

HIGH EASTER PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
held in High Easter Village Hall on Monday 7th March 2022

Present: Cllrs Nigel Boreham, Andrea Davis, Janet Robinson, Paul Sutton, Jo Windley, and the Clerk Allison Ward
 0 residents

21/167 APOLOGIES FOR ABSENCE were received from Cllr Robert Lodge due to work commitments and Cllr Neil Reeve who is on holiday, both apologies were accepted by the meeting.

21/168 DECLARATIONS OF INTERESTS FOR THIS MEETING – None.

21/169 PUBLIC FORUM – No public present.

21/170 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 7th February 2022, Cllr Windley proposed an amendment to 21.156.01 to confirm the exact location of the highway signage. Cllr Sutton seconded the proposed change.

Amend from ‘These will be positioned at Proverbs Green and Mudwall Farm’, to ‘These will be positioned at junction of Proverbs Green Road and Mudwall Farm’.

Cllr Sutton proposed the minutes be accepted as a correct record after this amendment, this was seconded by Cllr Boreham. The minutes were signed by the chair of the meeting.

21/171 COUNTY AND DISTRICT CLLRS REPORT – County and District Cllr Susan Barker sent apologies to the meeting as she was attending another parish council meeting.

21/172 CLERK’S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

Following the government decision to issue a notice of designation removing Uttlesford’s right to make decision on major (more than 10 dwellings) planning applications in its district, the Clerk has circulated various update notes.

The weekend garden waste service restarted on 5 March from 11.30am to 12.30pm in the village hall car park. The service will visit bi-weekly at a cost of £73.50 per hour.

The Museum of East Anglian Life is coming to High Easter Village Hall on Sunday 22nd May, 10am to 4pm. ‘Food Stories’ celebrates East Anglian recipes, cooking, farming techniques and dialect words that have been passed down through generations. Advertising to be shared.

The parish council considered a letter offering charity clothing banks, the parish council agreed not to pursue.

21/173 CLLRS REPORTS

The Clerk carried out the monthly playground inspection and confirmed there is a missing nut at the top of flat single swing, Cllr Boreham to repair. There is slight perishing to the cradle swing, and this will be monitored.

Cllr Robinson reminded the meeting of the need to complete footpath repairs around the village hall, the Clerk confirmed there was a parish council grant ring-fenced towards this work and will chase the village hall committee to understand who is doing what in the process.

Cllr Sutton noted the broken surface water cover on the footpath in front of Chapel Field Cottages, Clerk to report to Essex Highways.

Cllr Davis noted the missing half of the 30mph sign as you enter the village by Parsonage Barns. The Clerk confirmed where the missing sign is and will ask if it can be replaced, if not it will be reported to Essex Highways.

Signed
 Robert Lodge (Chairman Parish Council)

21/174 PLANNING

21.174.01 New Applications

Application No UTT/22/0530/HHF
 Location Clevebourne, The Street
 Development Erection of replacement garage

Cllr Sutton proposed no objection, this was seconded by Cllr Robinson with all in agreement.

Application UTT/22/0532/HHF
 Location 8 Gepps Close
 Development External wall cladding to existing dwelling.

Cllr Sutton proposed the parish council comments that it is concerned about the visual impact of the proposals given this is a brick semi-detached property in a prominent position in a cul-de-sac where properties are either brick or rendered. Timber cladding is generally only used on more traditional style outbuildings. This was seconded by Cllr Boreham with all in agreement.

21.174.02 Decisions – None

21.174.03 To note a householder appeal has been submitted against Uttlesford's refusal of retrospective application for the erection of gates at 4 Bishops Green.

21.174.04 Homely, the planning inspector dismissed the appeal against Uttlesford's decision to refuse application UTT/20/1937/FUL. Post this decision the applicants contacted the parish council to share plans for a proposed new dwelling on a similar design and scale to the original. The parish council responded welcoming 'the reinstatement of the important features that afforded the original dwelling status as a non-designated heritage asset and made an important contribution to the Conservation Area.' The parish council will consider its response as statutory consultees when the application is submitted.

21/175 HASTOE NEW HOMES

21.175.01 Update on allocation of housing – two of the properties were readvertised and Hastoe have received further nominations from Uttlesford. These applications are being processed and the parish council should receive notification for local connection verification later this week.

21.175.02 The official opening has been delayed, no revised date, due to Essex County Councils delay in issuing the permit to close the road to allow the footpath to be created. The footpath is a condition before first occupancy.

21/176 ANNUAL REVIEW OF PARISH COUNCIL POLICY

21.176.01 **Standing Orders**, the Clerk confirmed the parish council follows the model standing orders issued by National Association of Local Councils (NALC). Given there have been no changes to these during the year there are no amendments to the existing standing orders.

21.176.02 **Financial Regulations** the Clerk confirmed the parish council follows the model financial regulations issued by NALC. Given there have been no changes to these during the year there are no amendments to the existing financial regulations.

21.176.03 **Grant policy**, Cllr Sutton proposed the parish council adopts the grant policy as circulated by the Clerk, this was seconded by Cllr Windley with all in agreement. The grant policy will be added to the website.

21.176.04 **Complaints Procedure**, the Clerk suggested there was no update required, Cllrs considered the existing policy which relates to parish council's administration and procedure and agreed no amendments were necessary.

21.176.05 **Other**, the parish council has adopted the model Code of Conduct as issued by Uttlesford District Council for parish councils, there have been no amendments to this in the year. There have been no changes to

privacy policy legislation and no changes are necessary. The Clerk will remove virtual meeting policy from the website as this is no longer relevant.

21/177 TENDERS FOR 2022

21.177.01 **Playing Field**, Cllrs agreed to issue the existing tender for cutting the playing field bi-weekly from April to October for a period of 2 years.

21.177.02 **Jubilee Meadow**, in considering the views of residents involved in the environmental projects it was agreed to issue a tender as follows,

- For one year only to which will allow the flexibility to change for 2023 if necessary.
- To retain the cycle of cutting May, July and September as the Jubilee Wood contract includes parts of the playing field that are not regularly cut, and this element needs to continue as previously.
- The cut of the Jubilee Meadow will be 'paths only' in May and July, leaving the area planted with trees uncut.
- There will be an additional full cut of the meadow only in August.

21.177.03 **Verge Cutting**, Clerk is chasing Essex County Council for a purchase order for 2022. The parish council wished to consider the requests from the environmental group to see if it was possible to reach a compromise and reduce cutting in May to allow existing wildflowers to self-seed. Cllrs remained concerned of the need to ensure highway safety. It was agreed the Clerk would discuss further with Cllr Boreham and Cllr Lodge before issuing a tender.

21/178 QUEEN'S PLATINUM CELEBRATIONS

21.178.01 Notes from third joint meeting with village hall committee and church circulated to Cllrs. An application for £900 grant has been submitted to the Uttlesford fund for parish jubilee celebrations. Parish Council is responsible for the Big Lunch event, the village hall committee will manage the beacon lighting evening.

21.178.02 The tree pack for planting as part of the Queen's canopy has arrived, Cllr Boreham to look after the trees until such time as a decision is taken on where to plant them, this will now be in the Autumn.

21/179 FUTURE PARISH COUNCIL PROJECTS

To include

- Village litter pick, Cllrs agreed a spring litter pick on Saturday 2nd April meeting at 10am at the village hall. Clerk to advertise via email and Facebook
- Phase 2 of the play area to include installing the slide and space for older children.
- Repair of verges in front of the sewage works following recent works
- Planting of trees and encouraging wildflowers in the parish
- Supporting the environmental group with their projects

21/180 FINANCE

21.180.01 Cllr Sutton proposed the following payment is authorised; this was seconded by Cllr Davis with all in agreement.

| PAYMENT TO | VALUE |
|---|----------|
| Allison Ward - Parish Clerk February 2022 | £ 266.24 |

21.180.02 The Clerk confirmed receipt of a payment of £192.50 being the 50% share of the football fees collected by the village hall committee.

20/181 ITEMS FOR NEXT MEETING

Accounts for year ending 31 March 2022

20/182 **DATE OF NEXT MEETING**, Monday 4th April at 7.30pm in the village hall.

TIME AND CLOSE OF MEETING 8.45pm

Signed

Robert Lodge (Chairman Parish Council)