

# HIGH EASTER PARISH COUNCIL

*Clerk to the Council – Allison Ward*  
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Councillors are hereby summoned to attend the **Ordinary Parish Council meeting** which will be held in High Easter Village Hall on **MONDAY 3<sup>rd</sup> JULY 2023 at 7.30pm** 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  
28<sup>th</sup> June 2023

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## MEETING AGENDA

### 23/54 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.

### 23/55 DECLARATION OF INTERESTS FOR THIS MEETING

Members to declare interests for items on the agenda.

### 23/56 PUBLIC FORUM (Maximum 15 minutes)

### 23/57 MINUTES OF ORDINARY PARISH COUNCIL MEETING 5<sup>th</sup> June 2023 for approval

### 23/58 COUNTY AND DISTRICT CLLRS REPORT

### 23/59 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

Information on national plans for 80<sup>th</sup> anniversary of D-Day celebrations on 6<sup>th</sup> June 2024 has been circulated to the parish council.

### 23/60 COUNCILLORS REPORTS

To include confirmation of monthly playground inspection, Cllr Lodge.

### 23/61 PLANNING

#### 23.61.01 – New Applications

Application	UTT/23/1614/HHF & UTT/23/1615/LB
Location	Mudwall Farm, Bishops Green
Development	Demolition of existing porch and erection of replacement porch

#### 23.61.02 – Decisions

Application	UTT/22/2967/HHF
Location	Tarr Potts, Slough Road
Development	Section 73A Retrospective application for two sheds, gates and associated fencing.
Decision	Refused

## 23/62 PLAYING FIELD

23.62.01 – To receive the annual playground inspection report from Wicksteed and consider any actions from the recommendations. To note any identified risks were categorised low or very low meaning no immediate remedial action is necessary.

23.62.02 – To approve retrospective action to apply weed killer to the playing field, cost £300.

23.62.03 – To approve retrospective action to repair damage to the beacon.

23.62.04 – To agree whether to return the goal posts to their previous position.

## 23/63 PARISH PROJECTS

23.63.01 To review, update and add to the list of outstanding parish projects, see appendix 1, and agree responsibilities and actions for progressing.

23.63.02 To consider a one-off Autumn event for the elderly of the parish.

## 23/64 GRANTS

To consider a grant request from High Easter Parochial Church Council towards the upkeep of the churchyard including equipment maintenance.

## 23/65 FINANCE

23.65.01 To record insurance was renewed with BHIB Insurance (broker) from 12.06.23 at a cost of £583.99, this is a standard package based on population and provided by Aviva. A payment is due to Business Services at CAS Ltd (broker) for the rollover of the previous year's policy from 01.06.23 to 12.06.23, the invoice is pending.

23.65.02 To receive the internal audit report and note the dates for notice of rights to inspect the accounts.

23.65.03 To retrospectively approval the following payments made between meetings due to time pressures.

<b>PAYMENT TO</b>	<b>VALUE</b>
A Mann – weed killer on playing field	£ 300.00
BHIB Insurance – annual parish council insurance	£ 583.99

To confirm the following payments for authorization, including donation to Stansted Airport Watch.

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward - Parish Clerk June 2023	£ 296.92
Uttlesford District Council – Uncontested election costs	£ 52.47
Rural Community Council of Essex – Subscription inc VAT	£ 72.00
Stansted Airport Watch – Annual membership	£ Tbc
Uttlesford District Council – Green waste service 2022	£ Tbc
Helix Ironwork Ltd – Repairs to beacon inc VAT	£ Tbc
Business Services at CAS Ltd – rollover parish council insurance	£ Tbc

23.65.03 To record receipts in June 2023.

23.65.04 To receive the accounts for the quarter April to July 2023.

## 23/66 ITEMS TO NOTE FOR THE NEXT MEETING

**23/67 DATE OF NEXT MEETING** Monday 4<sup>th</sup> September at 7.30pm in the village hall.

**TIME AND CLOSE OF MEETING**

**HIGH EASTER PARISH COUNCIL PROJECTS APPROVED AND FOR CONSIDERATION  
2023/24**

**APPROVED BY PARISH COUNCIL & PENDING COMPLETION**

<b>Project Title</b>	<b>Summary</b>	<b>Responsibility</b>	<b>Estimated Cost</b>
Plaque for Jubilee Oak	To provide a permanent plaque to commemorate the planting of the Jubilee Oak in 2022	Clerk/ Cllr Lodge	£100
Plaque for Coronation Beech	To provide a permanent plaque to commemorate the planting of the Coronation Beech in 2023	Clerk/ Cllr Lodge	£100
5-aside Football Goal Nets	To replace existing nets	Clerk	£200
Vehicle Activated Sign	New sign for The Street, to be placed on existing pole provided by Essex Highway. To note Essex Highways no longer provide VAS signs for village locations, these have to be locally funded	Clerk/ Cllr Lodge	£3,000
Phone box Internal Noticeboard	To provide an internal notice board for the phone box which will act as an additional information point	Clerk	£200
Repair of white finger post	Located at the junction of The Street and Elm Cottage, original style post which includes replacement of arm	Clerk/ Cllr Lodge	£1,000

**PROJECTS PENDING CONSIDERATION AND/OR A WAY FORWARD**

<b>Project Title</b>	<b>Summary</b>	<b>Responsibility</b>	<b>Estimated Cost</b>
Village Hall Electric Charging Point	Provision of an electric charging point in the village hall car park. Needs to include provision of separate electricity supply and consider annual running costs.		Unknown

Project Title	Summary	Responsibility	Estimated Cost
Phase 2 play area for teens	Enlarging and replacing damaged basketball concrete base. Provision of table tennis table. Provision of 'teen' seating.		+£5,000
Skate Park	To consider feasibility of providing a skate park on the playing field. Quotes obtained for potential layouts. Space concerns and suitability of proposals.		+£70,000
Under 3's play area provision	To consider request that current equipment is not suitable for under 3's and to determine feasibility of providing suitable equipment.		Unknown
Climate Change Response	Community Energy Plan to investigate how a village could transition from mainly oil based heating, using the model created by Littlebury Parish Council.	Cllr Reeve	Unknown