

HIGH EASTER PARISH COUNCIL

Clerk to the Council – Allison Ward
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Councillors are hereby summoned to attend the **Ordinary Meeting of High Easter Parish Council** which will be held via the video conferencing service Zoom on **Monday 4th May 2020 at 7.30pm** for the purpose of transacting the business set out on the agenda below.

The press and public are cordially invited to attend.

MEETING PROCEDURE INFORMATION

Section 78 of the Coronavirus Act 2020 allows the relevant national authority to make regulations providing for virtual meetings in local authorities, including county, district and parish councils. As a result the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) came into effect on 4th April 2020.

The 2020 Regulations enable local authorities to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. Local authorities are free to select which platform they use to host their meetings. The 2020 Regulations also remove the requirement to hold an annual village meeting and annual meetings of the local authority.

Information for Members of the Public

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public will still be able to access and participate (during the public forum) in Parish Council meetings.

High Easter Parish Council meetings will be hosted on the Zoom platform. Details enabling members of the public to access the meeting and ask questions (under the public speaking time) will be given for each meeting as part of the agenda, see below.

The agenda for each meeting will include any reports, relevant background papers and together with previous minutes, can be viewed on the Parish Council section of the village website.

<https://e-voice.org.uk/higheaster/parish-council/agenda-and-minutes-2/year-2020/>

Members of the public are not required to register in advance of the meeting. However it would be helpful if you could notify the Clerk in advance if you wish to speak in the public forum, parishclerkallisonward@gmail.com

If you wish to speak at the meeting and have not notified the Clerk, please use the ‘raise hand’ icon in the participants panel of Zoom and the chair will then invite you to speak at an appropriate point. Further instructions on how the meeting will be managed will be given at the start of the meeting.

Your assistance is greatly appreciated.

Zoom Meeting Details

You will need to download Zoom on your device in order to join this meeting. Please note this is a free service you do not need to take out a Zoom subscription in order to join the meeting. You will need the following information.

Meeting ID: 845 9823 3177

Password: HEPCMay20

When you connect you will be held in the ‘waiting room’ before being ‘admitted’ by the meeting host.

MEETING AGENDA

20/01 APOLOGIES FOR ABSENCE

20/02 DECLARATION OF INTERESTS FOR THIS MEETING

20/03 PUBLIC FORUM – There will be 15 minutes available for the Public to speak on Parish Council matters or any issue of local concern.

20/04 MINUTES OF ORDINARY PARISH COUNCIL MEETING 2nd March 2020 for approval, these will be signed by the Clerk and correctly signed by the Chairman at a future date.

20/05 COVID 19 - *For reporting only*

Local response report provided in Clerk's report appendix 1.

20/06 COUNTY AND DISTRICT CLLRS REPORT – *For reporting only*

20/07 CLERK'S PROGRESS UPDATE and CORRESPONDENCE – *For reporting only*

Report provided in appendix 1

20/08 COUNCILLORS REPORTS – *For reporting and decision if necessary*

To include:

Playground inspection log for May 2020. Cllr Lodge.

20/09 ANNUAL MEETINGS – *For decision*

The Regulations 2020 allow for annual meetings not to be held. Parish Council to confirm that neither the annual village meeting or annual meeting of the Parish Council will be held in High Easter in 2020.

Under Regulation 4 of the new regulations, appointments continue. Therefore, the chairman, who would have been elected at the annual parish council meeting remains in position until the 2021 meeting unless the council decide to elect a replacement earlier. Cllrs responsibilities also continue as previously. Parish Council to confirm this position.

20/10 PLANNING – *20.10.01 for decision, all other items for information only*

20.10.01 – Applications

The processing and determination of planning applications by Uttlesford District Council continues as usual. This is a statutory duty of the District Council and failure to act can be appealed.

The Parish Council as a statutory consultee on the majority of applications has a responsibility to consider any applications from a local perspective.

Application No.	UTT/20/0884/HHF & UTT/20/0885/LB
Location	Lower House Farm, The Street
Development	Renovation of the farmhouse and ancillary buildings to include demolishing the existing single storey rear addition and constructing a new single storey rear extension. Minor internal alterations. Conversion of an existing barn into a small annexe and improvement works to the cart lodge to be used as covered parking and storage

The following application is for a certificate of lawful development and not open to general comment.

Application No	UTT/20/0699/CLP
Location	The Spinney, Rehobeth Street
Development	Erection of single storey rear extension measuring 1.85 metres by 3.785 metres, adjoining existing rear extension; alterations to roof comprising infilling of gap between existing dormer windows with a sloping roof and vertical face to tie in with face of existing dormer windows, and incorporation of a 'Juliet' balcony (with no external access to any platform).

20.10.02 – Decisions for information only, see appendix 2.

20.10.03 – The application for the affordable housing project adjacent to Boreham Court is pending a decision from Uttlesford. Hastoe have confirmed, ‘*UDC have requested an extension of time until early June to allow for the S106 to be agreed*’, it is hoped agreement can be reached prior to this date.

20.10.04 – Uttlesford Extraordinary Meeting on 30th April will recommend the withdrawal of the Local Plan following the Planning Inspectors comments and recommend a number of other commitments to future reporting and engagement. Papers are available on the Uttlesford website.

20/11 HIGH EASTER TENDERS 2020 – *For reporting only*

Due to the Coronavirus restrictions and the timeframes for decisions, it was not possible for the Parish Council to make the following decisions in a public meeting, this minute is made to record that decision. Quotes received were circulated to Parish Cllrs via email for consideration. In addition, Cllrs considered the current climate and their satisfaction with existing contractors.

In conclusion Cllr Lodge proposed that the existing contractors are retained, their quotes were the lowest in all instances, this was seconded by Cllr Boreham with all in agreement.

Verge cutting – JCM Services Amenity & Groundcare Ltd, value £3,400+vat, same as previous year. Please note this work is sub-contracted by Essex County Council to the Parish Council and a purchase order to cover the cost of this work has been received.

Playing Field – Paul Brown, value £1,410 for 15 cuts, this is an 11% (£135) increase on the previous year.

Jubilee Meadow – JCM Services Amenity & Groundcare Ltd., £570+vat, same as previous year.

20/12 PLAY AREA EQUIPMENT – *For reporting only*

In line with Government guidance and BHIB the Parish Councils insurers, a notice advising of the closure of the play equipment is posted on the gate to the enclosed area and the swings have been temporarily removed; thank you for your understanding.

Following the March Parish Council meeting, reference agenda item 19/163 Creative Play agreed a deposit would not be required and payment would be in full on satisfactory completion of works. As a result, Cllr Lodge and Cllr Sutton signed the contract, witnessed by the Clerk.

Work to install the new play equipment was due to start on 20th April and is now delayed due to the current restrictions, no further information is currently available.

A grant of £1,296, which was the balance of funds required to meet the cost of the project, has been received with the support of County Cllr Susan Barker from Essex County Council Locality Fund 2020/21.

The cash flows have been reviewed in light of the delay to the project. If the project is completed between mid-July and mid-September the cash flow will be insufficient to meet the payment in full, due to the payment and recovery of VAT and the timing of the second precept receipt.

20/13 ACCOUNTS FOR YEAR ENDING 2019/20 – For decision

Legislation under The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 has removed the requirement for a common period for the exercise of public rights and extended the deadline by which the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published, from 30 September 2020 to 30 November 2020.

20.13.01 Clerk to present 2019/20 accounts for consideration and approval, see appendix 3 and 4.

20.13.02 To consider any findings of the internal auditor.

20.13.03 Decision required that High Easter Parish Council exempts itself from a limited assurance audit as it meets all of the following criteria for claiming exemption as set out in section 9 of the Local Audit (Smaller Authorities) Regulations 2015:

- total gross income and total gross expenditure below £25k; and
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by its external auditor in the prior year; and
- the relevant financial year is not one of the first three years of the authority’s existence

20.13.04 To approve the Annual Governance Statement (Section1 AGAR) for the year 2019/20,

20.13.05 To approve the Annual Accounting Statements (Section 2 AGAR) for the year 2019/20.

20.13.06 To receive and approve the following yearend financial statements for the year 2019/20.

- a. Fixed Asset Register,
- b. Bank reconciliation

20.13.07 High Easter Parish Council to confirm the period for the exercise of public rights, proposed as 1st June to 10th July. These are the dates in which members of the public are able to inspect the accounts and raise any questions.

20/14 PARISH COUNCIL INSURANCE 2020/21 – For decision

To agree the insurance policy and provider for 2020/21 due for renewal on 1st June.

20/15 FINANCE – For decision

20.15.01 The following cheques were approved between meetings and require retrospective authorisation

PAYMENT TO	VALUE
# JCM Amenity inc VAT (hedge cutting playing field and weed clearing)	£ 546.00
Allison Ward - Parish Clerk March 2020	£ 258.96
Essex Association of Local Councils – Annual Subscription	£ 236.86

Payment in 2019/20 accounts

20.15.02 The following cheques for approval at this meeting

PAYMENT TO	VALUE
Allison Ward - Parish Clerk April 2020	£ 258.96
Insurance tbc	£ tbc

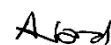
20.15.03 Payments received between meetings are Essex County Council 2019 verge cutting, £3,797 and 1st installment of the 2020/21 precept, £11,400.

20.15.03 To consider the requirements for setting up electronic banking for the Parish Council

20/16 ITEMS CARRIED FORWARD, phone box, welcome pack, plant a tree project

20/17 DATE OF NEXT MEETING scheduled for Monday 1st June 2020 at 7.30pm.

TIME AND CLOSE OF MEETING


 Allison Ward
 Parish Clerk
 27th April 2020

CLERK's UPDATE NOTE – May 2020 meeting

Update on Covid 19 response

In addition to the many neighbours who are providing support to those self-isolating,

1. The village website has a section 'Covid 19 Information' which contains links to all the key information, plus details of local businesses.
2. The Parish Council dropped a leaflet in every home in the parish with Parish Council contact details, should anyone need assistance.
3. Council for Voluntary Support Uttlesford (CVSU) in partnership with Uttlesford District Council is co-ordinating the Uttlesford Community Support Hub where residents can call for advice or assistance. The Parish Council is registered as the contact for High Easter and has received c.12 calls for assistance for prescription collection and shopping. These requests are covered by a group of residents who have made themselves available to the Parish Council to provide support.
4. The request for the mobile 'takeaway' service was considered and with the support of Lodges who could provide a larger space than was available at the village hall, the Parish Council gave its support to the plans.

Update on general matters

1. Following the closure of 'essexinfo' on 31st March, a new website 'e-voice/higheaster' is now live. This uses the same 'web site package' as the previous site and also provides the domain name and hosting free of charge to Parish Councils and voluntary groups.

The new site has the domain name 'higheaster' rather than 'higheasterparishcouncil' which was used previously. There is a section for the Parish Council as well as the village hall, other village organisations can easily be added to enable the site to be a parish site. The Parish Council will continue to manage the site, please contact the Parish Council if you have any suggestions on additional groups to add.

2. Rural Community Council of Essex, village of the year has been cancelled for 2020 due to the impracticalities of assessing and visiting villages and communities at this time, reference 19/160
3. A number of events planned in the village have been cancelled – 8th May VE Day commemoration, 24th May 10k road race.
4. A number of village services are currently suspended, the mobile post office, the mobile library service. There is no date for when the bi-weekly garden waste service funded by the Parish Council will return.
5. The spring litter pick scheduled for end of March could not take place, thank you to all those who have been picking up litter as they 'exercise'.
6. Key Parish Council information updated and circulated to Parish Cllrs.

Uttlesford Planning Decisions between 3rd March 2020 and 4th May 2020

Application No.	UTT/20/0189/HHF
Location	7 Bellhouse Villas, Barnston Road
Development	Demolition of existing detached garage and erection of single storey part side/part rear extension
Decision	Conditional approval
Application No.	UTT/20/0283/CLP
Location	The Willows Acreland Green The Street
Development	Proposed erection of cartlodge and outbuilding.
Decision	Conditional approval
Application No.	UTT/20/0277/HHF
Location	The Willows Acreland Green The Street
Development	Demolition of existing conservatory. Proposed single storey rear and side extensions. Proposed first floor rear extension and internal alterations. Upgrading existing windows and creation of vehicular entrance and gate.
Decision	Refused
Application No.	UTT/20/0362/HHF
Location	Peakins Farm
Development	Part demolition and erection of two storey extension to existing dwelling
Decision	Conditional approval
Application No.	UTT/20/0417/HHF
Location	Fieldway, The Street
Development	Proposed single storey rear extension (revised scheme to that approved under UTT/18/2289/HHF).
Decision	Conditional approval
Application No.	UTT/19/2741/HHF
Location	Houseground, Onslow Green, Barnston
Development	Construction of a detached cartlodge within the curtilage of the property
Decision	Conditional approval
Application No.	UTT/19/2431/HHF
Location	Penvites, The Street
Development	Installation of 14 Kw air source heat pump with screening
Decision	Refused
Application No	UTT/19/1920/FUL & UTT/19/1921/LB
Location	Birds Farm Bishops Green High Easter Road
Development	Conversion of barn to 1 no. dwelling (revised scheme to that approved under planning permission UTT/1317/04/REN)
Decision	Conditional Approval

High Easter Parish Council Accounts 2019/20

Receipts / Payments	2018/19 Actual	2019/20 Actual	2020/21 Budget	2020/21 April Rev	Notes
	£	£	£	£	
Receipts					
Precept from Uttlesford District Council	10,400	11,400	11,400	11,400	
Precept from Uttlesford District Council - designated play area project	0	0	11,400	11,400	
Essex County Council for Verge Cutting	0	7,593	3,797	3,797	Two years payment in 2018/19, seasons 2018 and 2019
Football Fees from Playing Field	978	235	500	250	Reduction in usage in 2019, now only Sunday team using pitch
Contribution to Clerk's computer	0	177	0	0	Shared with Great Canfield Parish Council
Donation/Grant - 'Overs' work	700	255	0	21	Donations, Easter Egg Hunt, + 18/19 Geoffrey Taylor estate. 20/21 cancelled cheque from WW1 exp
Parish Lunches	140	275	0	0	E5 donation for events (x1 in 2018/19 and 2019/20)
Village WW1 100 Years Commemoration Event	3,270	0	0	0	
Insurance Claim	598	0	0	0	Repair to fencing and goal post (£125 excess)
Play Area Project	15,604	200	0	4,796	2018/19, HESI fund £14.6k, Geoffrey Taylor estate; 2019/20 SAS event proceeds & 20/21 Grants
VAT Recovered (from prior year)	423	227	2,118	7,830	To recover vat on 2020/21 playground project immediately
	32,113	20,362	29,215	39,494	
Payments					
Admin					
Clerk	3,016	3,101	3,150	3,150	6 hours per week; 3% salary increase from 1 April 2019 (paid one month in arrears)
Clerk - Expenses (Phone, Postage, Printing)	14	361	20	20	2019/20 includes purchase of Clerk's computer, offset by contribution in income
Hall Hire	228	209	210	210	Historically paid one year in arrears
Insurance	427	427	450	450	Change of provider for 2017/18
Subscriptions	430	445	500	500	EALC, Info Comm, RCCE, SSE
External Audit Fee	0	200	200	0	If income or expenditure from prior yr <£25k then exempt, if over £25k =£200
Website	0	0	100	0	Requirement to provide a new site from April 2020, no charge used a free service
Training	0	0	300	300	For Cllrs and Clerk
Maintenance					
Verge Cutting	4,334	3,400	3,600	3,400	New contractor for 2019/20
Playing Field Grounds Maintenance	2,372	2,250	2,000	2,000	2018/19 inc 2x hedge cut, grass cut, cost to replace posts. 2019/20 inc tree works and hedges
Jubilee Wood	720	570	700	700	Grass cutting £570, plus £130 contingency (hedge inc in playing field)
War Memorial	0	0	10	10	Flowers
Play Area Inspection	45	45	50	50	
Playground General Maintenance	640	720	200	200	2018/19 repairs to fencing. 2019/20 for new bark
Village Hall path repairs	0	0	2,000	2,000	Repairs required to exterior paths
Services					
Green Waste Skip Hire	1,122	1,156	1,200	1,200	Bi-weekly
Projects/Events					
Affordable Housing Project	0	0	100	100	
Parish Lunches	474	1,015	0	0	Part funded by donations and E5 charge
Grants	0	400	500	500	2019/20 Churchyard maintenance and 1st aid course
Chairman's Allowance	46	55	60	60	
Village WW1 100 Years Commemoration Event	3,258	0	0	0	
Parish Council Election	0	115	0	0	Parish Council uncontested elections
Other/Miscellaneous	18	1	200	200	2018/19 poppy wreath, 2019/20 purchase of BT phone box
Play Area Project					
Funding from Parish Council designated funds	0	0	15,804	15,804	
Funding from Grants	0	0	0	4,796	Budget assumed UDC grant £3.5k used in 19/20; now carried over to 20/21. New grant 20/21 £1.3k
Funding from Precept	0	0	11,400	11,400	
VAT	227	1,430	7,051	7,740	
	17,369	15,899	49,805	54,790	
Net Receipts v Payments	14,744	4,463	-20,590	-15,296	
B/Fwd Cash Balance on Annual Return					
B/Fwd Cash Balance on Annual Return	11,995	26,739	29,765	26,739	
Net Receipts v Payments	14,744	4,463	-20,590	-15,296	
C/Fwd Cash Balance on Annual Return	26,739	31,202	9,175	11,442	
Plus current year VAT to recover in following year					
Plus current year VAT to recover in following year	227	1,430	7,051	1,340	
C/Fwd Cash Balance inc VAT	26,965	32,632	16,226	12,782	
Funds Made up of					
Restricted Fund - High Easter 'Overs'	700	215	195	215	
Designated Fund - Play Area Project	15,604	15,804	0	0	
General Funds	10,661	16,613	13,432	12,568	

High Easter Parish Council Fixed Asset Register March 2020

Asset	Date Acquired	Date Disposed	Cost Value- £	Responsible
Playing Field	n/a		1.00	n/a
<u>Street Furniture</u>				
Bus Shelter inc noticeboard			4,346.00	
1 seat - Pump Green			2,173.00	
Village Pump			3,259.50	
Village Sign			2,882.30	
Noticeboard - The Street	November 2013		563.00	
Salt bin for village hall	March 2014		94.99	
VAS Sign	October 2015		1,441.40	
<u>War Memorial</u>				
			6,950.53	
<u>Playground Equipment</u>				
2 Teak park benches			1,145.95	
Existing wooden frame and swings			10,865.00	
Football Goals (Original valuation £1,000)		April 2016	0.00	
Springies - play equipment	2012/13		1,188.40	
Fencing and Gates (Jubilee Wood)	2012/13		1,982.00	
Railings and Gate (Playing Field)	2012/13		826.00	
Tree Seat (Jubilee Wood)	2012/13		3,250.00	
Picnic tables	2013/14		160.00	
Mezzo - play equipment	2013/14		500.00	
Football Goals (5-a-side)	2014/15		541.20	
Fencing for the play area	October 2015		5,780.00	
Football Goals (purchased by Dunmow Rhodes transferred to PC)	April 2016		2,000.00	
<u>Defibrillator</u>				
	July 2017		1,250.00	
TOTAL 2019/20			51,200.27	
TOTAL 2018/19			51,200.27	