

**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 in High Easter Village Hall immediately following the Annual Village Meeting which starts at 7pm, on **TUESDAY 3<sup>rd</sup> May 2022** for the purpose of transacting the business set out on the agenda below.

The press and public are cordially invited to attend.

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**MEETING AGENDA**

- 22/17 ELECTION OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN** to be signed by Chairman, s.83(4) Local Government Act 1976.
- 22/18 ELECTION OF VICE CHAIRMAN**
- 22/19 APOLOGIES FOR ABSENCE**
- 22/20 DECLARATION OF INTERESTS FOR THIS MEETING**
- 22/21 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.
- 22/22 MINUTES OF ORDINARY PARISH COUNCIL MEETING 4<sup>th</sup> April 2022** for approval
- 22/23 COUNTY AND DISTRICT CLLRS REPORT**
- 22/24 MEETING DATES 2022/23**

To confirm meeting dates 1<sup>st</sup> Monday of the month except for August 2022 when no meeting will be held and May 2023 when the meeting will be on Tuesday 2 May due to the bank holiday. All meetings to start at 7.30pm.

- 22/25 TO AGREE CLLRS RESPONSIBILITIES FOR 2022/23**

Currently these are as follows,

- Cllr Sutton - Planning
- Cllr Lodge - Highways including traffic calming and road safety
- Cllr Reeve - Stansted
- 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

- 22/26 CLERK’S PROGRESS UPDATE and CORRESPONDENCE TO NOTE**

Essex County Council Digigo travel on demand service is now operational and available for residents of High Easter, see this website of the are covered and how to book a journey, to note the service is available to take residents from High Easter to Broomfield hospital, <https://www.essexhighways.org/getting-around/ddrtdigigo/digigo>

Ride London/Essex is due to take place on the weekend of 28/29 May. Whilst there are no road closures in the parish there are closures on several main routes which surround High Easter primarily on the Sunday. Residents have received booklets through the post with details and there is a map on display in the bus shelter notice board, please contact the Clerk for further information.

Uttlesford sent notification of a delay in consulting on regulation 18 of the Local Plan and issued an amended programme timetable. Regulation 18 is now due to be consulted on from Monday 20 June to Friday 29 July, it was previously expected to be available in March 2022.

Cllr Boreham and Cllr Lodge placed the additional highway markers purchased by the parish council along School Lane to protect the narrow verge and ditch from further damage.

## **22/27 COUNCILLORS REPORTS**

To include playground inspection.

Cllr Lodge to report on the meeting he attended that was organised by County Cllr Susan Barker to which parish councils were invited to raise local matters directly with the cabinet member.

Footpaths, blocked tree on footpath 13 reported via Uttlesford Ramblers, Cllr Windley is aware that footpath 22 has been ploughed and not yet reinstated.

## **22/28 PLANNING**

### 22.28.01 – New Applications

Application	UTT/22/1137/FUL
Location	Labourers Rest, Green Street
Development	Section 73A Retrospective application for the erection of a horse stable.

The following application is a re-consultation following a change in development description.

Application	UTT/21/3034/FUL
Location	Lodge Coaches, The Street
Development	Proposed erection of building for use as storage of vintage vehicles and vintage vehicle parts.

### 22.28.02 - Decisions

Application	UTT/22/0862/AG
Location	Poplar Farm, The Street
Development	An extension to an agricultural storage building
Decision	Permitted development, no approval required

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

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

22.28.03 – Hastoe affordable homes. To record completion of project on 22<sup>nd</sup> April 2022 and handover to tenants. Further to various meetings and discussions with Uttlesford, parish council to agree next steps to progress changes necessary to Uttlesford's housing allocation policy where rural exception sites are involved.

## **22/29 APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

Clerk to present 2021/22 accounts for consideration and approval.

22.29.01 Parish Council to consider internal controls to ensure it is meeting its legal requirements.

22.29.02 Decision required that High Easter Parish Council exempts itself from a limited assurance audit as it meets all the criteria for claiming exemption as set out in section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

22.29.03 To approve the Annual Governance statement as presented, subject to internal audit.

22.29.04 To approve the Annual accounts as presented, subject to internal audit.

22.29.05 To receive and approve the fixed asset register and bank reconciliation for the year to March 22.

22.29.06 To appoint an internal auditor.

## **22/30 PARISH COUNCIL INSURANCE**

Due for renewal on 1 June 2022, Parish Council to consider options.

## **22/31 VERGE CUTTING CONTRACT**

Essex County Council has issued a purchase order to the parish council for verge cutting in the parish in 2022. Decision required on parish council verge cutting contract for 2022 season.

## **22/32 VILLAGE HALL PATH REPAIRS**

Cllr Boreham and the Clerk met with MBSurfacing to progress plans for repairing the footpath in front of the main village hall entrance. A quote is pending. Parish council to consider quote and how to progress given responsibility for repairs sits with the village hall committee.

## **22/33 QUEEN'S JUBILEE EVENT**

22.33.01 To note and record arrangements for the Jubilee weekend. Minutes of joint committee meetings have been circulated to the parish council including the budget. To note all receipts and payments will be processed through the parish council. A grant of £500 has been received from Ride London/Essex towards the parish jubilee celebrations, a grant from Uttlesford District Council is pending a decision.

22.33.02 To receive and approve the risk assessment for the Big Lunch event on Sunday 5<sup>th</sup> June.

## **22/34 FINANCE**

The following payments for authorisation

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward - Parish Clerk April 2022	£ 280.63
Allison Ward - Flying Colour Flags (bunting for jubilee inc VAT)	£ 780.60

## **22/35 ITEMS FOR NEXT MEETING**

**22/36 DATE OF NEXT MEETING** Monday 6<sup>th</sup> June at 7.30pm in the village hall.

## **TIME AND CLOSE OF MEETING**

*Allison*

Allison Ward, Parish Clerk  
28 April 2022