

**HIGH EASTER PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
**held in High Easter Village Hall on Monday 3<sup>rd</sup> July 2023**

Present: Cllrs Nigel Boreham, Wendy Colgrave, Robert Lodge (chair), Lucy O'Connor, Neil Reeve, Janet Robinson, Paul Sutton and the Clerk Allison Ward

County and District Cllr Susan Barker (leaving after agenda item 23/58)

0 residents

**23/54 APOLOGIES FOR ABSENCE** – All in attendance

**23/55 DECLARATIONS OF INTERESTS FOR THIS MEETING**

Cllr Sutton declared a non-pecuniary personal interest in agenda item 23.61.01 application UTT/23/1614/HHF & UTT/23/1615/LB as a previous work colleague of the applicant.

**23/56 PUBLIC FORUM**

*Cllr Reeve arrives*

Cllrs noted comments made by residents outside the meeting on the noise from over flying aircraft, however with no changes to existing flight paths Cllrs were of the view the impacts are similar to previous non Covid years.

**23/57 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING**, Cllr Colgrave proposed the minutes of 5<sup>th</sup> June 2023 as circulated be accepted as a correct record this was seconded by Cllr Robinson with all in agreement.

**23/58 COUNTY AND DISTRICT CLLRS REPORT**

In response to the comment in the public forum, County and District Cllr Susan Barker noted Stansted Airport are due to consult shortly on its updated draft noise action plan, the date for consultation is unknown. Cllr Barker added the airport has announced its intention to submit a planning application for an extension to the existing terminal building, this is not an increase in passenger numbers or flights, they remain as approved in previous planning applications.

The clerk raised the frustrations with Highway signage left by Essex Highways and contractors after works. The clerk has been in contact with Cllr Barker re the latest batch of signage outside the Punchbowl and at School Lane and Slough Road which has been left uncollected for over a month. Following the correspondence Cllr Barker confirmed Essex Highways had issued fixed penalty notices to the contractor.

County Cllr Barker confirmed a further meeting is due to take place this week at Albans, High Easter Road (Barnston parish) to progress the long running issue with highway flooding, Cllrs were of the view there is a water leak in this location. Cllr Barker invited Parish Cllrs to join the meeting if they were available.

Cllr Barker asked Cllrs for a view on whether the jetting at end of May had resolved the issues at Bellhouse Villas, Cllrs were unable to confirm as there had been no significant rainfall since the works.

Cllr Barker reminded the meeting there are numerous grants available for the parish council and local groups.

Cllr Lodge asked when general highway maintenance would take place on PR2 routes in the parish, Cllr Barker to check and update. The Clerk requested help in escalating the large pothole at Peakins which was reported in April and remains on the Highway system as waiting to be investigated, Cllr Barker to follow up.

Signed  
 Robert Lodge (Chairman Parish Council)

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

Information on national plans for 80th anniversary of D-Day celebrations on 6th June 2024 were circulated to the parish council. The clerk was asked to provisionally reserve the village hall for Thursday 6<sup>th</sup> June to Saturday 8<sup>th</sup> June 2024.

The clerk had received correspondence suggesting the Platinum Jubilee Memorial Oak was looking 'drought stressed.' Cllr Lodge confirmed he had provided water bags to both this tree and the Coronation Memorial Beech, both are being regularly watered by Cllr Lodge.

The clerk was notified of the attendance of a Spitfire at Lodges car show on 20<sup>th</sup> August, weather permitting this is likely to be flying overhead in the early afternoon. It is a requirement of Lodges risk assessment to notify the parish council of the activity.

**23/60 CLLRS REPORTS**

## 23.60.01 – Playground Inspection

Cllr Lodge completed the monthly inspection and reported no new matters to consider, see item 23.62.01.

## 23.60.02 – Other Reports

Cllr Sutton suggested maintenance is necessary to the hedge and garden area around the war memorial. Cllrs unanimously supported requesting works which should be charged to the parish council. The clerk was asked to arrange for a contractor to inspect.

Cllr Colgrave had volunteered at Monday Muster (seated exercise class) which is supported by the parish council. The meeting was wholly supportive of this initiative and briefly considered the long-term financing options including a mix of part volunteer/part paid support. The clerk is due to meet with the group lead to discuss how to take forward and will discuss options and financing models for further consideration by the parish council.

Cllr Reeve noted his intention to revisit the village energy project based on the Littlebury parish council model.

The meeting agreed Cllr Lodge would purchase additional pea shingle to place around the village pump.

The meeting agreed to set up two parish council WhatsApp groups, one for sharing general information, e.g., potholes, dangerous trees, play area issues, and a second for reporting signs that need cleaning or vegetation clearance. Clerk to arrange.

**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

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

## 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 - Annual Playground Inspection.

The Wicksteed report had been circulated to Cllrs in advance. The meeting received and accepted the report. The only identified risks were categorised low or very low meaning no immediate remedial action is necessary.

Cllr Boreham agreed to look at the gates into the playing field to address the requirement of a 12mm gap on both sides or between the gates.

The clerk will contact Creative Play and invite them to attend to discuss the cracks in the upright frames, alongside discussions on extensions to the existing play equipment.

The meeting noted the comments on the grass mound which cannot be regularly mowed and may create hazards that cannot be seen. The parish council agreed to consider removal as part of its future plans for the area.

23.62.02 - Cllr Lodge proposed retrospective action to apply weed killer to the playing field at a cost of £300. This was seconded by Cllr Sutton with all in agreement. The clerk confirmed the work had been completed.

23.62.03 - Cllr Boreham proposed retrospective action to repair damage to the beacon. This was seconded by Cllr Lodge with all in agreement. The works have been completed and an invoice is pending, the beacon will be returned once Cllrs are available.

23.62.04 - The meeting agreed the goal posts would remain in their current position for another year to allow the ground to fully recover.

**23/63 PARISH PROJECTS**

23.63.01 - The meeting considered the parish projects in appendix 1 and noted responsibilities and actions for progressing.

23.63.02 - It was proposed to hold a Christmas Lunch for the elderly of the parish, Ideally this would be on Wednesday 6<sup>th</sup> December however is subject to hall availability and agreement with the preschool. Clerk to contact village hall for advice.

**23/64 GRANTS**

Cllr Colgrave proposed a grant of £500 is made to High Easter Parochial Church Council towards purchasing or maintaining equipment necessary to manage the churchyard for the benefit of the community. This was seconded by Cllr Sutton with all in agreement.

**23/65 FINANCE**

23.65.01 - The meeting noted the 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 of £24.29 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.

23.65.02 - There were no matters of concern raised by the internal auditor, documents have been forwarded to PKF Littlejohn for external review and are available on the website. The clerk confirmed the dates for notice of rights to inspect the accounts are Monday 26<sup>th</sup> June to Friday 4<sup>th</sup> August 2023.

23.65.03 - The following payments were retrospectively approved by the meeting and were necessary due to payment deadlines.

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

Signed  
Robert Lodge (Chairman Parish Council)

23.65.04 - Cllr Lodge proposed an annual subscription payment to Stansted Airport Watch of £300, this was seconded by Cllr Colgrave with all in agreement.

23.65.05 - Cllr Reeve proposed the following payments, this was seconded by Cllr Robinson with all in agreement.

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward - Parish Clerk June 2023	£ 296.92
Uttlesford District Council – Uncontested election costs	£ 52.47
Business Services at CAS Ltd – rollover parish council insurance	£ 24.29
Rural Community Council of Essex – Subscription inc VAT	£ 72.00
Stansted Airport Watch – Annual membership	£ 300.00
Essex Association of Local Councils – Cllr O’Connor training	£ 228.00
Rural Community Council of Essex – Subscription inc VAT	£ 72.00

23.65.06 The Active Essex Grant of £1,660 was received on 1<sup>st</sup> June and not May as reported in item 23.51.03.

23.65.07 The Clerk presented the current year accounts for the first quarter to end of June 2023, there are no concerns or significant unplanned expenditure. The closing cash position as at end of June 2023 is £42,308 of which £41.4 is general funds and the balance in reserves for playground projects £0.5k and overs projects £0.4k.

**23/66 ITEMS FOR NEXT MEETING** – Nothing in addition to items referenced on the agenda.

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

**TIME AND CLOSE OF MEETING** 9.20pm

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

#### APPROVED BY PARISH COUNCIL & PENDING COMPLETION

Project Title	Summary	Responsibility	Estimated Cost
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

Project Title	Summary	Responsibility	Estimated Cost
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.  <b>ACTION – Clerk to arrange an initial meeting with potential contractor to understand process and costs.</b>	Clerk/Cllr Colgrave, Cllr Reeve and Cllr Sutton	Unknown

Signed  
Robert Lodge (Chairman Parish Council)

Project Title	Summary	Responsibility	Estimated Cost
Phase 2 play area for teens	<p>Enlarging and replacing damaged basketball concrete base. Provision of table tennis table. Provision of ‘teen’ seating. Provision to include action to remove mould which is an issue raised in the annual play inspection.</p> <p><b>ACTION – Clerk to speak to existing grounds maintenance contractor to determine if they would be able to assist with grounds works, needs to be considered alongside under 3’s provision.</b></p>	Clerk	+£5,000
Skate Park	<p>To consider feasibility of providing a skate park on the playing field. Quotes obtained for potential layouts. Space concerns and suitability of proposals.</p> <p>Cllrs were of the view there is insufficient space to provide this amenity. Previous investigations with basic layouts were not fully supported and costs for additional equipment are likely to exceed £100k for the most basic setup. This project will not be progressed.</p>	N/A	+£70,000
Under 3’s play area provision	<p>To consider request that current equipment is not suitable for under 3’s and to determine feasibility of providing suitable equipment.</p> <p><b>ACTION – Clerk to contact Creative Play and invite them to attend and suggest possible options. Any solution would require an extension to the existing play area and may require re-location of the basketball hoop and other teens equipment.</b></p>	Clerk	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

To note provision of additional street lighting beyond the village hall is not within the parish councils remit as it does not have any contracts for street lighting, these are all managed by Essex Highways.