

HIGH EASTER PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
held in High Easter Village Hall Monday 7th October 2019

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

9 Members of the public (7 leaving during the meeting)

19/79 APOLOGIES FOR ABSENCE were received from Cllr Andrea Davis and accepted by the Parish Council.

19/80 DECLARATIONS OF INTERESTS FOR THIS MEETING – Cllr Sutton declared a non-pecuniary interest in agenda item 19/85 Roxwell Quarry as an employee of the agent acting for the applicant.

19/81 PUBLIC FORUM

District Cllr Anthony Gerrard, Portfolio Holder for Residents & Community Partnerships; Police & Emergency Services was unable to attend the meeting and this session will be re-arranged.

Julian William's, the architect for the property Walnut Cottage (formerly Homely) was appointed by the owner in August 2019 to help resolve the issues associated with the rejected planning applications. Mr Williams went on to say Walnut Cottage is a non-designated heritage asset which is in the conservation area and makes a very positive contribution to the area. This latest planning application seeks to meet the needs of the applicant and the community in that it reinstates the majority of the thatch and the bay windows which were significant features of the property. Questions were invited.

Cllr Lodge asked Mr Williams for a view on the garage given the Parish Councils opinion that it does not have planning permission, Mr Williams confirmed his instructions did not include the garage and it did not form part of this application, as a result he was unable to formally comment.

Cllr Sutton asked for clarity on the extent of the thatch. It was noted the dominant thatch to the left as you face the property and the front porch will be reinstated, however this proposal seeks to replace the thatch roof to the right with tiles. Mr Williams confirmed the reason is to try and regularise this area of the roof and avoid having a flat roof as before.

A resident questioned the landscaping and in particular the large Doric columns which are prominent and close to the highway. Mr Williams suggested he would relay these comments to the client and if necessary a landscaping plan can be supplied to Uttlesford.

In relation to the garage, it was noted that the neighbours supported a flat roof to the garage and not a pitch roof as this would have an impact on their property, there was a further request asking if the light on the garage could be switched off, Mr Williams agreed to feed this back to the applicant. In closing the discussion Cllr Lodge asked if the hedge on the roadside could be cut back in order to maintain highway safety and again Mr Williams agreed to raise this with the resident.

A resident thanked the Clerk and Parish Council for their efforts in liaising with Essex Highways to improve access to footpath 20, which now appears to be making some progress. The Clerk confirmed she is meeting with the Public Rights of Way Officer in mid-November and footpath 20 is on the list.

The Village Hall Committee updated the meeting and confirmed the situation with the kitchen refurbishment is in a state of 'flux'. The appeal to the environmental trust re the grant failed, although efforts continue to challenge the decision. A further grant application to Awards for All has been rejected, however an application with additional information has been re-submitted. Further grant applications have been submitted and the situation will be reassessed at the end of the year once there is a clearer picture from the various streams of potential income. Following the suggestion made in the September public meeting, the Clerk had circulated confirmation that Parish Councils can raise funds through precept and give a grant of unlimited

Signed
 Robert Lodge (Chairman Parish Council)

value to a village hall even where it is not under the direct ownership of the Parish Council (section 19(3) of the Local Government (Miscellaneous Provisions) Act 1976). The Village Hall Committee confirmed this was not an avenue they wished to pursue at this stage for the kitchen, and all parties felt it more appropriate to use this power if an emergency funding issue arose.

6 members of the public leave the meeting.

19/82 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 2nd September 2019. Cllr Lodge proposed that the minutes be accepted as a correct record, this was seconded by Cllr Boreham with all in agreement. The Chairman signed the minutes.

19/83 DISTRICT AND COUNTY COUNCILLORS REPORTS

County and District Cllr Susan Barker sent apologies to the meeting. District Cllr Reeve confirmed there was little to report from the District with the two major items being the Local Plan and the Stansted Airport, both of which should see some progress in the next few months.

19/84 PLANNING

19.84.01 – Applications

Application No.	UTT/19/2154/HHF
Location	Walnut Cottage (formerly Homely), The Street
Development	Section 73 retrospective application for the reinstatement of original building; erection of porch and front entrance door; single storey infill; double-storey rear extension; front extension to line up bay windows; roof modification and new chimney and associated internal alterations.

The Parish Council is pleased to see the re-instatement of the dominant thatch roof and the inclusion of the bay windows to the front of the property and is of the view it is a significant improvement on the previous application that was submitted for ‘alterations and extension’. Cllr Sutton proposed that the Parish Council submits the following summarised comment.

This application relates only to the re-instatement of the dwelling. The Parish Council would ask that landscaping forms part of this application. The Parish Council continues to be of the view the development of the entire curtilage must be included in this application, or an additional application submitted for the garage and the Doric style columns that were not previously present and have been added to the site as part of the current works.

This was seconded by Cllr Lodge with all in agreement.

The Chairman thanked Mr Williams for attending, Mr Williams leaves the meeting.

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)

Cllr Lodge proposed no objection to this application, this was seconded by Cllr Sutton with all in agreement.

19.84.02 – Decisions

Application No	UTT/19/1783/FUL
Location	Maidens Farm, Green Street
Development	Change of use of existing agricultural buildings to commercial use, Class B1(c)
Decision	Conditional Approval

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Robert Lodge (Chairman Parish Council)

Application No UTT/19/1952/FUL
 Location Shooters Hatch, High Easter Road
 Development Proposed sectioning off of part of existing grazing paddock and construction of equestrian ménage
 Decision Conditional Approval

Application No UTT/19/1998/HHF
 Location 1 Bellhouse Villas
 Development Erection of two storey side extension, ground floor rear extension and new front porch
 Decision Conditional Approval

At the start of the discussion on the following item Cllr Reeve declared a non-pecuniary interest as a member of Uttlesford Planning committee who are due to consider the Stansted Airport application. Cllr Reeve excluded himself from the discussion and did not take part in the decision.

19.84.03 - Cllr Davis attended the SSE Town and Parish Council meeting in September, minutes have been circulated to the Parish Council. Cllr Robinson proposed that the Parish Council asks District Cllr Susan Barker to support a request for national determination in support of the Parish Councils request to The Secretary of State for Housing, Communities and Local Government, (January 2010). This was seconded by Cllr Sutton with all in agreement.

19.84.04 – Hastoe forwarded a revised design and layout plan to the Parish Council which considered the feedback received at the first public consultation. The Parish Council felt the differing designs gave a positive appearance and were encouraged to see a small ‘buffer zone’ between the Boreham Court development and the new Hastoe development. There was an inconclusive discussion on whether this would be acceptable as a public footpath. In conclusion the Clerk was asked to respond to Hastoe with the Parish Councils comments. A date for a second public consultation is pending, (*post meeting this is confirmed as 6th November from 4pm to 7pm in the village hall*), prior to a planning application being submitted.

19/85 CLERK’S PROGRESS UPDATE and CORRESPONDENCE

The Parish Council received email correspondence from the new Public Rights of Way (PRoW) officer, including an update on footpath 20.

The PRoW officer has confirmed. High Easter was part of this years rolling programme of inspection, meaning the officer walked every right of way in High Easter between April and June in order to identify problems. Any safety issues have been identified and other defects will be addressed in due course.

Future options and guidance for hosting and building Parish Council websites is due to be provided by Essex Association of Local Councils (EALC), imminently. A number of IT individuals/companies have sent information on possible Parish Council solutions which range in cost. The Clerk will complete a full review of all options once the EALC information is released and present to a future Parish Council for consideration. The current service will be provided until March 2020.

Uttlesford has sent notification of changes to the speaking arrangements for Parish Councils and members of the public at Planning Committee members, and a change to include Parish Councils at site visits. These changes reflect the commitment of the new administration to ensure greater involvement and input from residents.

The Clerk had received notification of a public consultation on the proposed Roxwell Quarry which would have an access from the A1060 opposite Chalk End. Cllr Lodge confirmed he had attended the consultation. The Parish Council was of the view it would be unlikely to have a direct impact on High Easter residents; the Clerk will continue to monitor.

19/86 COUNCILLORS REPORTS

Cllr Lodge completed the playground inspection for October. It was noted the basketball hoop has become detached from the backing board. Cllr Lodge confirmed a resident had agreed to repair this and therefore the equipment had been temporarily removed.

There is no progress on the village hall footpaths repairs, a discussion is required between the Parish Council and Village Hall Committee before any further action can be taken.

Cllr Lodge confirmed he had attended the Essex Highways winter briefing meeting and reported that plans are in place to manage the winter conditions. Cllr Boreham will confirm whether the winter supply of salt has been received and if necessary the Clerk will chase. Cllr Boreham will ensure the two salt bins which are the responsibility of the Parish Council are stocked ready for the winter.

19/87 PLAY AREA PROJECT

19.87.01 The estimates to replace the existing wooden frame with similar and add a 'bucket' style swing to the enclosed play area are all in the region of £15k. There are further considerations and options to add additional items for older children, e.g. table tennis table, £1k, outside of the play area. The Parish Council considered the surface options and the meeting favoured the rubber surfacing which increases the total cost of the project to c.£30k. The Parish Council felt it important at this stage to consult with the community and it was suggested a display of the contractor's plans is made available for the Hastoe public consultation; Clerk to arrange.

19.87.02 Cllr Lodge proposed an application is made to the Uttlesford District Council Community Grant Scheme for a maximum £3,500 to assist with the works to the play area project. This was seconded by Cllr Boreham with all in agreement; Clerk to action.

19/88 BYWAYS

19.88.01 Signage for byway 57. Due to the lengthy process of obtaining signage via the Uttlesford Highways Panel, Cllr Sutton proposed that the Parish Council purchases 4 x 'vulnerable persons' highway signs at an estimated total cost of c.£160, this was seconded by Cllr Lodge with all in agreement. Clerk to arrange. A resident requested dog fouling signs to be placed at the green in front of St Mary's Bungalows and the Clerk was asked to arrange.

19.88.02 The Clerk has spoken to the PCSO and PRow officer re the issues with byways, neither are able to offer any solutions to the issues. Letter to MP is pending.

19/89 HIGH EASTER FINANCIAL REGULATIONS

Cllr Reeve proposed that High Easter Parish Council makes two minor amendments to the Financial Regulations in accordance with the update provided by the National Association of Local Councils. This was seconded by Cllr Lodge with all in agreement.

19/90 PLAYING FIELD MAINTENANCE

Two quotes were received for carrying out hedge trimming to the Jubilee meadow, playing field and car park boundary hedges. Cllr Sutton proposed that the lower quote of £395+vat is accepted; this was seconded by Cllr Robinson with all in agreement.

Cllr Lodge had received correspondence from the football club about the poor state of the surface. Cllr Boreham confirmed there is nothing that can be done at this time of the year. This is an ongoing issue and in previous discussions the Parish Council were reluctant to spend significant monies to complete works which would not provide benefit to High Easter residents. The Clerk was asked to speak to the current maintenance contractors for advice and to update the football club.

Signed
Robert Lodge (Chairman Parish Council)

19/91 OVERs EVENTS 2019/20

It was agreed the Parish Council would host a hot lunch on Thursday 21st November from 12.30pm with lunch at 1pm. This will be held in Lodges museum. The Snug were available to provide a two course hot lunch and it was further agreed to continue to charge a minimum fee of £5 per person, the balance of the cost being met from the Parish Council budgets designated for this purpose.

19/92 FINANCE

19.92.01 Cheques for Approval, Cllr Robinson proposed the following cheques for payment, this was seconded by Cllr Reeve with all in agreement.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk September 2019	£ 258.96
JCM Services –Jubilee Meadow maintenance inc VAT (final cut)	£ 228.00
JCM Services – Verge cutting 2 nd cut	£ 1,359.96
Stop Stansted Expansion – Subscription	£ 100.00
PKF Littlejohn – External Auditors inc VAT	£ 240.00

The second instalment of the precept, £5,400 has been received,

19.92.02 PKF Littlejohn, external auditors have completed the external audit, there were no matters of concern. An ‘other matters’ is noted as follows, *‘In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR. We have also not received confirmation of the date that the prior year internal audit was completed and therefore cannot conclude on whether Assertion 6 has been completed incorrectly’* The Parish Council can confirm an internal audit for the 2017/18 was completed in May 2018. The item reported at 19.75.02 in the September minutes in relation to capitalising posts was in the end agreed as a revenue and not capital item and no comment or adjustment to the accounts was therefore required.

19.92.03 The Clerk presented the financial report to the end of September 2019, expenditure continues in line with budget. There is a closing cash balance of £36,251.61.

19/93 ITEMS FOR NEXT AGENDA - Michael Young from the 100 Parishes Society will address the meeting.

19/94 DATE OF NEXT MEETING scheduled for Monday 4th November at 7.30pm in the village hall.

TIME AND CLOSE OF MEETING, 9.30pm