

HIGH EASTER PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
held in High Easter Village Hall on Tuesday 9th May 2023

Present: Cllrs Nigel Boreham, Lucy O'Connor (from item 23/25) Robert Lodge (chair), Neil Reeve, Janet Robinson, Paul Sutton, and the Clerk Allison Ward

County and District Cllr Susan Barker (leaving after item 23/24)

4 residents (leaving after agenda item 23/23 and 23/25)

23/17 ELECTION OF CHAIR

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

23/18 APPOINTMENT OF VICE CHAIR

Cllr Lodge proposed that Cllr Sutton be elected vice chair; this was accepted by Cllr Sutton before being seconded by Cllr Boreham, with all in agreement.

23/19 APOLOGIES FOR ABSENCE – All in attendance.

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

Cllrs signed the declaration of acceptance of office, these were witnessed and signed by the Clerk and will be held on file.

Members were reminded of the requirement to complete interests forms which must be returned within 28 days of 9th May to Uttlesford District Council for publishing on their website, these will also be available via a link on the Parish Council website. Members are legally required to return expense forms even if these are nil, by 2nd June.

23/21 DECLARATIONS OF INTERESTS FOR THIS MEETING

Cllr Paul Sutton declared a disclosable pecuniary interest in agenda item 23/30 application UTT/23/1093/LB as the joint owner of the application site.

23/22 PUBLIC FORUM – No matters raised,

23/23 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING, Cllr Boreham proposed the minutes of 3rd April 2023 be accepted as a correct record this was seconded by Cllr Robinson with all in agreement.

3 residents leave the meeting.

23/24 COUNTY AND DISTRICT CLLRS REPORT

County and District Cllr Susan Barker had provided a report on the activities of Essex County Council and Uttlesford District Council in the past year at the Annual Village Meeting which preceded this meeting.

Cllr Lodge congratulated District Cllr Susan Barker on being re-elected to represent the ward on the District Council. District Cllr Barker confirmed her appointment as leader of the opposition at Uttlesford.

Signed
 Robert Lodge (Chairman Parish Council)

County and District Cllr Susan Baker leaves the meeting.

23/25 CO-OPTING PARISH COUNCILLORS

Following the parish council elections only five of the seven Cllr vacancies were filled. The Representation of the People Act 1985 section 21, allows the elected members, provided there is a quorum, to co-opt members to fill the remaining vacancies.

Two residents had come forward and expressed an interest in joining the parish council. Cllr Lodge proposed Lucy O'Connor and Wendy Cocgrave be co-opted onto the parish council, this was seconded by Cllr Robinson with all in agreement.

Cllr O'Connor joined the Cllrs and completed the declaration of acceptance of office. Cllr Cocgrave was unable to attend this evening and the Clerk will arrange to meet and complete the paperwork. Clerk to notify Uttlesford of co-options.

1 resident leaves the meeting.

23/26 MEETING DATES 2023/24

Ordinary parish council meetings will continue to be held on the 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 7th May due to the bank holiday. All meetings start at 7.30pm in the village hall.

23/27 CLLR TRAINING AND RESPONSIBILITIES

Cllrs agreed to share responsibilities as follows.

Highways including highway safety – Cllr Lodge
 Planning – Cllr Sutton
 Stansted Airport including liaison with Stansted Airport Watch – Cllr Cocgrave
 Environment including litter picks – Cllr Boreham
 Village Hall liaison, playing field, jubilee Meadow – Cllr Robinson
 Footpaths – Cllr O'Connor
 War memorial – Cllr Sutton/ Cllr O'Connor
 Uttlesford liaison – Cllr Reeve

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 clerk was asked to request the contractor cut the verges as soon as possible due to the spring growth.

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

23/29 CLLRS REPORTS

23.29.01 – Playground Inspection

Cllr Boreham completed the playground inspection for the month and reported damage to one of the goal post socket covers, clerk to assess and replace if necessary. The damaged five a side nets were noted, Cllr Lodge proposed the nets are replaced, this was seconded by Cllr Sutton with all in agreement. Cllr Lodge confirmed he had added matting to stabilise the access in front of the gate to the play area.

Signed
 Robert Lodge (Chairman Parish Council)

23.29.02 – Other Reports

Cllr Robinson relayed comments from residents that the play equipment is not suited for under 5's and the parish council was asked to consider if additional items could be added.

Cllr Lodge added he had been approached by younger residents requesting an update on providing a skate park, this was looked into in 2020, however space and affordability had been unresolved issues.

Cllrs agreed to add both matters raised to the agenda for the July meeting to allow time to look at options and to enable a full attendance for discussion.

The clerk was asked to report the pothole at the entrance to the village hall car park.

23/30 PLANNING

23.30.01 Applications

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

The meeting had no comments and noted this application has been refused a certificate of lawfulness by Uttlesford.

Cllr Sutton leaves the meeting.

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

Cllr Lodge proposed no comment on this listed building application, this was seconded by Cllr Robinson with all in agreement.

Cllr Sutton returns to the meeting.

22.159.02 – Decisions to report

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

The Clerk was asked to contact District Cllr Barker for assistance in understanding the next steps for the Maidens Barn site.

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 The Clerk presented the 2022/23 accounts.

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

23.31.03 Cllr Lodge proposed approval of the annual governance statement (AGAR Section 1) with no concerns, this was seconded by Cllr Robinson with all in agreement.

23.31.04 Cllr Lodge proposed approval of the annual accounts (AGAR Section 2) as presented by the clerk, this was seconded by Cllr Reeve with all in agreement..

23.31.05 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.

23/32 PARISH COUNCIL INSURANCE

Business Services CAS Ltd has notified the parish council that the existing scheme provider has withdrawn from the market despite the long-term agreement, a quote is pending. If necessary, Clerk to seek alternative quotes and circulate to Cllrs for consideration ahead of renewal date of 1 June. Decision will be confirmed at the June meeting.

23/33 MONDAY MUSTER PROJECT UPDATE

23.33.01 The clerk presented the accounts for the seated exercise class from January to March 2023, total cost £1,850.19. This was covered by a grant from Uttlesford Active £1,250 and a grant from ECC Winter Warmer £500. Cllr Lodge proposed the balance of £100.19 is funded by the parish council from the 'Overs' restricted fund, This was seconded by Cllr Reeve with all in agreement.

23.33.02 The clerk confirmed an application has been 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. Cllrs discussed and were of the view this group is important as it provides the opportunity for older residents to socialise and keep active, Cllr Lodge proposed that if the grant is not successful the parish council will fund the estimated £1.6k for the group to run from May to July 2023, this was seconded by Cllr Reeve with all in agreement. The clerk was asked to meet with the organisers to determine alternative funding models which would enable the group to continue in the long term as full funding by the parish council was not a sustainable option.

23/34 KING CHARLES III CORONATION

23.34.01 The meeting noted the receipt of a grant of £900 from Uttlesford towards community events for the King's coronation.

23.34.02 The finance schedule to be carried forward to the June meeting as final costs are pending.

23.34.03 The meeting recorded its thanks to the Coronation Committee (joint committee made up of members of the parish council, village hall committee and church PCC) for organising an excellent day of community events on Sunday 7th May to commemorate the coronation. Lodges held a car show during the morning, the church hosted a special church service, there were teas and children's games on the playing field, followed by an evening of food and music which finished with a firework display.

23/35 VILLAGE HALL CAR PARK

The meeting considered a request from a caravan club interested in using the car park and hall for weekend meets from mid-October to end March. In conclusion it was agreed this would not be appropriate given the football team bookings, village hall bookings, fortnightly garden waste service and the use of the car park by members of the public using the play area. Clerk to update village hall committee.

23/36 FINANCE

23.36.01 Cllr Lodge proposed the following payments for authorisation, this was seconded by Cllr Sutton with all in agreement.

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk April 2023	£ 296.92
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 Receipts in April were £10,500 from Uttlesford for the 1st instalment of precept, and £3,796.62 from Essex county Council for the verge cutting 2022.

23/37 ITEMS FOR NEXT MEETING – Nothing in addition, the meeting noted Cllrs on holiday however with three Cllrs currently available the meeting will be quorate and can continue.

23/38 DATE OF NEXT MEETING, Monday 5th June at 7.30pm in the village hall.

TIME AND CLOSE OF MEETING 8.50pm