

HIGH EASTER PARISH COUNCIL

Clerk to the Council – Allison Ward
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Councillors are hereby summoned to attend the **Annual Parish Council meeting** which will be held via the video conferencing service Zoom on **TUESDAY 4th May 2021 at 7.30pm** for the purpose of transacting the business set out on the agenda below.

The press and public are cordially invited to attend.

MEETING PROCEDURE INFORMATION

Please see the draft High Easter virtual meeting policy which is available on the website and sets out the procedures and expectations for Cllrs and members of the public attending Parish Council meetings via Zoom.
<https://e-voice.org.uk/higheaster/a/43923698-44345886>

Zoom Meeting Details

<https://us02web.zoom.us/j/82305716362>
Meeting ID: 823 0571 6362

Passcode: There is no passcode, you will be held in the waiting room and admitted by the meeting host.

MEETING AGENDA

- 21/18 ELECTION OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN** to be signed by Chairman, s.83(4) Local Government Act 1976.
- 21/19 ELECTION OF VICE CHAIRMAN**
- 21/20 APOLOGIES FOR ABSENCE**
- 21/21 DECLARATION OF INTERESTS FOR THIS MEETING**
- 21/22 PUBLIC FORUM** – There will be 15 minutes available for the Public to speak on Parish Council matters on this agenda or any issue of local concern.
- 21/23 MINUTES OF ORDINARY PARISH COUNCIL MEETING 6th April 2021 for approval**
- 21/24 COUNTY AND DISTRICT CLLRS REPORT**
- 21/25 MEETING DATES 2021/22**

To confirm meeting dates 1st Monday of the month with the exception of August 2021 when no meeting will be held and May 2022 when the meeting will be on Tuesday 3 May due to the bank holiday. All meetings to start at 7.30pm.

- 21/26 TO AGREE CLLRS RESPONSIBILITIES FOR 2021/22**

Currently these are as follows,

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

21/27 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

The Clerk responded to generic Freedom of Information request relating to litter and fly-tipping.

Uttlesford met to consider changes to the Local Heritage List in mid-April, approvals at this meeting included the removal of Homely, The Street following its demolition; there were no other changes relevant to High Easter.

Uttlesford had difficulty locating the dumped tyres at byway 104/105, the Clerk met them on site, and they have now been removed.

Continuing in progress; Phase 2 play area, electric charging points in the village car park, repair to paths around the village hall.

21/28 COUNCILLORS REPORTS

To include playground inspection.

21/29 PLANNING

21.29.01 – New Applications

Application No	UTT/21/1149/HHF
Location	Beards Cottage Acreland Green, The Street
Development	Conversion of half of existing double garage into home office and shower room.

Application No	UTT/21/1225/HHF
Location	4 Bishops Green Villas, Bishops Green
Development	Rear ground and first floor extension 4 Bishops Green Villas Bishops Green

Application No	UTT/21/1421/FUL
Location	Punch Bowl The Street
Development	Erection of storage barn measuring 7.5m wide by 15m in length

Application No	UTT/21/1422/HHF
Location	Pleshey Grange Grange Road Pleshey
Development	New wooden entrance gates, brick piers and short section of wall either side

21.29.02 - Decisions

Application No	UTT/21/0386/HHF
Location	Tarr Potts, Slough Road
Development	Erection of workshop and store
Decision	Refused

Application No	UTT/21/0158/FUL
Location	Homely, The Street
Development	Section 73A Retrospective application for the demolition of existing property and proposed erection of new dwelling.
Decision	Withdrawn

21/30 SSE PARISH AND TOWN COUNCIL LIAISON MEETING

Cllr Davis and Cllr Reeve attended the SSE Town and Parish Council Liaison meeting in April 2021 and the minutes from this meeting have been circulated to the Parish Council.

This meeting was updated on the brand name change from SSE to SAW (Stansted Airport Watch) and the focus on SAW being more community driven. Parish (and Town) Councils are asked to continue their support, both financially and by nominating people to the new team. Parish Council to consider.

21/31 VILLAGE SPEED WATCH

Request from a resident for the Parish Council to consider setting up a community speed watch group for the village along The Street.

21/32 APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

- 21.32.01 To consider the exiting internal controls and whether these are satisfactory.
- 21.32.02 To approve the Annual Governance Statement (Section1 AGAR) for the year 2020/21.
- 21.32.03 To approve the Annual Accounting Statements (Section 2 AGAR) for the year 2020/21.
- 21.32.04 To receive and approve the following yearend financial statements for the year 2020/21,
 - a. Fixed Asset Register,
 - b. Bank reconciliation

21/33 PARISH COUNCIL INSURANCE

Due for renewal on 1 June 2021, Parish Council to consider options.

21/34 PLAYING FIELD

- 21.34.01 Installing the slide using excess soil from Hastoe development, Cllrs to agree additional works necessary and any costs.
- 21.34.02 Poor condition of goal mouths and options for repair.

21/35 FINANCE

The following payments for authorisation

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk April 2021 inc Zoom subscription for month	£ 280.63
Neil Reeve – Materials for tree planning in Jubilee Meadow	tbc

20/36 ITEMS FOR NEXT MEETING – Phase 2 play area

20/37 DATE OF NEXT MEETING Monday 7th June at 7.30pm subject to decisions on virtual meetings and government guidance on use of village halls.

TIME AND CLOSE OF MEETING

 Allison Ward, Parish Clerk
28 April 2021