

HIGH EASTER PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
held via Zoom Tuesday 4th May 2021

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

3 Members of the public (2 leaving after agenda item 21/22)

21/18 ELECTION OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE

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 will sign the Declaration of Acceptance of Office and this will be held on file by the Clerk

21/19 ELECTION OF VICE CHAIRMAN

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

21/20 APOLOGIES FOR ABSENCE - None

21/21 DECLARATIONS OF INTERESTS FOR THIS MEETING

Cllr Sutton declared a pecuniary interest in agenda item 21.29.01 Punch Bowl as the planning agent for the application.

21/22 PUBLIC FORUM

A resident asked if the Parish Council had an update on Homely and the planning applications. Cllr Reeve commented that there is no update on the legal challenge and as far as the applications are concerned the latest has been withdrawn and the application from late 2020 is subject to an appeal; no dates have been set for this and we await the planning inspector to confirm.

2 residents leave the meeting

21/23 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 6th April 2021. Cllr Davis proposed that the minutes be accepted as a correct record, this was seconded by Cllr Robinson with all in agreement.

21/24 COUNTY AND DISTRICT CLLRS REPORT

A report had been provided at the Annual Meeting which preceded this meeting, there was nothing further to add.

21/25 MEETING DATES 2021/22

It was agreed to continue with scheduled monthly meetings (except August) on the first Monday of every month at 7.30pm in the village hall. The meeting will move to a Tuesday if the Monday is a bank holiday.

21/26 TO AGREE CLLRS RESPONSIBILITIES FOR 2021/22

Cllrs agreed to retain existing responsibilities 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, Jubilee Meadow, and village hall liaison
 Cllr Windley - Footpaths and war memorial
 Cllr Boreham - Uttlesford liaison

Signed

Robert Lodge (Chairman Parish Council)

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

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

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

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.

County Broadband confirmed the wi-fi hot spot in the village hall is now working, and they will upgrade this to fibre wi-fi at no cost and under the current 'free' service contract.

Clarke Telecom had sent a pre-application consultation letter advising of their intention to apply for planning permission for a telecommunications mast on the verge in front of the village hall car park and opposite the entrance to Boreham Court. The Clerk was asked to reply and confirm that if the application is submitted the Parish Council will be objecting in the strongest possible terms. Whilst the Parish Council is not averse to considering telecommunication masts to improve coverage in the parish, the proposed location is in its view wholly inappropriate, and a more discreet location needs to be considered.

21/28 COUNCILLORS REPORTS

The Clerk completed the monthly playground inspection. The short chains on the bucket swing appear not to have been re-attached following the recent repair by the contractor. The Clerk has contacted Creative Play and they have agreed they will attend and fix free of charge.

Cllr Reeve reported that the tree planting in Jubilee Meadow is complete. The Parish Council considered how to keep the trees watered and Cllr Boreham agreed to have a look at options.

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.

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

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

Cllr Sutton proposed that the Parish Council comments on this application. The property and the curtilage have been extensively altered over the last 15 years. The Parish Council is concerned that additional extensions will swamp the host dwelling and overshadow the adjoining property. This was seconded by Cllr Lodge, there were 6 Cllrs in favour of submitting this comment and one abstention.

Cllr Sutton was placed in the 'waiting room' for the following consideration.

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

Cllrs noted this new application and were of the view it is more appropriate in its 'barn-like' design, its scale and position, than the previous application refused by Uttlesford. Cllr Windley proposed no objection, this was seconded by Cllr Robinson with all Cllrs present in agreement.

Cllr Sutton was re-admitted to the meeting.

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

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

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 Parish and Town Council Liaison Meeting in April, the minutes from the meeting have been circulated to the Parish Council. This meeting was updated on the proposed brand name change from SSE to SAW (Stansted Airport Watch) and the focus on a more community driven group going forward and ensuring Stansted Airport is a 'good neighbour', please see the SSE website for further information. The new group is looking for Parish Council representatives, Cllr Davis expressed an interest and will speak directly with the SSE office to understand what is involved.

Cllr Reeve added that Uttlesford officers have written to the planning inspectors following the governments publication on cutting emissions targets which now includes aviation. This is new evidence post the hearing on increasing passenger numbers and we will have to wait and see if it is considered, a decision is expected in the summer.

21/31 VILLAGE SPEED WATCH

Following a request from a resident to consider setting up a community speed watch team in the village, the Clerk has written to Essex Police for information on what is required in terms of commitment, training, and equipment. A response is pending.

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

21.32.01 The meeting considered the current system of internal control, including cheque signing and monitoring of finances and agreed that these were satisfactory.

21.32.02 The Clerk confirmed the Parish Council did not meet the criteria to be an exempt authority as receipts and payments exceeded £25k in the year and is therefore subject to a limited assurance audit for 2020/21. Cllr Reeve proposed that the Parish Council approves the Annual Governance Statement (Section1 AGAR) for the year 2020/21 as prepared by the Clerk. This was seconded by Cllr Davis with all in agreement.

21.32.03 Cllr Davis proposed that the Parish Council approves the Annual Accounting Statements (Section 2 AGAR) for the year 2020/21 as prepared by the Clerk. This was seconded by Cllr Lodge with all in agreement.

21.32.04 The Clerk presented the Fixed Asset Register which includes an adjustment for the new play equipment, the addition of new bins on the playing field and the removal of the notice board. The value of current assets is £75,165. The Clerk presented the bank reconciliation which shows one outstanding item and a closing cash balance of £15,691 of which £493 is designated to the play area project and £215 to work with the 'overs'. Cllr Robinson proposed that these reports are accepted, this was seconded by Cllr Boreham with all in agreement.

Signed
Robert Lodge (Chairman Parish Council)

21.32.05 The Clerk for Leaden Roding Parish Council will be asked to complete the internal audit, and their report will be presented to the June meeting.

21/33 PARISH COUNCIL INSURANCE

This is for renewal on 1 June. The Parish Council is a long-term agreement (3 years) with Parish Protect which started in June 2020. A quote for 2021/22 is pending and will be circulated to the Parish Council for consideration once received.

21/34 PLAYING FIELD

21.34.01 Once work starts, Hastoe has agreed to supply soil from the affordable housing site to allow the mound to be increased in readiness for the slide, the Clerk will liaise. The Clerk was asked to speak to a contractor for a quote to install the slide once the soil is in situ.

21.34.02 Cllr Boreham and Cllr Lodge to meet JCM Services for advice and costs on repairing the goal mouths.

21/35 FINANCE

Cllr Lodge proposed that the following are approved for payment, this was seconded by Cllr Robinson with all in agreement.

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk April 2021 in Zoom subscription for month	£ 280.63

21/36 ITEMS FOR NEXT AGENDA – Nothing in addition.

21/37 DATE OF NEXT MEETING scheduled for Monday 7th June at an earlier start time of 7pm. Please note following the end of the legislation that allowed local authorities to meet remotely, this meeting will return to the village hall. Covid restrictions, face coverings and social distancing continue to apply.

TIME AND CLOSE OF MEETING 9.07pm