

SEWARDS END PARISH COUNCIL

Parish Clerk – Tracy Coston

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Minutes of the Annual Parish Council Meeting of Swards End Parish Council held on Tuesday 5th May, 2026 at 8 pm in St. James Church Hall, Swards End

In the Chair: Cllr. Knowles
Present: Cllrs, Mack, Hutchinson, Chitson, Powell, Ridler
Also present: Cllr Moran
Clerk: Tracy Coston
Public: 2

54/26 ELECTION OF CHAIR and VICE-CHAIR:

Adrian Knowles as Chair. (Proposed Richard Ridler, seconded Hazel Mack) and Chris Stokely was elected as Vice-Chair.

- Update all PC responsibilities:

Cllr Knowles: Footpaths
Cllr Stokely – Byways
Sue Powell/Mike Chitson– Play area/Village Green
Hazel Mack - Highways
Kathleen Hutchinson - Buses

55/26 APOLOGIES FOR ABSENCE: Cllr Stokely, Cllr Foley.

56/26 PUBLIC QUESTION TIME (15 minutes): None

57/26 DECLARATIONS OF INTEREST

To receive any pecuniary interests relating to items on the agenda: None

58/26 FINANCE:

a) RECEIPTS

VAT reclaim (25-26)	£	1,482.50
ECC (Vergecutting reclaim)	£	1,086.41
Total Receipts	£	2,568.91

PAYMENTS

D/P Tracy Coston (May wages)	£	293.42
D/P Monthly bank charges	£	4.25
D/P Dunmow Training Ltd	£	30.00
D/P HMRC (Clerk's tax)	£	220.20
D/P Helen Symmons	£	245.00
Total	£	792.87

b) **Membership of Councilwise/Dunmow Training Ltd to be considered:** The PC agreed to pay a subscription to Councilwise in Great Dunmow.

c) **Approval of the External Audit form 2025/26 and Statement of Assurance:**

The PC approved the Statement of Assurance, Annual Governance Statement and Accounting Statement. The accounts have been internally audited and the Internal

Audit report will be discussed next month.

59/26 MINUTES OF THE LAST MEETING

To approve as a correct record the Parish Council meeting held on 7th April, 2026. The previously circulated minutes were approved and signed by the Chair.

60/26 MATTERS ARISING FROM THE MINUTES:

a) Bus campaign: The buses have been reinstated for at least two years. The PC have advertised the bus timetables and where the bus stops are.

b) Natural Recovery plan information: Clerk to send the link out to all Councillors.

61/26 FOOTPATH DOWN POUNCE HILL:

a) Update about the project and costings: Adrian Knowles will organise 3 quotes to be discussed at the next meeting.

b) Permissible path contract: Clerk to investigate the details and discuss at the next meeting.

62/26 PLANNING:

a) Applications for discussion:

UTT/26/0980/HHF

LOCATION: The Orchard Redgates Lane

PROPOSAL: Proposed single storey rear extension

PC Decision: No objections subject to neighbours comments.

b) Decisions:

UDC Committee approved (Subject to determination of S73 application)

UTT/25/1568/DFO

Details following outline application UTT/21/2509/OP - details of appearance, landscaping, layout and scale for 233 dwellings with associated works

UTT/26/0254/HHF LOCATION: 69 Walden Road Swards End

PROPOSAL: Remove main roof and add first floor storey. Extend ground floor extensions and replace pitched with flat roof. Windows/doors to be replaced/upgraded, chimney truncated and porch roof replaced by a door canopy

UDC Decision: Approval with conditions

63/26 HIGHWAYS ISSUES

a) Moving the 30mph signs down Pounce Hill: Clerk has emailed about the path to ECC Highways and waiting to see if there is a response.

b) Condition of Cole End Lane near the Solar Farm: Clerk to investigate submitting a FOI request to find out about who made the decision not to carry out the maintenance of Cole End Lane.

c) Missing S106 money: The Clerk has spoken to Cllr Paul Gadd and SWTC and they have explained that the S106 funding has to be spent on the Linden Home development.

64/26 VILLAGE GREEN

a) Community Orchard trees: The dead trees are to be removed by Kelvin Newman.

b) Replacing of Village Green Fence: Kelvin Newman has started to replace the fence.

65/26 CORRESPONDENCE: All emailed.

66/26 EX-AGENDA

- **District Councillors Report:** Report given in the Annual Meeting.
- **County Councillors Report:** No report sent.

67/26 AREA REPORT: Nothing to report.

68/26 DATE OF NEXT MEETING

The date of the next Parish Council Meeting will take place on Tuesday 2nd June, 2026 at St James Church, Swards End.

The meeting finished at 8.38 pm.

Signed

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Date

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