

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 1st June 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. These allow local authorities to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. Local authorities are free to select which platform they use to host their meetings.

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 for 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. If necessary, 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 to take part. You will need the following information.

Join Zoom Meeting, <https://us02web.zoom.us/j/89154440589?pwd=dnhXa2VTUHRDNUVrMHZYdDV6TXMyZz09>

Meeting ID: 891 5444 0589

Password: *HEPCJune20*

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

MEETING AGENDA

20/18 APOLOGIES FOR ABSENCE

20/19 DECLARATION OF INTERESTS FOR THIS MEETING

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

20/21 MINUTES OF ORDINARY PARISH COUNCIL MEETING 4th May 2020 for approval.

20/22 COUNTY AND DISTRICT CLLRS REPORT

20/23 CLERK'S PROGRESS UPDATE and CORRESPONDENCE

Report provided in appendix 1

20/24 COUNCILLORS REPORTS

20/25 PLANNING

20.25.01 – Applications - None

20.25.02 – Decisions for information only.

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).
Decision	Approved certificate of lawfulness.

20.25.03 – The section 106 agreement for the affordable housing project adjacent to Boreham Court is progressing. During May, Hastoe forwarded the Parish Council the 'eligibility' proposal and Cllrs considered and responded.

20.25.04 – The Parish Council were notified by the Agent of the applicant's intention to remove the garage at Walnut Cottage (previously Homely), following discussions with Uttlesford. The Agent sent further information at the end of May to the Parish Council that has been submitted to Uttlesford for pre-application advice for a new dwelling. The Parish Council has been asked whether it wishes to comment at this stage, Parish Council to confirm in line with its normal practice that it will wait until the application is submitted and available for public comment before considering.

20/26 PARISH COUNCIL INSURANCE 2020/21

Further to the discussion at the May meeting (item 20/14) the Clerk spoke to the existing insurers and it was confirmed that the asset values could not be amended unless the whole group was removed and there was no business interruption cover. The information was circulated to the Parish Council and Cllrs recommended that the Parish Council insures with a new broker Parish Protect and enters into a long term agreement (LTA) to achieve further discount at a cost for 2020/21 of £344.74 (existing provider £426.55 before LTA). Parish Council to retrospectively approve.

20/27 ACCOUNTS FOR YEAR ENDING 2019/20

The internal auditor has completed the review of the 2019/20 accounts and there are no findings for the Parish Council to consider. As a result, Parish Council to

20.27.01 Approve the Annual Governance Statement (Section1 AGAR) for the year 2019/20,

20.27.02 Approve the Annual Accounting Statements (Section 2 AGAR) for the year 2019/20.

20/28 PLAY AREA EQUIPMENT

Creative Play have restarted installations and confirmed a provisional date for installing the new play equipment of w/c 15th June. In preparation Cllr Lodge, Cllr Boreham and Clem Kelsey have cleared the existing play area in readiness. The springers and bench are being stored as these will be re-installed.

Parish Council to consider a grant application to the Community Initiatives Fund for phase 2 of the play area which could see work to improve the basketball area and provide some additional items for older children if funding is secured. The maximum application is £10k and the deadline for submission is 30th June with a decision in October.

20/29 ESSEX TREE INITIATIVE

The Essex Forest Initiative is a project that was announced by the leader of the Essex County Council, Councillor David Finch on the 8th October 2019. It involves a commitment to planting 375,000 trees across Essex within 5 years. The trees will be planted on Essex County Council land as well as land from voluntary sector partners, parish councils and private landowners. The next phase of planting is scheduled to take place in the next planting season from November to March 2021, so long as government guidelines allow. To meet these targets, they will need help from various groups and organisations across the county.

Essex County Council offers to supply the trees, offer any advice parishes may require and can aide in applying for grants for bigger sites over several acres.

Parish Council to consider this initiative and an earlier discussion on plant a tree project in the parish.

20/30 PHONE BOX

To consider how to progress the empty phone box.

20/31 FINANCE

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

PAYMENT TO	VALUE
JCM Amenity inc VAT (Jubilee Meadow first cut)	£ 228.00
Business Services at CAS Ltd (Insurance)	£ 344.74
JCM Amenity inc VAT (Verge cutting first cut)	£ 1,360.00
M Matthews Contracting (weed killer and fertilizer for playing field)	£ 185.00

20.31.02 The following cheques for approval at this meeting

PAYMENT TO	VALUE
Allison Ward - Parish Clerk May 2020	£ 258.96

20.31.03 Payments received this month, HMRC VAT refund 2019/20.

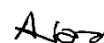
20.31.03 To consider a grant application from High Easter Parochial Church Council towards the maintenance of the churchyard.

20/32 ITEMS CARRIED FORWARD, phone box, welcome pack

20/33 DATE OF NEXT MEETING scheduled for Monday 6th July 2020 at 7.30pm.

TIME AND CLOSE OF MEETING

Allison Ward
Parish Clerk
27th May 2020



CLERK's UPDATE NOTE – June 2020 meeting

1. The Parish Council and a pool of residents continue to be available to provide support to those in the community who need assistance with shopping, prescriptions or just to chat.
2. Correspondence from Stop Stansted Expansion (SSE), email forwarded to residents.

The substantial reduction in Stansted Airport's operations during the Covid-19 lockdown has brought many changes to our community. We would like to capture details of whether and how these changes may have affected your quality of life. We are inviting emails to Stop Stansted Expansion at info@stopstanstedexpansion.com with your experiences and perceptions with a view to capturing them for posterity and for potential use in the future. Your email can be as long or as short as you wish, but please identify your lockdown location with the first part of your postcode so that we can map the responses we receive.

3. Essex County Council will shortly be submitting a bid to the Department for Transport's DfT) £20 million Rural Mobility Fund. This offers an opportunity to obtain funding to deliver new or enhanced Demand Responsive Transport (DRT) services in rural and suburban areas. They write, 'We are submitting a bid called the 'Central Essex Square' that focuses on connecting the rural area enclosed by the A120/A131/B184/A1060, with existing public transport services for onward travel to Stansted, Chelmsford, Braintree and Writtle.' Notes from the presentation to Town and Parish Councils and other stakeholders at the end of May have been circulated to the Parish Council. They are asking Parish Councils to consider sending a letter of support.
4. With the increase in use of footpaths there has been some correspondence during the month re residents obstructing footpaths with waste bins and garden waste. The Parish Council will continue to report these instances to Essex County Council and reminds residents that Public Rights of Way must not be obstructed. Residents are also reminded that garden waste should not be left on field edges or in ditches.
5. The Parish Council has been notified of a temporary road closure of High Easter Road – Bishops Green for 1 day on 15th July. The following link <https://one.network/?tm=116558766> provides further details. The closure is required for the safety of the public and workforce while UK Power Networks undertakes install and replace overhead lines works.
6. The 75th anniversary of VE day was marked in High Easter with Lodges, The Punchbowl and The Snug providing afternoon tea packs with home delivery. Cllr Sutton provided the sound system at the war memorial and Cllr Lodge the speakers for broadcasting and fireworks. A report and photographs were forwarded to Essex Association of Local Councils for the county records. Parish Council to note appropriate thanks.
7. There is currently no date for when the bi-weekly garden waste service provided by Uttlesford and funded by the Parish Council will return or when the mobile library service will resume.