

HIGH EASTER PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
 held in High Easter Village Hall on Tuesday 3rd May 2022

Present: Cllrs Nigel Boreham, Robert Lodge (chair), Neil Reeve, Paul Sutton, Jo Windley, and the Clerk Allison Ward

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22/17 ELECTION OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE

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

22/18 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 Boreham, with all in agreement.

22/19 APOLOGIES FOR ABSENCE were received from Cllr Andrea Davis and Cllr Janet Robinson due to holidays, these were accepted by the meeting.

22/20 DECLARATIONS OF INTERESTS FOR THIS MEETING

Cllr Robert Lodge declared a disclosable pecuniary interest in agenda item 22.28.01 application UTT/21/3034/FUL re-consultation, as joint applicant.

Cllr Nigel Boreham declared a personal prejudicial interest in agenda item 22.28.01 application UTT/21/3034/FUL re-consultation, as a close friend of the applicant.

Cllr Jo Windley declared a personal prejudicial interest in agenda item 22.28.01 application UTT/21/3034/FUL re-consultation, due to connections to the applicant's business.

Cllrs Neil Reeve, and Paul Sutton declared a personal interest in agenda item 22.28.01 application UTT/21/3034/FUL re-consultation, as a friend and parish council colleague of the applicant.

22/21 PUBLIC FORUM – No public present.

22/22 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING of 4th April, Cllr Lodge proposed the minutes be accepted as a correct record this was seconded by Cllr Windley with all in agreement.

22/23 COUNTY AND DISTRICT CLLRS REPORT – Nothing in addition to report given at Annual Village Meeting.

22/24 MEETING DATES 2022/23

Cllrs agreed to continue to hold meetings on the 1st Monday of the month except for August 2022 when no meeting will be held and May 2023 when the meeting will be on Tuesday 2nd May due to the bank holiday. All meetings to start at 7.30pm in the village hall.

22/25 TO AGREE CLLRS RESPONSIBILITIES FOR 2022/23

Cllrs agreed to continue with their current responsibilities,

Cllr Sutton - Planning

Cllr Lodge - Highways including traffic calming and road safety

Signed

Robert Lodge (Chairman Parish Council)

Cllr Reeve - Stansted
 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

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 CLLRS REPORTS

The Clerk carried out the monthly playground inspection and confirmed there are no new concerns.

Cllr Lodge attended a meeting organised by County Cllr Susan Barker with Cllr Lee Scott, the cabinet member for Highways. Cllr Lodge reported most of the discussions focused on potholes. Cllr Lodge raised whether there are any plans to repair verges particularly where 'cliff edges' have developed. In response Cllr Scott suggested the biggest issue in the future will be drainage, this will overtake potholes, and the main reason is neglect.

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.

Cllr Sutton proposed that whilst the parish council regrets the applications is retrospective the response is no objection, this was seconded by Cllr Lodge with all in agreement.

The following application which is a re-consultation following a change in development description could not be debated as only Cllr Reeve and Cllr Sutton remained in the room and the meeting was not quorate.

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.

22.08.02 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 – The Hastoe affordable homes were completed and handed over to tenants on 22nd April 2022. The Clerk was asked to chase Uttlesford to understand plans for reviewing the housing allocation policy for rural exception sites.

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

The Clerk presented the 2021/22 accounts.

22.29.01 The meeting considered the internal controls, including payment authorisation, Cllr Reeve proposed that the existing controls were satisfactory to meet legal requirements, this was seconded by Cllr Windley with all in agreement.

22.29.02 Cllr Windley proposed that the 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, this was seconded by Cllr Boreham with all in agreement.

22.29.03 Cllr Lodge proposed approval of the annual governance statement as presented by the clerk with no concerns, this was seconded by Cllr Boreham with all in agreement.

22.29.04 Cllr Sutton proposed approval of the annual accounts as presented by the clerk with no concerns, this was seconded by Cllr Lodge with all in agreement.

22.29.05 The meeting noted and accepted the fixed asset register with assets valued at £75,165 (no movement on the previous year) and bank reconciliation for the year to March 22 confirming a closing balance of £24,665.

22.29.06 Cllr Lodge proposed the Clerk for Leaden Roding parish council is appointed to review the annual governance statement and accounts. This was seconded by Cllr Sutton with all in agreement.

22/30 PARISH COUNCIL INSURANCE

The parish council is in the final year of a 3-year agreement with insurance renewal date of 1 June 2022. Cllr Lodge proposed that the existing policy continues to provide sufficient cover and the premium of £344.74 be accepted, this was seconded by Cllr Windley with all in agreement.

22/31 VERGE CUTTING CONTRACT

Essex County Council (ECC) has issued a purchase order for verge cutting in the parish in 2022.

Cllr Lodge proposed that the parish council accepts the tender for verge cutting of £3,584.70 from JCM Services Ltd which will see the verges cut in May, July and October and is within the payment made by ECC, this was seconded by Cllr Windley with all in agreement.

Signed
 Robert Lodge (Chairman Parish Council)

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. Once received this will be forwarded to the village hall committee for decision and agreement, before being considered by the parish council.

Cllr Lodge suggested an additional requirement be added to provide a hard surface for the existing waste bins, this will be requested once a way forward is agreed.

22/33 QUEEN'S JUBILEE EVENT

22.33.01 Minutes of joint committee meetings have been circulated to the parish council including the budget for the overall event. 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 The meeting considered the draft risk assessment for the Big Lunch event on Sunday 5th June, some amendments were suggested particularly in relation to the bunting. The Clerk will circulate by email an updated version which will be accepted as final by the parish council unless Cllrs notify otherwise.

22/34 FINANCE

The following payments were approved for payment by Cllr Lodge, seconded by Cllr Sutton with all in agreement.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk April 2022	£ 270.92
Allison Ward - Flying Colour Flags (street bunting for jubilee inc VAT)	£ 780.60
Business Services at CAS Ltd – parish council insurance	£ 344.74

22/35 ITEMS FOR NEXT MEETING – Nothing in addition.

22/36 DATE OF NEXT MEETING, Monday 6th June at 7.30pm in the village hall.

TIME AND CLOSE OF MEETING 8.24pm