



**Little Bardfield Parish Council
MINUTES**

Parish Council Meeting

9th September, 7pm held at

Little Bardfield Cricket Club, Bardfield Road, Church End Little Bardfield. Essex CM7 4TS

Present: Cllr Andrew Davies, Chair, Cllr Colin Simpson, Vice-Chair, Cllr Juliet O'Brien, Sophie Blair-Wolker, Clerk and one parishioner present.

22/26 Chairman's Welcome

The Chairman welcomed those present.

23/26 Apologies for absence

There were no apologies for absence.

24/26 Declarations of Interest

There were no declarations of interest in respect of items on the agenda.

25/26 Approval of Minutes

The minutes of the meeting held on 13th May 2026 were approved and signed.

26/26 Public Forum

There was one parishioner present.

A member of the public commented that communications need be consistent.

27/26 Report from Essex County Council

No report received.

28/26 Report from Uttlesford District Council

No report received.

29/26 Planning

To review applications submitted to Uttlesford District Council

Reference	Address	Description	Status
UTT/26/1024/HHF	White House Little Bardfield Road Little Bardfield Essex CM7 4TS	Replacement of former front porch with a modest enclosed porch, including a pitched tiled roof, rendered	Approved with conditions- Noted.

		walls to match the existing dwelling, and associated works.	
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30/26 Highways Issues

To discuss any outstanding issues regarding highways.

Minute- hawkspur green 'lane', potholes have been filled. Good job.

Get in contact with highways regarding

31/26 Finance

31/26(a) The following payments were authorised-

HMRC	24.50
HARPER OFFICE	31.54
SOPHIE BLAIR-WOLKER	1205.40
FORCE 36 LTD	41.85
LLOYDS BANK	12.75
LB CRICKET CLUB	300
CLERK BACK-PAY	41.46
PER PRO SERVICES	180
AMAZON BUSINESS	389.32

31/26(b) The bank reconciliations from May-August were noted and signed. Balance of Current Account as of 9 September 2026- £9357.06.

31/26(c) The Annual Internal Auditor report 2025-26 was noted.

31/26(d) A mid-year budget review 2026-27 was noted. No budget virements were made.

31/26(f) The budget and precept for 2027-28 was set at £4250.

31/26(e) It was agreed to defer this item.

32/26 Staffing Matters

The public and press may be excluded from the following item if discussion involves personal or contractual information (Local Government Act 1972, Schedule 12A).

32/26(a) The Clerk & RFO's resignation was noted.

32/26(b) A decision was made to appointment the new Clerk & RFO position.

32/26(c) The terms and conditions of employment, including a new employee contract was agreed.