

**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 6<sup>th</sup> July 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.

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**MEETING PROCEDURE INFORMATION**

Please see the draft High Easter virtual meeting policy which is available on the website and sets out the procedures and expectations for Cllrs and members of the public attending Parish Council meetings via Zoom.  
<https://e-voice.org.uk/higheaster/a/43923698-44345886>

**Zoom Meeting Details**

Join Zoom Meeting, <https://us02web.zoom.us/j/85028279558?pwd=MkQ2MlRqbFBkUmlOcVlVQWpWdGs1Zz09>

Meeting ID: 850 2827 9558  
Password: 059291

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

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**MEETING AGENDA**

**20/40 APOLOGIES FOR ABSENCE**

**20/41 DECLARATION OF INTERESTS FOR THIS MEETING**

**20/42 VIRTUAL MEETING POLICY**

Parish Council to agree the draft virtual meeting policy for High Easter Parish Council which outlines procedures and expectations for Cllrs and members of the public when taking part in virtual meetings. A draft copy is available on the Parish Council website, see above link.

**20/43 PUBLIC FORUM** – There will be 15 minutes available for the Public to speak on Parish Council matters or any issue of local concern.

**20/44 MINUTES OF ORDINARY PARISH COUNCIL MEETING** 1<sup>st</sup> June 2020 and the extraordinary meeting of 15<sup>th</sup> June 2020, for approval.

**20/45 COUNTY AND DISTRICT CLLRS REPORT**

**20/46 CLERK’S PROGRESS UPDATE and CORRESPONDENCE**

Report provided in appendix 1

**20/47 COUNCILLORS REPORTS**

To include a new rota and schedule for inspecting the play area.

## **20/48 PLANNING**

20.48.01 – Applications - None

20.48.02 – Decisions for information only.

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.).
Decision	Refused

## **20/49 SALT BAG INITIATIVE 2020/21**

Essex Highways are operating the winter salt scheme and asking Parish Councils to consider and confirm their requirements. This scheme allows Parish Councils and other volunteers to identify the priority areas within the local community (these must be on the public highway and not for any other area such as private driveways) such as footpaths, outside local shops, access routes to bus stops, village hall car park etc which are not *already* salted by Essex County Council. The Parish Council to consider the options as follows, response required by 26<sup>th</sup> July.

- a. Would like to participate and require salt, or
- b. Participate but have enough salt left due to the mild winter, or
- c. Won't be taking part

## **20/50 FUNDING FOR A PCSO**

Parish Council to consider request from Hatfield Heath Parish Council for joint funding by local Parish Councils of a dedicated PCSO.

## **20/51 PLAY AREA REOPENING POST COVID**

20.51.01 To consider the government guidance on the re-opening of outdoor play areas, the risk assessment and any other steps that need to be put in place. To note the Clerk will attend the webinar on Monday 6<sup>th</sup> July organised by Essex Association of Local Councils to brief Parish Councils on the requirements for re-opening outdoor spaces; Parish Council to retrospectively approve cost of £40+vat, this should be offset by a bursary of up to 75%.

20.51.02 To consider the status of the new play equipment and any actions required; the equipment installation was completed 23<sup>rd</sup> June, the new surface is due to be installed 2<sup>nd</sup>/3<sup>rd</sup> July although is subject to the weather conditions, the final clearance of the site including fencing is expected to be completed w/c 6<sup>th</sup> July. It is expected that the installation will be signed off w/c 6<sup>th</sup> July following a site visit between Creative Play and the Parish Council. After which payment will be made, Clerk to confirm cashflow.

To acknowledge the receipt of £393 from Butterfly's pre-school following their sponsored toddle in support of the new play equipment in March and a further £100 donation from a third party for the old play equipment. To agree whether to designate these funds to the play area project phase 2.

20.51.03 To agree the outline proposal for phase 2 of the play area as submitted with the pre-application Community Initiative Fund papers.

20.51.04 The Village Hall Committee contacted the Parish Council about replacing the picnic tables, an update will be provided at the meeting.

## **20/52 PRE-SCHOOL 'ALLOTMENT' REQUEST**

To consider a request from the pre-school for a small allotment area adjacent to their existing external space.

**20/53 WELCOME PACK**

To consider draft proposal and confirm content.

**20/54 FINANCE**

20.54.01 The following cheques for approval at this meeting

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward - Parish Clerk June 2020 inc Zoom subscription for month	£ 273.35
Rural Community Council of Essex (annual subscription) inc VAT	£ 72.60
Essex Association of Local Councils (playground webinar) inc VAT	£ 48.00
Creative Play (new play area and subject to final sign off) inc VAT	£ 38,400.00

20.54.02 To consider the quarterly accounts for the period April to June 2020, see appendix 2.

**20/55 ITEMS CARRIED FORWARD**

**20/56 DATE OF NEXT MEETING** scheduled for Monday 7<sup>th</sup> September 2020 at 7.30pm. Please note there is no ordinary meeting planned for August. The Parish Council will call extraordinary meetings where it is necessary to consider urgent business or to consider situations where time limited decisions are required.

**TIME AND CLOSE OF MEETING**

 Allison Ward  
Parish Clerk  
30<sup>th</sup> June 2020

**CLERK'S UPDATE NOTE – July 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. The Clerk received a number of emails from residents following the extraordinary meeting of 15<sup>th</sup> June 2020. Where these related to questions on procedure or asked specific questions, responses were sent. Where these expressed resident's views including in terms of the Parish Council's response to the planning application UTT/20/1208/PIP these were acknowledged only. All correspondence was circulated to the Parish Council.
3. The Clerk submitted a pre-application for funding to the Community Initiative Fund for a further grant to help with phase 2 of the play area development, see agenda item 20/51. This was approved and a full application for funding will be prepared in advance of the deadline of 23<sup>rd</sup> August, decisions on funding are due October.
4. PKF Littlejohn (Parish Council appointed external auditors) has confirmed acceptance of the exemption certificate for 2019/20. Providing there are no issues raised by electors during the notice period, this will conclude correspondence for the accounts to March 2020.
5. Essex as the Lead Local Flood Authority (LLFA) has sent copy to the Parish Council confirming the ditch at the rear of Elm Cottage and the Maples has been inspected and confirmed this seems to have been well constructed. They state *'In circumstances such as these the LLFA in exercising its powers under the Act, takes a risk-based approach to enforcement where un-consented works have been carried out. This means that these works will remain unconsented and should there be flooding issues in the future and it was proved that these works were responsible then LLFA would take action to remediate the situation. I have asked that a manhole/inspection pit is put in halfway along the pipe so that inspections and maintenance can be carried out which I shall inspect.'*
6. The Clerk reported the issues with fallen trees on School Lane opposite St Mary's Bungalows to Essex Highways and the landowner.
7. Safer Essex Roads Partnership - Cycle Confidence Courses are available free until 1<sup>st</sup> September, see <https://saferessexroads.org/road-users/cycling/> for details.
8. A request to sell fruit and veg from the village hall car park was received and is currently being considered by the Parish Council.
9. Outstanding is progress on the phone box.

## High Easter Parish Council – April to June 2020

2020/21 Apr-June Actual £	Receipts / Payments	2019/20 Actual £	2020/21 Budget £	2020/21 June Rev £	Notes
	<b>Receipts</b>				
5,700	Precept from Uttlesford District Council	11,400	11,400	11,400	
5,700	Precept from Uttlesford District Council - designated play area project	0	11,400	11,400	
0	Essex County Council for Verge Cutting	7,593	3,797	3,797	Two years payment in 2019/20, seasons 2018 and 2019
0	Football Fees from Playing Field	235	500	250	Reduction in usage in 2019, now only Sunday team using pitch
0	Contribution to Clerk's computer	177	0	0	Shared with Great Canfield Parish Council
0	Donation/Grant - 'Overs' work	255	0	0	Easter Egg Hunt and cancelled cheque from WW1 expenses donated to overs
0	Parish Lunches	275	0	0	£5 donation for residents attending (1 event in 2019/20)
493	Play Area Project	200	0	5,289	2019/20 SAS event proceeds. 2020/21 Grants, pre-school donation, sale of old kit
1,430	VAT Recovered (from prior year)	227	2,118	7,830	To recover vat on 2020/21 playground project immediately
<b>13,323</b>		<b>20,362</b>	<b>29,215</b>	<b>39,966</b>	
	<b>Payments</b>				
	<b>Admin</b>				
777	Clerk	3,101	3,150	3,150	6 hours per week and paid one month in arrears
0	Clerk - Expenses (Phone, Postage, Printing)	361	20	20	2019/20 includes purchase of Clerk's computer, offset by contribution in income
0	Hall Hire	209	210	210	Historically paid one year in arrears
24	Zoom subscription	0	0	72	Budget allows for six months
345	Insurance	427	450	345	Change of provider for 2020/21
237	Subscriptions	445	500	500	EALC, Info Comm, RCCE, SSE
0	External Audit Fee	200	200	0	If income or expenditure from prior yr <£25k then exempt, if over £25k =£200
0	Website	0	100	0	Requirement to provide a new site from April 2020, no charge used a free service
0	Training	0	300	300	For Clerks and Clerk
	<b>Maintenance</b>				
1,100	Verge Cutting	3,400	3,600	3,400	New contractor for 2019/20, no price increase for 2020/21
185	Playing Field Grounds Maintenance	2,250	2,000	2,250	2019/20 inc tree works and hedges
190	Jubilee Wood	570	700	700	Grass cutting £570, plus £130 contingency (hedge inc in playing field)
0	War Memorial	0	10	10	Flowers
0	Play Area Inspection	45	50	50	
0	Playground General Maintenance	720	200	200	2019/20 for new bark
0	Village Hall path repairs	0	2,000	2,000	Repairs required to exterior paths
	<b>Services</b>				
0	Green Waste Skip Hire	1,156	1,200	1,200	Bi-weekly
	<b>Projects/Events</b>				
0	Affordable Housing Project	0	100	100	
0	Parish Lunches	1,015	0	0	Part funded by donations and £5 charge
300	Grants	400	500	500	2019/20 Churchyard maintenance and 1st aid course
0	Chairman's Allowance	55	60	60	
0	Parish Council Election	115	0	0	Parish Council uncontested elections
0	Other/Miscellaneous	1	200	200	2019/20 purchase of BT phone box
	<b>Play Area Project</b>				
0	Funding from Parish Council designated funds	0	15,804	15,804	
0	Funding from Grants	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
0	Funding from Precept	0	11,400	11,400	
263	VAT	1,430	7,051	7,740	
<b>3,420</b>		<b>15,899</b>	<b>49,805</b>	<b>55,007</b>	
<b>9,903</b>	<b>Net Receipts v Payments</b>	<b>4,463</b>	<b>-20,590</b>	<b>-15,042</b>	
31,202	B/Fwd Cash Balance on Annual Return	26,739	29,765	31,202	
9,903	Net Receipts v Payments	4,463	-20,590	-15,042	
<b>41,105</b>	<b>C/Fwd Cash Balance on Annual Return</b>	<b>31,202</b>	<b>9,175</b>	<b>16,161</b>	
263	Plus current year VAT to recover in following year	1,430	7,051	1,340	
<b>41,368</b>	<b>C/Fwd Cash Balance inc VAT</b>	<b>32,632</b>	<b>16,226</b>	<b>17,501</b>	
	<b>Funds Made up of</b>				
215	Restricted Fund - High Easter 'Overs'	215	195	215	
21,997	Designated Fund - Play Area Project	15,804	0	493	
19,156	General Funds	16,613	16,031	16,793	