



Little Bardfield Parish Council

11 Reeve Road

Stansted

Essex

CM24 8SJ

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AGENDA

Annual Parish Council Meeting

13th May 2026, 7.15pm

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

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held at Little Bardfield Cricket Club on 11th May 2026 at 7.15pm to transact the following business detailed below.

Members of the Public: In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Sophie Blair-Walker, Clerk

8TH May 2026

Before the start of business, the Chairman will remind attendees to turn off or silence mobile phones, and will ask that anyone intending to record or broadcast the meeting declare this at the outset. This is to ensure transparency and to allow members of the public the opportunity to avoid being filmed or recorded if they wish.

1/26 Election of a Chair

To receive nominations and elect the Chairman for the forthcoming Municipal year. The new Chairman to sign the Declaration of Acceptance of Office.

2/26 Election of a Vice-Chair

To receive nominations and elect the Vice Chairman for the forthcoming Municipal year.

3/26 Apologies for absence

To receive and approve apologies for absence

4/26 Declarations of Interest

5/26 Approval of Minutes

To approve the minutes of the meeting held on 11th February 2026

6/26 Matters arising from the minutes of 11th February 2026

7/26 Public Forum

The Chairman to allow a maximum of 15 minutes for members of the public to address the Council.

8/26 Report from Essex County Council

Cllr Martin Foley to report.

9/26 Report from Uttlesford District Council

Cllr Mike Tayler to report.

10/26 Planning

(a) To review applications submitted to Uttlesford District Council

Reference	Address	Description	Status
UTT/26/0688/HHF	4 Bakers Cottages, Little Bardfield, CM7 4TS	Two storey side extension and single storey rear and side extension	Awaiting Decision

(b) To review and discuss any outstanding planning matters in Little Bardfield area;

11/26 Highways Issues

To discuss any outstanding issues regarding highways

12/26 Verge Maintenance

12.1 To consider the 2026-27 verge cutting tender from CW Low & Sons;

12.2 To confirm receipt of a Grant for verge maintenance from Essex County Council;

13/26 Website and Communications

13.1 To note the new Little Bardfield Parish Council Website

13.2 To agree to fund the Little Bardfield Parish Website

14/26 Memberships

(a) To consider subscribing to CouncilWise Training and Support for 2026-27

(b) To consider and renew membership of EALC/NALC for 2026/27

(c) To consider and renew membership of SLCC for 2026-27

15/26 Asset Register

To review and approve the Asset Register

16/26 Insurance

To confirm arrangements for insurance cover in respect of all insurable risks.

17/26 Date, Time and Place of Meetings for 2026-27

Members to agree the dates, times and venues of meetings up to and including the next Annual Council Meeting and the Annual Parish Meeting 2027.

18/26 Finance

- (a) To approve payments and note VAT
- (b) To note reconciliations of current account

19/26 Acceptance of Year End Accounts for 2025-26

- (a) To declare and certify that the Council is exempt from External Audit;
- (b) To approve and sign the Annual Governance Statement and Accounting Statements;
- (c) To receive and note the Annual Internal Auditor report;
- (d) To approve the period of 3rd June 2026- 14th July 2026 for the exercise of Public Rights

20/26 Policies and Procedures

The following to be reviewed and adopted:

- (a) Standing Orders
- (b) Financial Regulations
- (c) Internal Controls Policy
- (d) Risk Assessment 2026-27
- (e) Equality and Diversity Policy
- (f) Health and Safety Policy
- (g) Working From Home Policy

21/26 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).

- (a) To consider and agree the application for the Clerk to receive HMRC Work from Home Allowance;
- (b) To note the application for the Clerk's Pension Scheme via Nest.