



LITTLE DUNMOW PARISH COUNCIL

Minutes of the Annual Meeting of Little Dunmow Parish Council held on
Monday 11 May 2026 at 7pm at the Community Meeting Room,
Brook Street, Little Dunmow.

Present: Cllrs: Corr, French, Pratt, Richardson & Westbrook.
In the Chair: Cllr French.
Clerk: Angela Balcombe.
Also Present: There was no one else present.

26/19. ELECTION OF CHAIRMAN.

Cllr Pratt proposed Cllr French as Chairman, seconded by Cllr Westbrook and unanimously agreed.

- Cllr French signed the Declaration of Acceptance of Office of Chairman.

26/20. ELECTION OF VICE-CHAIRMAN.

Cllr Corr proposed Cllr Westbrook as Vice-Chairman, seconded by Cllr Pratt and unanimously agreed.

26/21. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr Thomas and Cllr Clark. Cllr Clark has resigned from the Parish Council as she is moving away from Little Dunmow. The Clerk will inform UDC.

26/22. MINUTES OF THE LAST MEETING.

The minutes of 13 April 2026 were approved as a correct record of events.

Proposed: Cllr Westbrook. Seconded: Cllr Richardson. All agreed.

26/23. PROGRESS CHECK.

- Barley Barn – Cllr French referred to the reply received from the owners and residents are satisfied with the Parish Councils help.
- Neighbourhood Plan – someone has been found to help with the IT work.

26/24. DECLARATION OF INTERESTS.

To receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests relating to items on the agenda. No interests were declared.

Councillors were reminded to check that their Registers of Interests are up to date.

26/25. PUBLIC FORUM.

There were no members of the public present.

26/26. REPORTS.

County Council – no report received.

District Council – no report received.

26/27. PLANNING.

Application No: UTT/26/0834/DFO. Details following outline application UTT/22/3470/OP (approved under appeal ref APP/C1570/W/24/3344534) for the construction of 72 dwellings, Class E commercial building, garages, internal roads,

landscaping, drainage and associated infrastructure - details of appearance, layout and scale.

Location: Land north of Baynard Avenue, Flitch Green.

It was agreed that the proposed industrial units (variation to plans) were not needed and that it would be better to put the money towards the new community building.

Application No: UTT/26/0371/HHF & UTT/26/0372/LB. Single storey front store room extension with oak double doors and frame and gabled roof. Replace cement render on flank wall with external insulation and lime render.

Location: Corner House, The Street, Little Dunmow CM6 3HS. **Approved with conditions.**

Application No: UTT/26/0435/HHF & UTT/26/0438/LB. Proposed single storey side extension for additional utility and office space.

Location: 3 Manor Barns, Brook Street, Little Dunmow. **Approved with conditions.**

26/28. FINANCE.

300425 £1,035.00 JCM Services Ltd (Grounds Maintenance)

300426 £687.63 A Balcombe (Salary/PAYE/Expenses/TBS Hygiene)

300427 £45.36 James Todd & Co Ltd (Payroll)

300428 £994.45 Clear Insurance Management Ltd (Annual Premium)

300429 £1,000.00 (Church Window Repair)

300430 £360.00 JCM Services Ltd (Grounds Maintenance)

D/D £196.50 E-on (Meeting Room)

D/D £173.91 E-on (Meeting Room)

D/D £6.86 Castle Water (Meeting Room)

D/D £45.84 A & J Lighting Solutions (Maintenance)

D/D £62.71 Npower Business Solutions

26/29. ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2026.

As the gross income/expenditure for 2025/26 is above £25,000, the Council must complete the Annual Governance and Accountability Return 2025/26 Form 3 which must be externally audited.

The accounts for the year-ending 31 March 2026 were approved by the Council. Proposed: Cllr Westbrook. Seconded: Cllr Richardson.

The Chairman and Responsible Financial Officer signed the:

- (i) Annual Governance Statement.
- (ii) Accounting Statements.

26/30. CORRESPONDENCE TO NOTE.

- Enquiry re allotments.

26/31. INFORMATION EXCHANGE / NEXT AGENDA ITEMS ONLY.

- New dog bins were approved by the developer, to be emptied by the Parish Council.

26/32. MEETING DATES 2026.

8 June, 13 July, 14 September, 12 October, 9 November (Budget Meeting), 14 December.

The meeting closed at 19:54 pm.

SIGNED (CHAIRMAN):

DATE: