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**Minutes of the Meeting on 6 September 2023 at 7.30pm  
at Little Bardfield Cricket Club Pavilion**

**Present: Andrew Davies (Chairman), Colin Simpson (Vice-Chairman), Juliet O'Brien, Jessica Ashbridge (Clerk), and 2 Parishioners in part.**

1. **Chair's Welcome** – The Chairman welcomed those present, including the new Clerk Jessica Ashbridge. It was resolved to move item 10.1 up the agenda, following the welcome.
2. **Minutes** of the Annual Parish Council Meeting and Assembly and of the ordinary Council Meeting on 10 May 2023 for approval and signature. The minutes were approved **P: Cllr Davies, S: Cllr Simpson, All in fav.**
3. **Declarations of interest in any matters on the agenda** – None.
4. **Matters arising from the minutes which are not on the agenda, for discussion and/or consideration for next agenda** – The Alms Houses have had a bat survey. No bats were found. Money had been provisionally allocated for the artificial Cricket Pitch, but they were awaiting another grant. Retired Cllr Terry Cutmore thanked the Parish Council for their thanks and appreciation that were made in May.
5. **Public forum** – A Parishioner expressed concerns about the surface of Styles, it was very unsafe to drive or walk down due to a very large hole. Lee Scott (Highways Officer) had taken no action. It was advised that the road is unadopted, however Uttlesford District Council (UDC) had agreed to fund the repair, but it would need to be repaired by an Essex County Council (ECC) Highways contractor. The Parishioner had received a letter advising that repairs would be carried out, but no action had been taken. It was also requested that a mirror was placed opposite Styles, to aid safe exiting. The Parishioner also raised concerns about the trees at the corner of Styles, as they believed them to be poisonous. Cllr O'Brien would investigate what progress had been made regarding planting new trees and the positioning of the Platinum Jubilee Plaque.  
A Parishioner advised that one of the residents of the Alms Houses was destitute, and may approach the Parish Council for support from the Community Fund.
6. **County Councillor and District Councillor Reports** – Reports were received.
7. **Clerk's Report on action points** – The defibrillators were rescue ready. It was determined to investigate where a defibrillator could be sited at Oxen End. The Clerk would write to the editor of the Bardfield Times to amend contact details, provide a Little Bardfield Community Fund summary, and also seek two new Cllrs.

**8. Finance**

**8.1 Bank Account** – to note balances and bank reconciliation with cashbooks on the Parish Council Treasurer’s account and (as Trustee) on the Community Fund, to 31 August 2023 – appended.

**8.2 To note payments previously approved or made under contractual or statutory obligations**, paid from 11 May to 6 September 2023 – appended.

**9. Update on Planning Applications** – None.

**10. Decisions to be taken**

**10.1 Employment** - To resolve to appoint Jessica Ashbridge as the Proper Officer from 5 September 2023 – **P: Cllr Davies, S: Cllr Simpson, All in fav.**

**10.2 Payments to be approved, or noted where due under contract or statute:** Clerk’s office and travel expenses 5 July 2023 onwards to include Microsoft subscription due 9 September 2023 £79.99 and mileage. **P: Cllr Davies, S: Cllr Simpson, All in fav.**

**10.3 Payments** - To HMRC for PAYE due for July to September 2023, due 19 October. Payment to C.W.Low & Sons for second cut of verges. It was determined to request that the verges were cut two weeks after the meeting. Quotes would be sought for a handyman to tidy up the bus stop.

**11. Items for the next agenda** – Budget and precept setting.

**12. Date of next meetings** - 1 November 2023, 31<sup>st</sup> January 2024, 15<sup>th</sup> May 2024. The meetings would be held at 7.30pm.

**The Chairman closed the meeting at 8.31pm**

**Signed.....29<sup>th</sup> November 2023**