

**HIGH EASTER PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
 held via Zoom on Monday 1<sup>st</sup> June 2020

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

County and District Cllr Susan Barker (leaving after 20/22)

0 Members of the public

20/18 APOLOGIES FOR ABSENCE - None

20/19 DECLARATIONS OF INTERESTS FOR THIS MEETING – None

20/20 PUBLIC FORUM - None

20/21 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 4<sup>th</sup> May 2020. Cllr Robinson proposed that the minutes be accepted as a correct record, this was seconded by Cllr Lodge with all in agreement – as this was a virtual meeting the minutes will be signed by the Chairman at a later date.

*County and District Cllr Susan Barker arrived during the Clerk's update which was brought forward as the next agenda item by the Chairman.*

20/23 CLERK'S PROGRESS UPDATE and CORRESPONDENCE

The Parish Council and a group of residents continue to be available to provide support to those in the community who need assistance with shopping, prescriptions or just to chat.

Stop Stansted Expansion (SSE) has asked residents to forward details on how the reduction in Stansted Airport's operations during Covid 19 lockdown has affected their quality of life. Email responses to be forwarded direct to [info@stopstanstedexpansion.com](mailto:info@stopstanstedexpansion.com). The email was forwarded to those on the Parish Council distribution list.

*Cllr Lodge declared a personal interest in the next item in the Clerk's report as a director of Lodge Coaches who provide public transport services to Essex County Council (ECC)*

ECC will shortly be submitting a bid to the Department for Transport's £20 million Rural Mobility Fund to deliver Demand Responsive Transport services that will focus on connecting the rural area enclosed by the A120/A131/B184/A1060, with existing public transport services for onward travel. Parish Councils are asked to consider sending a letter of support. Following a short discussion, the Clerk was asked to write in support and to note that the Parish Council is pleased to see that the proposal seeks to complement and not remove the current commercial services available, and sees the new proposal as providing a public transport option for residents who require flexible services, for example to attend health appointments..

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.

The Parish Council has been notified of a temporary road closure of High Easter Road – Bishops Green for 1 day on 15th July to allow UK Power Networks to replace overhead lines. Other closures notified this month include, Cut Maple, Upper Harveys 4th June for 7 days and Shooters Hatch 5th June for 7 days, both County Broadband works; the Clerk was asked to contact County Broadband for an update on plans and a connection date.

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

Signed  
 Robert Lodge (Chairman Parish Council)

Local Councils for the county records. Cllr Lodge thanked all those that contributed to the event and especially the residents for their support and willingness to get involved in challenging times..

Uttlesford has confirmed the bi-weekly garden waste service provided by Uttlesford and funded by the Parish Council will return from 31<sup>st</sup> May between 11.30am and 12.30pm, residents are requested to respect social distancing and to note that the crew have been advised not to assist residents with unloading. Future dates are 13<sup>th</sup> and 27<sup>th</sup> June. There is no date for when the mobile library service will resume.

## 20/22 DISTRICT AND COUNTY COUNCILLORS REPORTS

Cllr Barker commented on the road closure and works in High Easter and noted that County Broadband often require a wide time span for their closures, although roads are often not closed for the full duration. It was accepted this can be frustrating, however the works are sub-contracted and plans continually shift. Cllr Baker added there were further roadworks planned in and around Dunmow, including resurfacing of parts of the B1256. Some of the footpaths in Dunmow High Street make it difficult to social distance and this is being looked at to ensure local businesses can re-open at the appropriate time.

Some primary schools returned today and there is a noticeable increase in traffic which is attributed to the fact lots of parents decided to drive children to school.

Cllr Lodge asked about the highway subcontractors as none of the identified and marked potholes appear to have been repaired and the requested road sweeper has not appeared. Cllr Barker confirmed that as far as she was aware they were back working, and repairs had re-commenced.

Cllr Davis asked if there were statistics to confirm the number of Covid cases locally. Cllr Barker responded by confirming Essex has a high prevalence of Covid because of the number of people commuting to London. In terms of Uttlesford the registered deaths from Covid is not significant and noted the difficulties with determining if people died 'of Covid' or 'with Covid'. Cllr Baker went on to confirm up to now registrars had only been recording deaths, getting libraries back open is a priority especially where they include registrars as the estimated 3,500 babies born in Essex since lockdown have not yet been registered.

*County and District Cllr Susan Barker leaves the meeting*

## 20/24 COUNCILLORS REPORTS

Cllrs discussed the footpaths and again politely request that residents who have tree maintenance works completed do not put this waste on the field edges or public footpaths. The garden waste service which comes to the village on alternate Saturdays is available to all residents. If you have difficulty taking your waste to the village hall car park, please contact the Clerk for assistance.

Cllrs noted the work by the Essex Ramblers to check the Public Rights of Way for field markers and noting any issues. The Clerk confirmed the Parish Council has a stock of footpath and byway markers if needed.

## 20/25 PLANNING

20.25.01 – Applications – None

20.25.02 - Decisions

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

Signed  
Robert Lodge (Chairman Parish Council)

20.25.03 – The section 106 agreement for the affordable housing project is progressing and during May the Parish Council responded to the draft eligibility criteria with some amendments. These were accepted with the exception of the request to include the adjoining villages of Pleshey and Good Easter in the final criteria. Cllr Sutton commented that it is standard policy for Districts to allocate housing within their own boundaries and not cross into others. The Clerk was asked to write to District Cllr Barker to raise this issue for communities that border adjoining districts.

20.25.04 – The Parish Council has been notified of the resident's intention to remove the unauthorised garage at Walnut Cottage, formerly Homely. In addition, the Parish Council was asked if it wished to comment on the pre-application advice for a new dwelling. Cllr Lodge asked that the Parish Council thanks the resident for the updates and for the opportunity to consider the pre-application plans, however the Parish Council will wait until a formal application is submitted to Uttlesford before commenting.

#### 20/26 PARISH COUNCIL INSURANCE 2020/21

Cllr Lodge proposed that the Parish Council enters into a long-term agreement (3 years) with Parish Protect at a cost for 2020/21 of £344.74. This was seconded by Cllr Robinson with all in agreement.

#### 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.

20.27.01 Cllr Lodge proposed that the Parish Council approves the Annual Governance Statement (Section 1 AGAR) for the year 2019/20. This was seconded by Cllr Davis with all in agreement.

20.27.02 Cllr Windley proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2019/20. This was seconded by Cllr Boreham with all in agreement.

The Clerk will arrange for the required documentation to be available on the Parish Council website.

#### 20/28 PLAY AREA EQUIPMENT

Creative Play has reopened following the lockdown and provisionally agreed a date to start the installation of w/c 15<sup>th</sup> June and subject to a site visit on 11<sup>th</sup> June which the Clerk and Cllrs will attend. Cllr Reeve proposed that a vote of thanks be recorded to Cllr Lodge, Cllr Boreham and Clem Kelsey for removing the existing play equipment and clearing the site in readiness for the installation, (completing this work with volunteers saved £1,200). This was seconded by Cllr Windley with all in agreement.

The Cllrs considered a second phase of works to the play area and after consulting with some of the younger members of the community it was agreed to put together a quote to repair and enlarge the basketball concrete court and to provide at minimum, a seating area alongside the court. In addition, funding is required to build up the mound and to install the slide that was retained when the old equipment was removed. The Clerk will put together a grant application for The Community Initiatives Fund which is open for applications until 30 June.

#### 20/29 ESSEX TREE INITIATIVE

The Parish Council are keen to see additional trees planted in the Jubilee Meadow and suggested there may be some options for Hastoe and the affordable housing site. The Clerk was asked to contact Essex County Council to discuss the types of trees available and to understand the process.

#### 20/30 PHONE BOX

A resident has offered to assist with repairs and maintenance to the phone box and the Clerk was asked to investigate appropriate materials and to liaise with the resident. A discussion on the future use of the phone box concluded with a decision to explore using the space as an information point and book exchange. The Clerk will contact residents who have expressed an interest in supporting a book exchange,

## 20/31 FINANCE

20.31.01 The following cheques were approved between meetings, Cllr Reeve proposed these as acceptable, this was seconded by Cllr Davis with all in agreement.

<b>PAYMENT TO</b>	<b>VALUE</b>
JCM Amenity inc VAT (Jubilee Meadow, first cut)	£ 228.00
Business Services at CAS Ltd (insurance)	£ 344.74
M Matthews Contracting (weed killer and fertilizer for playing field)	£ 185.00

20.31.02 Cllr Reeve proposed the following are approved for payment; this was seconded by Cllr Davis with all in agreement.

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward - Parish Clerk May 2020 inc Zoom subscription	£ 287.74
JCM Amenity inc Vat (Verge cutting, first cut)	£ 1,320.00

20.31.03 Payment received from HMRC for 2019/20 VAT refund.

20.31.04 The Parish Council considered a grant request from High Easter Parochial Church Council for assistance towards the costs of maintaining the churchyard. The Clerk reminded the meeting of the legislation and guidance on making grants to churches, after considering Cllr Lodge proposed a grant of £300 is made for the purpose of supporting the maintenance of the churchyard, this was seconded by Cllr Robinson with all in agreement.

20/32 ITEMS CARRIED FORWARD, welcome pack (the Clerk was asked to look at an online pack)

20/33 DATE OF NEXT MEETING scheduled for Monday 6<sup>th</sup> July 2020 at 7.30pm, via Zoom

TIME AND CLOSE OF MEETING, 8.45pm

Signed  
Robert Lodge (Chairman Parish Council)