

HIGH EASTER PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
 held in High Easter Village Hall Tuesday 8th May 2018

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

9 Members of the public, (1 from item 18.27.01).

18/17 APOLOGIES FOR ABSENCE - None

18/18 ELECTION OF CHAIRMAN

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

18/19 ELECTION OF VICE CHAIRMAN

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

18/20 DECLARATIONS OF INTERESTS FOR THIS MEETING

Cllr Sutton declared a disclosable pecuniary interest in agenda item 18.27.01 Tye Cottage as co-owner of the property.

18/21 PUBLIC FORUM

The Clerk read a list of questions which had been received from a resident in relation to the Affordable Housing project to which Cllr Lodge responded as follows,

1. Why is the location of the proposed sites still being kept secret after all this time?

The process which is outside the Parish Councils control has been much slower than we would have liked. There are steps to follow including the Housing Association approaching landowners and discussing costs of land before they can identify whether there are any viable sites. Making sites public before landowners have been approached, and some will be unaware their land is being considered would not be appropriate and could jeopardise any sensible negotiations before they have begun.

2. When will the decision making on this project become transparent?

The decisions made to date are totally transparent and have been reported in the Parish Council minutes; to carry out a housing needs survey, to issue a call for sites, to appoint a Housing Association. The decision process has not got any further than this.

3. What is the process and timeframe for local residents to have an input into the design, location etc?

We have asked Hastoe for a timeframe, but they have staffing issues and at the moment have been unable to commit despite our efforts in asking them to, all we can do is confirm the steps. The Housing Association with their Architect have visited the village, identified suitable sites, approached Uttlesford for their view on suitability and we are now waiting for them to approach land owners to understand land availability and the cost in order that Hastoe can determine whether there is a viable project. Once this is complete and assuming there is a viable plan we expect there to be a consultation with local residents before further decisions are made.

18/22 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 2nd April 2018, Cllr Sutton proposed that the minutes be accepted as a correct record, this was seconded by Cllr Windley all in agreement; the minutes were signed by the Chairman.

Signed
 Robert Lodge (Chairman Parish Council)

18/23 DATES OF MEETINGS 2018/19

Cllrs confirmed the meeting dates for the coming year as the first Monday of the month, except where there is a bank holiday when the meeting moves to the following Tuesday,

DATE	Public Meeting
2018	
4 th June	7.30 pm
2 nd July	7.30 pm
3 rd September	7.30 pm
1 st October	7.30 pm
5 th November	7.30 pm
3 rd December	7.30 pm
2019	
7 th January	7.30 pm
4 th February	7.30 pm
4 th March	7.30 pm
1 st April	7.30 pm
Tuesday 7 th May	7.30pm ANNUAL VILLAGE MEETING
Tuesday 7 th May	8 pm ANNUAL PARISH COUNCIL MEETING

Clerk to book the village hall and update website.

18/24 ELECTION OF REPRESENTATIVES

Cllr Lodge proposed that areas of responsibility are shared between Parish Councillors as follows for the year 2018/19, this was seconded by Cllr Sutton with all in favour,

- 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

18/25 CLERK'S PROGRESS UPDATE

Stansted Airport Planning Application – High Easter Parish Councils response can be viewed on the Parish Council website.

GDPR - The Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO). We await further guidance and the process to elect a DPO from the current Rodings/Easters Clerks base is on hold. A Data Privacy Notice will be produced in line with the template issued by the National Association of Local Councils and placed on the website.

Affordable Housing – Hastoe forwarded a copy of the report from Uttlesford District Council on the suitability of sites. The next step is for Hastoe to speak to landowners to discuss availability of land and cost; this stage has been delayed due to staffing issues at Hastoe. The Parish Council has asked for a timeframe and forward plan and a response is pending.

Blakes Lane – Notice of closure has been received from 7th May 2018 for 3 days, while Essex County Council undertakes carriageway works including clearing both ends of ditch in front of culvert, trial holes on void and fill with concrete and patch road.

Signed
Robert Lodge (Chairman Parish Council)

Litter Pick – With the support of residents 12 bags of rubbish were collected from the village verges on 21st April; the Clerk was asked to include a note of thanks in Parish News.

Village Lunch – The lunch planned for Wednesday 25th April was cancelled as only 12 bookings were confirmed. It was noted that not all regular attendees were aware of the event and there were clashes with other local groups. The Parish Council to consider a summer event at their next meeting.

18/26 COUNCILLORS REPORTS

Cllr Boreham completed the playground inspection log for April 2018. It was noted there are some repairs necessary to the bridge and foot slope which Cllr Boreham will complete.

Cllr Davis asked when the new basketball hoop would be in situ. Cllr Lodge commented that the issue is with the fixings as the new hoop back plate differs from the previous and additional works are required before the new hoop can be attached; Cllr Lodge to action.

Cllr Reeve commented on a discussion that took place during the Annual Meeting in relation to the Stansted Airport application to increase the number of passengers. Cllr Reeve stated his disappointment that District Cllr Barker had commented on the impact on the flight path and had not indicated any objection to the application.

Cllr Reeve asked the Parish Council to record its thanks to the 10k Road Race event organisers for an excellent and well organised event which is putting High Easter on the map. The Parish Council were in agreement and the Clerk was asked to write to both the event organisers and the church thanking them for organising and supporting the event.

18/27 PLANNING

18.27.01 – Applications for discussion and decision

Application No	UTT/18/0836/HHF
Location	Gladden Cottage, High Easter Road
Development	Proposed extensions and associated alterations to dwelling and proposed new stables.

Cllr Sutton proposed that the Parish Council has no objection to the plans for the house and went on to suggest a comment is made in relation to the stable block which appears excessive in size given the acreage available. This was seconded by Cllr Boreham with all in agreement.

Cllr Sutton leaves the room for the next application.

Application No	UTT/18/0853/HHF &
Location	Tye Cottage, The Street
Development	Removal of existing coal bunker and shed and erection of detached summer house in rear garden

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

Cllr Sutton returns to the meeting and one resident arrives.

Application No	UTT/18/0949/HHF & UTT/18/0950/LB
Location	Elm Cottage, The Street
Development	Demolition of existing single storey extension, erection of replacement single storey extension and landscaping works (revision to previously approved application UTT/17/1541/HHF).

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

Application No	UTT/18/1141/HHF & UTT/18/1142/LB
Location	Mill House, The Street
Development	Proposed two storey rear and single storey side extensions and internal alterations

Cllr Sutton proposed that the Parish Council has no concerns with the application, however that it is left to the Uttlesford conservation officers to make the decision based on heritage. This was seconded by Cllr Lodge with all in agreement.

18.27.02 – Decisions – for information only

Application No	UTT/18/0025/FUL
Location	Site at Acreland Green
Development	Erection of agricultural storage building and creation of new vehicular access
Decision	Conditional Approval

Application no	UTT/18/0493/HHF & UTT/18/0494/LB
Location	The Labourers Rest
Development	Proposed flue installation and erection of first floor extension
Decision	Refusal

Application No	UTT/18/0269/HHF
Location	Bush Barns,
Development	Construction of timber framed outbuilding for use as catering kitchen, store room and eating/dining area ancillary to the main residential dwelling
Decision	Conditional Approval

18/28 40mph BUFFER ZONE EXTENSION

Essex Highways has confirmed a TRO is due to be published for the 40mph buffer zone, however this will only extend as far as the Haydens Farm junction and not Stagden Cross as requested by the Parish Council. In correspondence it is apparent Essex Highways understanding is the parish require the speed limit to slow traffic before it hits the 30mph zone, however this was not the reasoning in the submitted request. During the Annual Village Meeting preceding this meeting, County and District Cllr Barker asked for the latest exchange to be forwarded, Clerk to action. It is unclear whether the best course of action is to object to the TRO or to allow it to go ahead and continue to push for the original request. Cllr Lodge proposed that the Clerk continues to liaise with the appropriate parties and the Parish Council objects to the TRO if this is the most appropriate course of action, this was seconded by Cllr Robinson with all in agreement.

18/29 COMMUNITY FIBRE BROADBAND

Considerable discussion took place during the Annual Meeting to summarise the current situation. During April and following a District Council meeting attended by Gigaclear, District Cllr Ryles, Cllr Boreham, Cllr Lodge and the Clerk met to consider the impact of Gigaclear plans to provide a fibre solution to some of the outlying parts of High Easter, previously the advice was Gigaclear would not be completing any works in High Easter parish. These latest plans mean c.40 of the properties planned for inclusion in the Openreach Community Fibre project will be connected via Gigaclear.

The Parish Council supported the action taken to request a quote from Gigaclear to provide a fibre solution for the whole village which will then be comparable to the pending quote from Openreach; further consideration will then be required to determine the best way forward. The work on funding has been put on hold until further information on costings has been received.

18/30 PARISH CLERK SALARY INCREASE

The Parish Clerk is paid in accordance with the national pay scales for Parish Clerks and agreement has been reached on new pay scales from 1 April 2018. Cllr Lodge proposed that the Clerk's salary is increased in line with the national pay scales from £9.237 to £9.705, the impact is an additional £142 per annum based on 6 hours/week. This was seconded by Cllr Robinson with all in agreement.

18/31 REVIEW OF PARISH COUNCIL INSURANCE

Insurance for 2017/18 was provided via AON after switching from Zurich based on price. AON has confirmed it is no longer providing Parish Council insurance and has transferred the business to a broker BHIB; they have been chased for a quote for 2018/19 and a response is pending. Renewal is due on 1st June and the Parish Council agreed to accept the lowest quote available, the only addition to 2017/18 is the inclusion of the village defib for a full year.

18/32 APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

18.32.01 - Cllr Lodge proposed that the Parish Council approves the Annual Governance Statement (Section 1 AGAR) for the year 2017/18, this was seconded by Cllr Boreham with all in agreement.

18.32.02 - Cllr Reeve proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2017/18, this was seconded by Cllr Windley with all in agreement.

18.32.03 - The Fixed Asset register for the year 2017/18 was considered and all assets accounted for, the only change during the year being the addition of the village defibrillator. The Parish Council approved the bank reconciliation which confirms a cash balance as at end of March 2018 of £11,995.

18/33 FINANCE

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

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk April 2018	£252.33
High Easter Village Hall – Annual hire charge 2017/18	£228.00

18.33.02 A donation of £200.00 was gratefully received following the village Easter Egg Hunt and is to be allocated to a restricted fund for work with the 'overs'.

18/34 ITEMS FOR NEXT AGENDA

To include funding for village handyman following funding suggestion by District Cllr Barker in the Annual Meeting, update on fencing for pre-school, village hall footpath repairs, village website, November 11th event.

18/35 DATE OF NEXT MEETING Monday 4th June 2018 at 7.30pm.

TIME AND CLOSE OF MEETING 9.00pm