



Little Bardfield Parish Council

11 Reeve Road

Stansted

Essex

CM24 8SJ

www.littlebardfield-pc.gov.uk

clerk@littlebardfield-pc.gov.uk

AGENDA

Annual Parish Council Meeting

9th September, 7pm

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 9th September 2026 at 7pm 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

4th September 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. Chairman's Welcome

The Chairman to welcome those present.

2. Apologies for absence

To receive and approve apologies for absence.

4. Declarations of Interest

To receive declarations of interest in respect of items on the agenda and to note any dispensations granted.

5. Approval of Minutes

To approve the minutes of the meeting held on 14th May 2026.

6. Public Forum

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

7. Report from Essex County Council

Cllr Bo Davis to report.

8. Report from Uttlesford District Council

Cllr Mike Tayler to report.

9. Planning

9.1 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 walls to match the existing dwelling, and associated works.	Approved with conditions

10. Highways Issues

To discuss any outstanding issues regarding highways.

11. Finance

- 12.1 To approve payments and note VAT;
- 12.2 To note and sign bank reconciliations, including summary of accounts;
- 12.3 To receive and note the Annual Internal Auditor report 2025-26;
- 12.4 To receive and discuss a mid-year budget review 2026-27;
- 12. To agree and set the budget and precept for 2027-28;
- 12.6 To appoint the internal auditor for 2026-27.

12. 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).

- 18.1 To note the current Clerk & RFO's resignation;
- 18.2 To consider the appointment of the most recent application for the Clerk & RFO position;
- 18.3 To agree terms and conditions of employment, including a new employee contract.