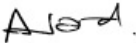


HIGH EASTER PARISH COUNCIL

Clerk to the Council – Allison Ward
Peartree Cottage, Slough Road, High Easter, Essex CM1 4RD
Telephone 01245 231798 E-mail allison.ward@tiscali.co.uk

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 7.00pm, on **TUESDAY 9th May 2023** for the purpose of transacting the business set out on the agenda below.

The press and public are cordially invited to attend.

Signed 

Allison Ward, Clerk/RFO
4th May 2023

MEETING AGENDA

23/17 ELECTION OF CHAIRMAN

For the civic year 2023-24 and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN to be signed by Chairman, s.83(4) Local Government Act 1976.

23/18 APPOINTMENT OF VICE CHAIRMAN

For the civic year 2023-24 if members require.

23/19 APOLOGIES FOR ABSENCE

Elected members who are unable to attend the meeting are requested to email the Clerk with their apologies ahead of the meeting.

23/20 MEMBERS' ACCEPTANCE OF OFFICE AND REGISTRATION OF INTERESTS

The Clerk is required to witness the acceptance of office for all members and to advise members on the completion of members' interests forms. These must be returned within 28 days of 9th May to Uttlesford District Council for publishing on their website and be published on the website of the Parish Council. It is also a legal requirement for members to return expense forms even if these are nil, details 2nd June.

23/21 DECLARATION OF INTERESTS FOR THIS MEETING

Members to declare interests for items on the agenda.

23/22 PUBLIC FORUM (Maximum 15 minutes)

Public questions or comments on items on this agenda or of local concern.

23/23 MINUTES OF ORDINARY PARISH COUNCIL MEETING 3rd April 2023 for approval

23/24 COUNTY AND DISTRICT CLLRS REPORT

23/25 CO-OPTING PARISH COUNCILLORS

The Representation of the People Act 1985 section 21, allows the elected members, provided there is a quorum (i.e., one third of the whole number of members subject to a minimum of three) to co-opt members

to fill the remaining vacancies. If a parish council fails to exercise the power to co-opt within 35 days of election day, or if there is no quorum, the District Council may order a fresh election to properly constitute a parish council. Parish Council to consider process for co-opting to fill the two vacancies.

23/26 MEETING DATES 2023/24

Proposed as 1st Monday of the month except for August 2023 when no meeting will be held, and May 2024 when the meeting will be on Tuesday 7 May due to the bank holiday. All meetings start at 7.30pm.

23/27 CLLR TRAINING AND RESPONSIBILITIES

A range of training is being made available for new and existing Cllrs by Uttlesford and Essex Association of Local Councils, Clerk to update.

Cllrs share the **responsibilities** listed below, Cllrs to consider allocating although it may not be possible to allocate all responsibilities until a full council is in place.

- Planning including Local Plan
- Highways including highway safety
- Stansted Airport including liaison with Stansted Airport Watch
- Environment including litter picks
- Village Hall liaison, playing field, jubilee Meadow
- Footpaths and war memorial
- Uttlesford liaison

23/28 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

Reference minute 23/11, Essex County Council increased the value of the annual verge cutting contract for the first time in +10 years to £4,104 (8% increase).

The Hundred Parishes Society has updated the High Easter introduction on their website, this was checked by the Clerk before publication.

23/29 COUNCILLORS REPORTS

To include playground inspection and revised schedule of Cllrs rota.

23/30 PLANNING

23.30.01 – New Applications

Application	UTT/23/0970/CLP
Location	Manns Farm, High Easter Road
Development	First floor extension above existing permitted development ground floor extension.

Application	UTT/23/1093/LB
Location	Tye Cottage, The Street
Development	Installation of secondary glazing to existing living room, dining room, bedroom 1, bedroom 2 and bathroom

23.30.02 - Decisions

Application	UTT/21/0313/FUL
Location	Maidens Barn, Green Street
Development	Section 73A Retrospective application for the erection of two side extensions to former barn and installation of a bio-mass boiler for disposal of wood
Decision	Refused

Application	UTT/22/2857/FUL & UTT/22/2858/LB
Location	Lower House Farm, The Street
Development	Conversion of existing barn into a single dwelling house with ancillary access, parking, landscaping and other associated works
Decision	Conditional Approval

23/31 APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

23.31.01 Clerk to present 2022/23 accounts for consideration and approval including fixed asset register and bank reconciliation.

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

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

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

23.31.05 To appoint an internal auditor.

23/32 PARISH COUNCIL INSURANCE

Due for renewal on 1 June 2023, to note Business Services CAS Ltd has notified the parish council that the existing scheme provider has withdrawn from the market despite the long-term agreement. Parish Council to consider options for renewal.

23/33 MONDAY MUSTER PROJECT UPDATE

23.33.01 To receive a report and financial summary on the Monday Muster group for the elderly in the parish which was supported by the parish council and ran from January to April 2023. Parish Council to confirm final grant to this group.

23.33.02 To note an application was submitted in the name of the parish council to Active Essex for a further grant to allow the group to run from May until July 2023. To consider any additional grant funding to support this group for this period.

23/34 KING CHARLES III CORONATION

23.34.01 To record receipt of a grant of £900 from Uttlesford towards community events for the King's coronation.

23.34.02 To receive a budgeted expenditure schedule, parish council to confirm grant funding support.

23.34.03 To receive a report from Cllr Sutton on the parish events for the King's coronation.

23/35 VILLAGE HALL CAR PARK

To consider a request from a caravan club interested in using the car park and hall for weekend meets from mid-October to end March. The Village Hall Committee are asking for the parish council's views. To consider football team bookings where advance notice is not always possible, fortnightly garden waste service. To note hire rates average £7 per pitch.

23/36 FINANCE

23.36.01 To confirm the following payments for authorisation.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk April 2023	£
North End Nurseries – Coronation Tree	£ 240.00
Mary Davis – Monday Muster exercise lead	£ 1,032.00
Keith Jackson-Cross – Monday Muster catering	£ 64.00
Andrea Davies – Monday Muster catering	£ 10.46
Allison Ward – Monday Muster catering	£ 118.76
Lodge Coaches – Monday Muster venue contribution (inc VAT)	£ 432.00
Lilly Kelsey – Monday Muster support personnel	£ 240.00

23.36.02 To record receipts in April 2023 including 1st precept instalment.

23/37 ITEMS TO NOTE FOR THE NEXT MEETING

22/38 DATE OF NEXT MEETING Monday 5th June at 7.30pm in the village hall.

TIME AND CLOSE OF MEETING