

**HIGH EASTER PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
 held in High Easter Village Hall Monday 6<sup>th</sup> January 2020

Present: Cllrs Nigel Boreham, Andrea Davis, Robert Lodge (Chair), Neil Reeve, Janet Robinson (arriving at item 19/125), Paul Sutton, Jo Windley and the Clerk Allison Ward

1 Member of the public (leaving after 19/124)

19/122 APOLOGIES FOR ABSENCE - None

19/123 DECLARATIONS OF INTERESTS FOR THIS MEETING – None

19/124 PUBLIC FORUM

The meeting congratulated Lodge Coaches on achieving 100 years of business in High Easter in this their centenary year. The Parish Council added their appreciation to Lodges for providing residents with a continual bus service to Chelmsford for all of those 100 years!

Discussions continued on the rental and shared ownership financial models for any occupants of the proposed affordable housing site including the differences between social, affordable and market rents, with comparisons made to the existing Boreham Court model in terms of the shared ownership format. There have been on-going discussions with Hastoe in relation to previous questions and in conclusion the Parish Council asked the Clerk to arrange a meeting with all parties; Hastoe, Parish Council and the resident in order to fully understand the different financial models and to allow a final conclusion on whether the properties should be put forward for rental as currently proposed, or whether one should be offered as shared ownership.

Cllr Lodge asked that a note of thanks be recorded to Charlotte Jerram (Christmas Wrapped Up) for providing the village with a Christmas Tree on Pump Green. Thanks were also expressed to Cllr Boreham for sorting the lights!

*Cllr Janet Robinson arrives*

*1 resident leaves the meeting*

19/125 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 2<sup>nd</sup> December 2019. Cllr Davis proposed that the minutes be accepted as a correct record, this was seconded by Cllr Boreham with all in agreement. The Chairman of the meeting signed the minutes.

19/126 DISTRICT AND COUNTY COUNCILLORS REPORTS – County and District Cllr Susan Barker sent apologies to the meeting.

19/127 CLERK'S PROGRESS UPDATE and CORRESPONDENCE

In response to a resident's question on whether hydrant testing still takes place, Essex County Fire & Rescue confirmed that they test all statutory hydrants in High Easter, they are tested on a three and half year cycle. The last inspections in this area were carried out in January 2018. The next inspections will take place in 2021.

The annual independent playground inspection is booked with Wicksteed and will take place in mid-January.

There are numerous road closures in the period January to April 2020 around the village as a result of County Broadband works to install the infrastructure for fibre broadband and as a result of Affinity Water replacing water mains. Please check the Essex website for full details including dates and diversions.

Signed  
 Robert Lodge (Chairman Parish Council)

Provided by Uttlesford District Council, Christmas Tree recycling will be available in High Easter village hall car park on Saturday 11<sup>th</sup> January between 2.30pm to 3.30pm.

The repairs to the footbridge on PRoW 74 which was damaged back in November have been accessed, the work is being scheduled for completion although at this time no date has been confirmed, (Essex log reference is 2646159).

The heavy rains in mid-December resulted in localised highway flooding, including along The Street. The Clerk contacted County Cllr Susan Barker for assistance and a request that the drains along The Street are cleared, a response is pending. Cllrs also raised concerns that the ditch that takes the water from the highway and runs at the rear of properties on the north side of The Street appears to have been partially filled in close to its junction with School Lane; the Clerk was asked to notify the landowners who have responsibility for the ditch.

## 19/128 COUNCILLORS REPORTS

Cllr Davis completed the play area inspection for the month and confirmed the only area of concern was on the ramp leading up to the frame where there is evidence of wood rot. The Parish Council will monitor and consider any requirements raised as part of the pending independent inspection.

The Clerk was asked to report logs obstructing footpath 11, (reference 2651128).

Cllr Windley will collect the Christmas Trees that have been dumped at Brickford Bridge and move to the village hall car park for collection as part of the recycling.

Cllr Boreham notified the meeting of highway subsidence in front of the property Houseground and will notify Essex County Council.

The Parish Council is concerned with the parking along The Street, in particular where residents are parking partially or fully on the footpath and obstructing their use for pedestrians. The Clerk was asked to notify the PCSO and ask for assistance next time he is in the village.

## 19/129 PLANNING

### 19.129.01 – Applications

Application No.	UTT/19/3038/FUL
Location	Lower House Farm, The Street
Development	Change of use of redundant agricultural buildings to B1/B8 commercial uses

Cllr Sutton proposed that the Parish Council comments on this application as follows,

1. The current access is proposed to remain unchanged, however when approaching the site from the direction of High Easter the access is at angle and the Parish Council is of the view this would prevent HGVs and other large vehicles from accessing or leaving the site safely. The Parish Council requests an alternative access design is submitted with this application.
2. The site is elevated and the existing agricultural buildings are highly visible from the highway. The Parish Council notes that 'steel sheeting' and 'steel roller doors' are proposed, it would ask that a condition is included to ensure these are of a colour, e.g. dark green, that would reduce their impact on the landscape. It fully supports a landscaping plan as a condition to further mitigate the impact.
3. The application includes for B1 use, the lack of windows in the proposed plans do not give the flexibility of use required by this category.

This was seconded by Cllr Lodge with all in agreement.

## 19.129.02 – Decisions

Application No.	UTT/19/2606/LB
Location	Little Garnetts Bishops Green
Development	Demolition of existing garden room and erection of replacement garden room, replace glazing to rear elevation of house and alterations to entrance porch including enclosing with glazing, infill panel and adding an external door and replacement of area of roof covering (Revised scheme to that approved under UTT/18/1696/LB)
Decision	Approved
Application No	UTT/19/2618/HHF & UTT/19/2619/LB
Location	Labourers Rest Pleshey
Development	Replacement of conservatory
Decision	Approved
Application No	UTT/19/2665/HHF
Location	The Old Surgery, The Street
Development	Demolition of existing conservatory and erection of garden room and screen wall
Decision	Approved
Application No	UTT/19/2732/CLE
Location	Building at 4 Bishops Green Villas Bishops Green High Easter Road
Development	Use of building as dwelling house
Decision	Approved

19.129.03 – Affordable Housing. The meeting with Hastoe referred to in the public forum will be arranged as soon as possible. Uttlesford has issued notification that the planning application for the affordable housing site, adjacent to Boreham Court has gone live, 6<sup>th</sup> January 2020. The application reference is UTT19/3172/FUL and the Parish Council will consider any response at its February meeting, residents are encouraged to respond whatever their views. Please note the Design and Access Statement contains some minor inaccuracies in relation to services, the Parish Council has asked that the necessary amendments be made and a revised document submitted to Uttlesford.

*Cllr Reeve notified the meeting of his position as a District Cllr and a member of the Uttlesford Planning Committee. Cllr Reeve took no part in the discussion at 19.124.04.*

19.129.04 – A SSE Town and Parish Council Liaison meeting has been called for Wednesday 8<sup>th</sup> January in light of the extraordinary meeting called by Uttlesford on 24<sup>th</sup> January to determine whether to authorise the release of a decision notice formally approving the Stansted Airport application to increase passenger numbers at the airport; Cllr Robinson will attend the liaison meeting on behalf of High Easter Parish Council. At the time of this meeting there are no details on the public speaking arrangements, other than that these will take place on Friday 17<sup>th</sup> January.

## 19/130 FOOTPATH DIVERSIONS

Uttlesford has sent notification of two footpath diversions for comment.

1. *Footpath 16, a minor relocation to divert the path around Crippings Farm rather than through the farmyard.*  
The Parish Council had no comment to make on this proposal.
2. *Footpath 23, a diversion south at its current junction with footpath 74 until its intersection with footpath 75. A diversion of footpath 76, south along its entire length from footpath 74 to byway 19. This moves the current footpath route away from Haydens Farm.*  
The Clerk was asked to submit the following comment; the Parish Council notes the diversion of footpath 76 will result in it being through the middle of the field. Current experience suggests footpath 76 towards byway 19 is not well maintained which results in users diverting onto footpath 28 to access byway 19.

Signed  
Robert Lodge (Chairman Parish Council)

The Parish Council hopes that by diverting this footpath the landowner will now ensure that footpath 76 is cleared and accessible along its correct route, to its junction with byway 19.

#### 19/131 BUDGET 2020/21 and QUARTERLY REPORT FOR 2019/20

The Clerk presented the financial report for the period April to December 2019. There is an amendment to the subsidy for the Parish Lunch reported under item 19.119.02 at the December meeting. Additional costs for the hire of equipment had not been included in the final costings. As a result, the subsidy for the event increased to £739, this is fully covered by funds donated to the Parish Council for this purpose.

There is no significant unexpected expenditure and the full year outturn is as budgeted. The closing cash position as at December 2019 is £30,061 which includes £15,804 designated to the play area project and a balance of £194 against the 'Overs Events'.

The Parish Council discussed at length its precept for 2020/21 and the suggestion of increasing the precept for this coming year as a one off to raise the additional funding that would be needed to replace both the play equipment and provide a more permanent safety surface. Prior to the discussion, Cllrs had canvassed local residents and all reported there had been general support for the proposal. The Clerk had circulated information on the proposal to residents via email with the meeting agenda; 3 responses in support had been received, there were no objections or other comments. In conclusion Cllr Lodge proposed that the precept for 2020/21 be set at £22,800 (a 100% increase on the previous year), with the value increase of £11,400 being allocated to the play area project to ensure the funding is in place to allow the work to be completed in 2020. This was seconded by Cllr Reeve with all in agreement. The increase is an additional annual amount due from each household of between £22 and £65, dependant on the band category of your property.

#### 19/132 PLAY AREA EQUIPMENT

The Parish Council has been successful in its grant application to the Uttlesford Community Project Scheme and has been awarded £3.5k towards the play area, this has a deadline for usage of 31<sup>st</sup> March 2020.

The Clerk was asked to arrange a meeting with Creative Play (one of four contractors) who had visited and provided a quote to the Parish Council for the new play area. The aim of this meeting is to explore the options for design, understand the timescales, processes, limitations and how all this fits into the overall cost and cash flow for the project.

#### 19/133 ADOPTION OF THE PHONE BOX AND FUTURE USE

Cllr Davis had carried out an assessment of the current condition of the phone box and the following are noted,

- a. The light does not work and the bulb needs replacing.
- b. The door does not shut properly; this could be a build-up of silt in front of the door or movement in the path.
- c. The paint work is in reasonable condition, there are no broken glass panes and the leather straps to the door appear in reasonable condition. It needs a good clean and vegetation clearing.

The Parish Council accepts it will be liable for the works above and that BT will transfer the kiosk in its current state. The Clerk had reviewed the draft contract for the sale of the phone kiosk and circulated responses received to questions raised. Cllr Lodge proposed that the Parish Council signs the contract as presented, this was seconded by Cllr Davis with all in agreement. Cllr Lodge and Cllr Sutton signed the contract on behalf of the Parish Council, this was witnessed by the Clerk.

The process for removal of the equipment by BT will commence once the contract is returned, no timescales are available at this stage and the Parish Council is aware of its obligations under the contract once this happens. The Parish Council will continue to explore future usage over the coming months with options put forward including an information kiosk, a book exchange, defibrillator.

## 19/134 REPLACEMENT OF PARISH COUNCIL WEBSITE

The Parish Council is aware of a free solution being offered by e-voice which uses the same platform as the existing provider and operates in the same way. It is possible to register for this site and request a transfer of existing data and it will provide a solution whilst further options for a new village website are progressed. This discussion will be carried forward to the February meeting.

## 19/135 TENDERS

Essex County Council has confirmed arrangements for the verge cutting contract for 2020 will continue as previously with the work being sub-contracted to High Easter Parish Council. The Purchase Order for this has now been raised and the budget available remains at the same level as previous years. Cllr Lodge proposed that the Parish Council tenders the work for one year only, this was seconded by Cllr Robinson with all in agreement.

The grass cutting and maintenance for both the playing field and Jubilee Meadow will be put out to tender for a decision at the March meeting. Cllr Lodge proposed that both these tenders be issued for a two-year period, this was seconded by Cllr Windley with all in agreement. Clerk to issue all tenders.

## 19/136 FINANCE

19.136.01 Cheques for Approval, Cllr Robinson proposed the following cheque for payment, this was seconded by Cllr Davis with all in agreement.

<b><i>PAYMENT TO</i></b>	<b><i>VALUE</i></b>
Allison Ward - Parish Clerk December 2019	£ 258.96

The meeting agreed to part fund a new computer for the Parish Clerk and this will be progressed.

## 19/137 ITEMS FOR NEXT AGENDA

Nothing in addition.

19/138 DATE OF NEXT MEETING scheduled for Monday 3<sup>rd</sup> February 2020 at 7.30pm in the village hall.

TIME AND CLOSE OF MEETING, 9.25pm