

**HIGH EASTER PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
**held in High Easter Village Hall on Monday 6<sup>th</sup> March 2023**

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

County and District Cllr Susan Barker (arriving and leaving during item 22/159)

**22/152 APOLOGIES FOR ABSENCE** – All in attendance.

**22/153 DECLARATIONS OF INTERESTS FOR THIS MEETING**

Cllr Robert Lodge declared a disclosable pecuniary interest in agenda item 22.159.01 application UTT/23/0500/FUL and application UTT/23/0370/PAJ3 as the applicant of the applications.

Cllr Paul Sutton declared a disclosable pecuniary interest in agenda item unit 22.159.01 application UTT/23/0500/FUL as the agent for the application and a personal interest in application UTT/23/0370/PAJ3 as a friend and parish council colleague of the applicant.

Cllr Nigel Boreham declared a personal prejudicial interest in agenda item 22.159.01 application UTT/23/0500/FUL and application UTT/23/0370/PAJ3 as a close friend of the applicant.

Cllr Jo Windley declared a personal prejudicial interest in agenda item 22.159.01 application UTT/23/0500/FUL and application UTT/23/0370/PAJ3 due to connections to the applicant's business. And a personal interest in application UTT/23/0314/HHF as a contractor working for the applicant.

Cllr Andrea Davis, Cllr Neil Reeve and Cllr Janet Robinson declared personal interests in agenda item 22.159.01 application UTT/23/0500/FUL and application UTT/23/0370/PAJ3 as friends and parish council colleagues of the applicant.

**22/154 PUBLIC FORUM** – No public present.

**22/155 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING**, Cllr Lodge proposed the minutes of 6<sup>th</sup> February 2023 be accepted as a correct record this was seconded by Cllr Sutton with all in agreement.

**22/156 COUNTY AND DISTRICT CLLRS REPORT**

*Cllr Barker arrives during item 22.159 her report is included in the minutes at the point it was scheduled.*

County and District Cllr Susan Barker reported that she had been knocking on doors in preparation for the forthcoming District Council elections. Main issues being potholes, residents are asked to report these directly on the Essex Highways website, and dog poo not being picked up, how can we encourage people to clear up after their dogs?

Cllr Barker confirmed she attended a site meeting with the Essex Highways engineers to discuss the flooding on High Easter Road at Albans (Barnston parish). Further investigations are taking place to understand the extent of the highway boundaries before determining possible solutions.

The Clerk raised again the issue with highway signage and sandbags being left after works have been completed. It was noted that these can be highway signs or utility companies. Cllr Barker suggested any signage is collated at Garnetts Wood car park, a central place owned by Essex County Council to allow highways to collect; Clerk and Cllr Barker to action if signage is not collected following latest requests.

Signed  
 Robert Lodge (Chairman Parish Council)

**22/157 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE**

The oak planted to commemorate the Queen's Platinum Jubilee has been listed on the Queen's Green Canopy website.

Essex Highways have notified a road closure at Shooters Hatch Road due to commence on 3rd March 2023 for 5 days. The closure is required for the safety of the public and workforce while Affinity Water undertakes Fit Stop Tap / Boundary Box works.

The parish council has commissioned the refurbishment of the finger post sign in front of Elms, The Street. This includes a new oak finger, the existing has currently been removed.

**22/158 CLLRS REPORTS****22.158.01 – Playground Inspection**

Cllr Davis completed the playground inspection for the month. The bench in the play area is constantly being moved as it is not fixed to the ground, Cllrs to monitor. The action to build up the level and add matting in front of the gate has not been actioned as the ground is too hard, it remains outstanding. The cracks on the wooden uprights for the bucket swing remain below 1cm and the cracking on the cradle swing has not worsened to the extent of needing replacement.

**22.158.02 – Coronation Commemorative Event**

The coronation committee has made some minor changes to the proposed schedule primarily simplification of the evening food options. An outside caterer is being considered and will be confirmed during March. It was noted High Easter Educational Trust is looking to provide a memento for all children in the parish up to the age of 11.

Cllr Lodge proposed a tree is purchased and planted to commemorate the coronation, this to be planted on the playing field in front of the car park to replace one of the trees that has had to be removed. This was seconded by Cllr Windley with all in agreement. In addition, Cllr Lodge proposed the parish council purchases an additional tree guard, c£400, this was seconded by Cllr Reeve with all in agreement.

Current estimated costs for coronation events and the tree are c.£1,300. Cllr Lodge proposed an application is made to Uttlesford for the coronation grant, £700. This was seconded by Cllr Sutton with all in agreement. The parish council agreed to cover any costs over and above the grant.

**22.158.03 – Other Reports**

Cllr Reeve noted Essex County Council are likely to submit a bid to put an elected mayor in Essex. It was suggested this is unlikely to be supported by Uttlesford as it would add another level at additional cost without any changes to existing structures. The process for public consultation is unclear at this stage.

Uttlesford has increased council tax by the full amount possible under current regulations, however the additional monies are for a specific cost of living crisis fund which will enable residents who are struggling to apply for a grant. Uttlesford is in the process of preparing support for Ukrainian families whereby they will provide guarantees for guests looking to move into private rental accommodation.

Residents are reminded of the need for photo ID if they intend to vote in person. Help is available for residents who do not have an official photo ID and need to obtain a Voter Authority Certificate, please contact the Clerk.

*Cllr Boreham, Cllr Lodge, Cllr Sutton, Cllr Windley leave the meeting.*

**22/159 PLANNING**

Application No	UTT/23/0500/FUL
Location	The Garage, The Street
Development	Section 73A Retrospective planning application for light industrial use of Unit 1 independent of use in connection with existing bus/coach garage

Signed  
Robert Lodge (Chairman Parish Council)

Cllr Reeve proposed no objection to this application; however, would ask that if Uttlesford officers are mindful to approve the application, they apply the same conditions as agreed for application UTT/22/3320/FUL. This was seconded by Cllr Robinson with all in agreement.

*Cllr Sutton returns to the meeting.*

Application No	UTT/23/0370/PAJ3
Location	The Garage, The Street
Development	Prior Notification of installation of a 52 KWp roof mounted solar PV array for generation of renewable energy.

This is a prior notification application, these applications notify Uttlesford of intentions and ask for a decision on whether planning permission is required. Cllr Reeve proposed the council has nothing to add on this application, this was seconded by Cllr Sutton with all in agreement.

*Cllr Boreham, Cllr Lodge and Cllr Windley return to the meeting.*

*County and District Council Susan Barker arrives, her report is included in these minutes as per the scheduled agenda. County and District Cllr Susan Baker leaves the meeting after giving her report.*

Application No	UTT/23/0438/FUL
Location	Land South Of The Street High Easter Essex
Development	Change of use from agricultural grass land to residential with the construction of 1 no. dwelling

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

Application No	UTT/23/0358/HHF & UTT/23/0359/LB
Location	Cock and Bell House, The Street
Development	Internal alterations including the replacement of main stairs and removal of bathroom to first floor and WC to ground floor. Elevational changes including reinstatement of front chimney and reinstatement of door to rear elevation, replacing 3no. metal framed windows to north elevation and lowering of patio

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

Application No	UTT/23/0314/HHF
Location	Lanterns, The Street
Development	New zinc roof, with PV panels and cedar cladding to Pool House, Air Source Heat Pump (ASHP) and replacement patio

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

Application No	UTT/23/0141/HHF
Location	Shorts Farm, Chelmsford Road
Development	Replacement garage/barn

Cllr Sutton proposed that at this application replaces an existing building with similar size and scale, the parish council has no objection to the principle, this was seconded by Cllr Davis with all in agreement.

22.159.02 – Decisions to report

Application No	UTT/22/3426/FUL
Location	Punchbowl, The Street, High Easter
Development	Proposed removal of existing annexe leisure suite and the erection of 1 no. dwelling with associated landscaping and operational development
Decision	Withdrawn

**22/160 ANNUAL REVIEW OF PARISH COUNCIL POLICY**

22.160.01 Standing Orders – National Association of Local Councils (NALC) has updated Standing Order 18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit and to reflect current procurement threshold figures for local authorities. As High Easter Parish Council follows the NALC model orders Cllr Lodge proposed the standing orders are amended to reflect this update, this was seconded by Cllr Sutton with all in agreement.

22.160.02 Financial Regulations – No change to NALC model orders.

22.160.03 Grant Policy – The parish council confirmed the existing policy remains unchanged,

22.160.04 Complaints Procedure – The parish council confirmed the existing policy remains unchanged.

22.160.05 Other – The Clerk had circulated a draft Freedom of Information and Publication Scheme, a requirement for all public authorities, Cllr Reeve proposed this is adopted as circulated, this was seconded by Cllr Lodge with all in agreement. The parish council confirmed the existing privacy policy remains unchanged.

**22/161 TENDER REQUIREMENTS 2023**

The Clerk to contact Essex County Council to confirm the value of the purchase order for 2023 verge cutting, and to request a quote from the existing contractor for consideration at the April meeting.

**22/162 PARISH COUNCIL PROJECTS UPDATE**

No further updates on electric charging points, vehicle activated sign for The Street, or play area phase 2.

**22/163 FINANCE**

22.163.01 The parish council received late notification of receipt of a £500 grant from the Community Winter Warmth and Welcome Fund. This is to support the seated exercise class and hot lunch which has been running since January. Receipt of this grant will reduce the grant contribution by the parish council.

22.163.02 Cllr Lodge proposed the following payment for authorisation, this was seconded by Cllr Reeve with all in agreement.

<i><b>PAYMENT TO</b></i>	<i><b>VALUE</b></i>
Allison Ward - Parish Clerk February 2023	£ 296.92
JCM Services Ltd – Clearing playing field ditch inc VAT	£ 216.00

22.163.03 Receipts of £87.50 were received from the village hall committee, this being 50% of football pitch hire.

**22/164 ITEMS FOR NEXT MEETING** – Nothing in addition. To note this will be the final meeting for this council prior to the parish council elections.

**22/165 DATE OF NEXT MEETING**, Monday 3<sup>rd</sup> April at 7.30pm in the village hall.

**TIME AND CLOSE OF MEETING 9.10pm**

Signed  
Robert Lodge (Chairman Parish Council)