7 4TU	Withdrawn
UTT/25/2171/HHF	Conversion and remodel of existing porch and single storey front/side extension	Blackbirds Little Bardfield Road Little Bardfield Essex CM7 4TU	Approved with Conditions
UTT/25/1557/LB	Retention of internal ground and first floor alterations, and retention of replacement of all external windows and doors, including the removal of two doors and infilling the openings	Markswood Farm Thaxted Road Little Bardfield Braintree Essex CM7 4TY	Withdrawn

9. Finance

9.1 Payments for Authorisation

Per-pro Services	Internal Audit Fee	£120
Medisol	Replacement defibrillator pads (HG)	£152.38
SLCC	Membership (annual fee) + joining fee	£118
Sophie Blair-Wolker	Clerk Backpay 2025-26 (April-Sept)	£63
Sophie Blair-Wolker	Standing order adjustment	£252.89

9.2 Summary of Accounts- Noted.

10. To receive and note the Annual Internal Audit Report- Noted.

11. To appoint the auditor for 2025/26- It was agreed to appoint Per Pro Services for the IA 2025-26, P: Cllr Davies S:Cllr O'Brien, All in favour.

12. To consider the Clerk become a member of the SLCC- It was agreed that the Clerk to the Council becomes a member of the SLCC- £118 P: Cllr Davies S: Cllr O'Brien, All in favour

13. To consider application to the Charity Commission for registration of the Parish Council Community Fund- Agreed. P: Cllr Colin Simpson, S: Cllr Andrew Davies. All in favour.

14. Highways Issues

14.1- To formally agree to support the proposal to rename the entire length of the lane- between Little Bardfield and Little Sampford to 'Hawkspur Green Lane' in accordance with the carriageway width definitions in the UDC Street Naming Policy-

There is little concern among residents about the lane's name or its absence from maps but with focus mainly on its designation as a diversion route by ECC Highways. The lane has been known as 'Hawkspur Green Lane' for over a century. Records show that the Parish Council repeatedly requested proper naming, emphasising its single carriageway status, and that it is unsuitable for heavy goods vehicles and cannot serve as a diversion route. UDC responded to state that the proposal to re-name the land would not be in accordance with the current street name and numbering policy. Ultimately, it is Essex Highways has the authority to influence diversion planning and must consider safety issues. As a result, the Parish Council cannot proceed with this matter until further clarification can be obtained. **Withdrawn.**

14.2 Confirm that the Council will cover any reasonable costs incurred- Withdrawn.

14.3 Nominate the person to represent the Parish Council in this matter. Withdrawn.

14.4- To discuss maintenance of grounds at The Styles regarding overgrown hedges and aging tree;

A resident of The Styles raised concerns with the council regarding a tree that requires removal. The tree is aging, with ivy rapidly growing around it and over their property and poses a risk of injury or damage if it falls. Additionally, the resident highlighted overgrown hedges and pathsides in poor condition. The decision was made for the Clerk to write to Highways regarding the tree removal. It was then agreed that the CW Low and Sons would be contracted to cut the hedge in the area in their Autumn verge cutting round.

15. Date and agenda items for next meeting- Tuesday 2nd December, 7pm.

Meeting closed at 8.05pm