

HIGH EASTER PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
held in High Easter Village Hall Thursday 9th May 2019

Present: Cllrs Andrea Davis, Robert Lodge (chairman), Janet Robinson, Paul Sutton, Jo Windley and the Clerk Allison Ward

10 Members of the public

19/14 ELECTION OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN.

Cllr Robinson proposed that Cllr Lodge be elected Chairman; this was accepted by Cllr Lodge before being seconded by Cllr Windley, with all in agreement. The Chairman signed the Declaration of Acceptance of Office as Chairman; this will be held on file by the Clerk

19/15 RESULT OF PARISH COUNCIL ELECTION

The seven previous Parish Cllrs were re-elected in an uncontested election. There are no vacancies on the Parish Council.

19.15.01 Cllrs present signed the Acceptance of Office form and these were witnessed by the Clerk and will be held on file. The clerk will arrange for Cllrs not present to sign.

19.15.02 Cllrs present completed the Register of Interest, the Clerk will forward to Uttlesford and arrange for Cllrs not present to complete.

19.15.03 Cllrs completed the Electoral Expense form, Clerk to forward to Uttelsford District Council.

19/16 APOLOGIES FOR ABSENCE were received from Cllr Nigel Boreham and Cllr Neil Reeve and accepted by the Parish Council.

19/17 PUBLIC FORUM – Nothing in addition to the points raised at the Annual Meeting.

19/18 DECLARATIONS OF INTERESTS FOR THIS MEETING

Cllr Sutton declared a disclosable pecuniary interest in agenda item 19.27.01, Birds Farm as the agent for the applicant.

Cllr Windley declared a non-disclosable interest in agenda item 19.27.01, Birds Farm as she is related to the applicant.

19/19 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 8th April 2019. Cllr Lodge proposed that the minutes be accepted as a correct record after an amendment to 19.08.04, changing from

‘The Secretary of State has made a decision not to call in the Stansted Airport planning application’, to

‘The Secretary of State for communities has made a decision not to call in the Stansted Airport planning application’

This was seconded by Cllr Davis with all in agreement. The Chairman signed the minutes.

19/20 ELECTION OF VICE CHAIRMAN

Cllr Lodge proposed that Cllr Sutton be elected Chairman; this was accepted by Cllr Sutton before being seconded by Cllr Davis, with all in agreement.

Signed
 Robert Lodge (Chairman Parish Council)

19/21 HIGH EASTER ANNUAL POLICY REVIEW

Cllrs considered the existing Parish Council policies which are available on the website and which were presented by the Clerk, with no amendments. Cllr Lodge proposed that the Parish Council confirms its existing policies; Parish Council Code of Conduct, Standing Orders, Financial Regulations, Data Privacy Policy and Complaints Procedure, with no amendments. This was seconded by Cllr Sutton with all in agreement.

19/22 APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

19.22.01 The meeting considered the current system of internal control, including cheque signing and monitoring of finances and was in agreement that these were satisfactory.

19.22.02 The Clerk confirmed the Parish Council did not meet the criteria to be an exempt authority and is therefore subject to a limited assurance audit for 2018/19. Cllr Robinson proposed that the Parish Council approves the Annual Governance Statement (Section 1 AGAR) for the year 2018/19 as prepared by the Clerk. This was seconded by Cllr Windley with all in agreement.

19.22.03 Cllr Lodge proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2018/19 as prepared by the Clerk. This was seconded by Cllr Sutton with all in agreement.

19.22.04 The Clerk presented the Fixed Asset Register, there have been no additions or removals in the year. The value of current assets is £51,200. The Clerk presented the bank reconciliation which shows three outstanding items and a closing cash balance of £26,739 of which £15,604 is designated to the play area project and £700 to work with the 'overs'.

19/23 DATES FOR MEETINGS 2019/20

The Parish Council will continue to meet on the 1st Monday of every month, except August when there will be no meeting, at 7.30pm in the village hall. Clerk to book the village hall and update the website.

19/24 TO AGREE CLLRS RESPONSIBILITIES FOR 2019/20

All Cllrs present were happy to continue with the same responsibilities and Cllr Lodge proposed the schedule below this was seconded by Cllr Davis with all in agreement.

Cllr Sutton	- Planning
Cllr Lodge	- Highways including traffic calming and road safety
Cllr Reeve	- Stansted and broadband
Cllr Davis	- Stansted, environment including surface water flooding, litter pick, emergency plan
Cllr Robinson	- Playing field and Jubilee Meadow and village hall liaison
Cllr Windley	- Footpaths and war memorial
Cllr Boreham	- Uttlesford liaison

19/25 CLERK'S UPDATE & CORRESPONDENCE FOR CONSIDERATION

A successful litter pick took place on Saturday 13th April, with over 52 bags of rubbish and other items collected from the verges and ditches. The Parish Council thanks all those residents who assisted on the day and who regularly collect litter from the verges. Cllrs agreed that considering the volume of rubbish collected, it would be worthwhile holding a second litter pick in October/November.

Uttlesford has notified Parish Councils of BTs intention to consult on the removal of phone boxes set against a new list of criteria. At this stage there is no information available on which phone boxes are effected and we await further news.

Information has been received on the nations plans for the 75th anniversary of end of ww2 on the weekend of 8th to 10th May 2020. The Parish Council agreed it would like to commemorate the event and it was suggested a joint approach is coordinated with the village hall and the church, a meeting will be arranged in due course.

19/26 COUNCILLORS REPORTS

Cllr Sutton inspected the playground for April 2019, there are no new issues, the actions to look at what can be done to secure the gates remains an outstanding action for the Clerk, and the replacement bark is an outstanding action for Cllr Boreham.

The Village Hall Committee has notified the Parish Council of blocked rainwater drains. These were investigated by the Parish Council in 2018 and found to be working effectively, it was suggested Cllr Boreham and Cllr Lodge meet with representatives of the village hall committee to discuss.

Cllr Windley confirmed she has reported the barrier obstruction to Essex Highways as approaches from the Parish Council had not been successful. Essex Highways have submitted an order to amend the footpath in Good Easter which borders High Easter at Shorts Farm, Cllr Windley confirmed there were no issues with this proposal.

19/27 PLANNING

19.27.01 Applications

Application No	UTT/19/0749/HHF
Location	Homely The Street
Development	Section 73 retrospective application for the proposed part replacement of existing dwelling, part single storey infill extension. Minor external alterations.

Cllr Lodge proposed a retrospective decision to call in this application to the planning committee should the officers recommend for approval. This was seconded by Cllr Sutton with all in agreement. This action has already been taken given the timescales involved.

Cllr Lodge proposed that the Parish Council objects to this application as presented, for the following reasons,

- Contrary to policy ENV1 - Design of Development within Conservation Areas. The property is listed on the Uttlesford Local Heritage List and is mentioned in the High Easter Conservation appraisal, it is a non-designated heritage asset. Its thatch roof and bay windows are noted as important features and this application seeks to remove both of these.
- Contrary to policy GEN 2 – Design. The application fails to safeguard ‘important environmental features in its setting, enabling their retention and helping to reduce the visual impact of new buildings or structures where appropriate’.
- Garage – The Parish Council continues to object to the garage which has recently been built and is of the view this is not in the position approved in 1973 and which the applicant suggests was partially implemented.
- Landscape - The Parish Council is unclear of the applicant’s intentions regarding landscaping to the front of the property and the exact materials planned as insufficient information is provided in the application.

The Parish Council confirmed it has no issue with the proposed minor infilling, its concerns are with the external changes to the properties appearance. This was seconded by Cllr Sutton with all in agreement.

3 residents leave the meeting

Application No	UTT/19/0783/HHF
Location	Canary Cottage, The Street
Development	Proposed single storey front extension.

Cllr Lodge proposed that the Parish Council has no objection to this application, this was seconded by Cllr Sutton with all in agreement.

Cllr Sutton leaves the room for the next item and 2 residents leave the meeting

Application No	UTT/19/0828/FUL
Location	Birds Farm, Bishops Green
Development	Change of use of part of site to allow the siting of two shepherd's huts for use as holiday lets

Signed
Robert Lodge (Chairman Parish Council)

Cllr Lodge proposed that the Parish Council has no objection to this application, this was seconded by Cllr Robinson with all in agreement.

Cllr Sutton re-joins the meeting and 5 residents leave the meeting

Application No UTT/19/0964/HHF & UTT/19/0965/LB
 Location Spooners, Markhams Lane
 Development Proposed garden room

Cllr Lodge proposed that the Parish Council strongly objects to this application as it is of the view the proposed garden room is completely out of keeping with the listed building, contrary to ENV2. The proposed garden room will be seen from the front of the property and in the Parish Councils opinion will have a significant impact on the street scene and the historic nature of this unique property. This was seconded by Cllr Davis with all in agreement.

Application No UTT/19/0974/FUL
 Location Gladen Cottage, High Easter Road
 Development Proposed cartlodge, stables, field shelter and associated alterations.

Cllr Sutton proposed that the Parish Council objects to this application and is of the view it is contrary to policy S7, development in the countryside. The Parish Council notes there is an existing building on the site and it is not clear from the information supplied why this building is not being considered and adjusted for use and why a further building is required. Furthermore, the Parish Council is concerned with the size of the stable block which appears excessive for the area of acreage that is available. This was seconded by Cllr Lodge with all in agreement.

Final residents leave the meeting

Application No UTT/19/0354/HHF & UTT/19/0355/LB
 Location Elm House, The Street
 Development Minor amendments to previously approved and implemented scheme for the construction of a single storey rear extension and landscaping works (UTT/18/0949/HHF) - addition of a glazed link between main house and existing detached garage.

Cllr Lodge proposed that the Parish Council objects to this application as it is unclear what has changed compared to previous applications which has been refused by Uttlesford. The link between the two buildings appears to remain, with the only compromise being a 'fence' placed in front of the north and south elevations. The Parish Council does not understand what difference this will make to the previous reasons for refusal and the associated impact on the listed building. This was seconded by Cllr Windley with all in agreement.

19.27.02 Decisions

Application No UTT/19/0649/HHF
 Location Briar Bank
 Development Enlargement of existing first floor dormer to provide larger en-suite bathroom to master bedroom (Re-submission of application granted consent under UTT/14/1871/HHF).
 Decision Conditional approval

Application No UTT/19/0580/HHF
 Location 9 Gepps Close
 Development Single storey rear extension
 Decision Conditional approval

Application No UTT/19/0438/HHF
 Location Newell Cottage, The Street
 Development Proposed rear conservatory
 Decision Refused

Application No	UTT/19/0538/AG
Location	Poplars Farm
Development	Erection of an agricultural store
Decision	Approved

19.27.03 Cllr Reeve spoke at the Uttlesford Extraordinary Council meeting on 25th April in support of the motion to delay the section 106 agreement until after the District Council elections on 2nd May. This motion was eventually defeated by a majority of the Council, however following an additional motion no agreement can be reached until post the District Council elections.

19/28 PLAYGROUND and PLAYING FIELD

19.28.01 The Parish Council considered the tender response for the Jubilee Meadow and ad-hoc playing field works. Cllr Lodge proposed that the Parish Council accepts the tender from JCM Services, this was seconded by Cllr Windley with all in agreement.

19.28.02 The Clerk has been in discussion with Sovereign who have provided a quote for replacing the play equipment (£14k) and putting down a permanent surface to replace the bark (£19k). The Clerk was asked to see alternative quotes and plans and to look at possible grant sources before bringing the information back to a future Parish Council meeting for further discussion.

19/29 REVIEW OF PARISH COUNCIL INSURANCE 2019/20

The Clerk has confirmed a quote of £426.55 from the existing insurers BHIB which is identical to the previous year. Alternative quotes are pending. The Parish Council agreed to accept the lowest quote ahead of the renewal date of 1st June.

19/30 PARISH CLERK SALARY INCREASE

The Clerk is paid in accordance with the national pay scales for Parish Clerks. Agreement has been reached on new pay scales from 1 April 2019 increasing the hourly rate from £9.705 to £9.96. Cllr Sutton proposed that the Parish Council approves the hourly rate increase, this was seconded by Cllr Davis with all in agreement.

19/31 FINANCE

19.31.01 Cheques for Approval

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk April 2019	£ 258.96
The Good Easter Defibrillator Fund – village first aid course	£ 100.00
High Easter Village Hall – Hall rental 2018/19	£ 209.00

19.31.02 During May receipts of £60 for additional football fees were received from High Easter Village Hall Committee. The Parish Council is very grateful to Brian Hockley for his donation from the Easter Egg Hunt designated to the work with the 'over's. The Parish Council is very grateful to Cllr Robert Lodge for a donation of £200 from the proceeds of the SAS talk to be designated to the play area project.

19/32 ITEMS FOR NEXT AGENDA – Parish Lunches, request for street light in Boreham Court (forwarded by Cllr Barker).

19/33 DATE OF NEXT MEETING scheduled for Monday 3rd June.

TIME AND CLOSE OF MEETING 9.25pm

Signed
Robert Lodge (Chairman Parish Council)