

**HIGH EASTER PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
 held in High Easter Village Hall Tuesday 3<sup>rd</sup> April 2018

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

1 Member of the public (leaving after item 18/03)

18/01 APOLOGIES FOR ABSENCE were received from Cllr Andrea Davis and Cllr Neil Reeve and accepted by the Parish Council.

18/02 DECLARATIONS OF INTERESTS FOR THIS MEETING - None

18/03 PUBLIC FORUM

A resident raised concerns about the future of the Cricket Pitch and asked if there is anything the Parish Council could do to ensure it remains a community space. The Chairman confirmed he had not been able to speak to the owner of the land and the Clerk was asked to write to the owners asking what options might be available to safeguard the cricket pitch once the adjoining property is sold.

18/04 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 5<sup>th</sup> March 2018. Cllr Lodge proposed that the minutes be accepted as a correct record, this was seconded by Cllr Robinson with all in agreement; the minutes were signed by the Chairman.

18/05 DISTRICT AND COUNTY COUNCILLORS REPORTS – None

18/06 CLERK'S UPDATE & CORRESPONDENCE FOR CONSIDERATION

Utlesford agreed to the proposal to list the village hall, playing field, Jubilee meadow and allotments as Assets of Community Value for a period of 5 years.

The green waste service will be provided bi-weekly starting on Saturday 7<sup>th</sup> April and will be in the village hall car park from 11.30am to 12.30pm.

Changes to the mobile library service take effect from April, the service will be provided in High Easter at the village hall car park every three weeks. The first date is Wednesday 18<sup>th</sup> April and then 9<sup>th</sup> May between 10am and 10.30am.

The rearranged village litter pick will take place on Saturday 21<sup>st</sup> April starting at 10am at the Village Hall.

18/07 COUNCILLORS REPORTS

Cllr Lodge carried out the playground inspection for March 2018. The poor weather conditions have left parts of the play area underwater and this has contributed to the deterioration of the bark surface; the Clerk was asked to agenda for discussion next month.

The new basketball hoop attachment plate is a different size to the existing which is an issue for fixing. Cllr Lodge will arrange for the old attachment plate to be welded onto the new plate, before it can be re-attached to the back board.

Cllr Lodge thanked Cllr Windley for her work to cut back the vegetation and clear the footpath at the rear of the village hall. It was agreed no further work is required at this stage.

Cllrs discussed a number of local flooding issues in the village where it is believed piping under the road is failing. The result is highways are deteriorating because of standing water and verges are collapsing. The

Signed  
 Robert Lodge (Chairman Parish Council)

Clerk was asked to produce a summary highlighting some of the key spots and forward to County Cllr Barker for assistance.

## 18/08 PLANNING

18.08.01 Applications - None

18.08.02 Decisions – None

18.08.03 - At the end of March Uttlesford sent notification that the deadline for responding to the Stansted Airport application would be extended to 30 April. Following the decision to object to the planning application from Manchester Airports Group to increase annual passenger numbers, the Parish Council continues to consider the detail of its response. Cllrs attended Stop Stansted Expansion Town/Parish Council Liaison meeting and a meeting with Uttlesford District Council during March.

## 18/09 COMMUNITY FIBRE BROADBAND

During the month the Parish Council has met and worked with District Cllr Ryles on confirming the final list of residents who are interested in the project to bring a fibre solution to the village. This exercise has extended the project beyond the original boundaries and Openreach have been asked to re-cost the project based on this latest list of interested parties, a response is pending.

An announcement by the government in mid-March extending a voucher scheme for businesses has resulted in the Parish Council holding back any communication on funding whilst the possibility of whether the vouchers are viable for High Easter businesses is undertaken. The vouchers are worth up to £3,000 per business and are valid on the assumption the business takes a 1GB service once the fibre solution is live.

## 18/10 GENERAL DATA PROTECTION REGULATIONS

The General Data Protection Regulation (“GDPR”) will take effect in the UK from 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by. Parish Councils must comply with its requirements, just like any other organisation.

Organisations are required to appoint Data Protection Officers (DPOs), the latest guidance from the National Association of Local Councils (NALC) confirms Clerks cannot be DPOs. The Clerks in the Rodings/High Easter group are proposing to swap roles and act as DPOs for different Parish Councils in the same way they currently act as Internal Auditors for each other; the Parish Council agreed to this suggestion and once the swap is agreed will confirm the appointment.

NALC has provided a toolkit for Parish Councils which includes separate Privacy Notices for both residents and the general public and Cllrs, employees and role holders; the Clerk is currently reviewing these and adapting as relevant. It will be necessary to obtain consent to continue to send information to residents via email and the Clerk will produce the necessary consent request and issue to residents.

## 18/11 HIGH EASTER STANDING ORDERS AND FINANCIAL REGULATIONS

The Clerk prepared and circulated revised Standing Orders and Financial Regulations to reflect the updated legislation relating to The Public Contracts Regulations 2015 which introduced requirements for the tendering and award of contracts. Cllr Lodge proposed that these amendments be accepted including increasing the value at which a formal tender process is required from £900 to £2,000, this does not change the requirement that ‘the RFO should strive to obtain three estimates’ for all works between £200 and £2,000. This was seconded by Cllr Sutton with all in agreement. Clerk to update the website with amended documents.

18/12 PARISH EVENT – NOVEMBER 11<sup>th</sup> 2018

Cllr Lodge and the Clerk had obtained catering quotes for an event on 11<sup>th</sup> November to commemorate 100 years since the end of WW1. The quotes were for a variety of menus and different levels of service. The Parish Council asked if quotes could be obtained from all caterers for a traditional roast dinner and if all caterers could quote for laying tables and washing up. Once these are obtained the Parish Council will be able to compare and make a decision on the food and level of service required.

## 18/13 VILLAGE LUNCH

Plans were discussed for the lunch on Wednesday 25<sup>th</sup> April and the Clerk was asked to approach local caterers for assistance with the meal.

## 18/14 FINANCE

18.14.01 Cllr Lodge proposed the following cheques for payment, this was seconded by Cllr Sutton with all in agreement.

Allison Ward - Parish Clerk March 2018	£	240.16
Perry Contracting – Cutting village hall hedges	£	135.00
Essex Association of Local Councils – Annual Subscription	£	229.52

18.14.02 The Clerk presented the draft report of the receipts and payments for 2017/18 showing a closing cash balance at March 2018 of £11,995. The Clerk explained changes to end of year reporting for Parish Councils. Cllr Lodge proposed that as High Easter Parish Council meets the definition of a small Parish Council with turnover below £25k that it exempts itself from an external audit and posts the required information on its websites, to note there are no changes to the internal audit procedure and this will continue as before. This was seconded by Cllr Robinson with all in agreement.

18/15 ITEMS FOR NEXT AGENDA – The next meeting will be the Annual Village Meeting starting at 7.30pm and this will be followed by the Parish Council Annual General Meeting.

18/16 DATE OF NEXT MEETING Tuesday 7<sup>th</sup> May 2018

TIME AND CLOSE OF MEETING 9.00pm