

**HIGH EASTER PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
**held in High Easter Village Hall on Monday 4<sup>th</sup> September 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 (arriving after agenda item 23.75.01 brought forward and leaving after 23/58)

2 residents (leaving after agenda item 23.75.01 brought forward)

**23/68 APOLOGIES FOR ABSENCE – All in attendance**

**23/69 DECLARATIONS OF INTERESTS FOR THIS MEETING**

Cllr Boreham declared a disclosable pecuniary interest in agenda item 23.75.01 application UTT/23/2016/PAR3 & UTT/23/2016/PAR3 as the applicant.

Cllr Colgrave declared a personal prejudicial interest in agenda item 23.75.01 application UTT/23/2016/PAR3 & UTT/23/2016/PAR3 as a close friend of the applicant.

Cllr Lodge declared a personal prejudicial interest in agenda item 23.75.01 application UTT/23/2016/PAR3 & UTT/23/2016/PAR3 as a close friend of the applicant, and a business associate.

Cllr Lodge declared disclosable pecuniary interests in agenda item 23/77 as a director of Lodge Coaches who currently operates the bus service subject to the consultation, and in agenda item 23/81 as a director of Lodge Coaches who are providing the venue for Monday Muster.

**23/70 PUBLIC FORUM**

Residents spoke of their concerns with the Quoins planning applications, whilst they are not against the site being developed they are concerned with the scale of the development and would prefer to see two new homes rather than five homes and a large commercial unit. The narrow, winding lane with blind bends was also noted, a development of this scale would add 30 car journeys a day to the lane. Concerns were raised with the supply of utilities given neighbouring properties are at the end of the grid for power and water and already experience low pressure and delays in supply.

Cllr Sutton reminded the meeting this is not a planning application, it is a process by which the government has decided which things can have permitted development. The applicant has applied to Uttlesford for determination under this process. As such objections do not carry as much weight as in standard planning applications, it is a matter of definition under the law, if the law says it is allowed Uttlesford cannot refuse without good reasons.

*The chairman proposed agenda item 23.75.01 applications UTT/23/2016/PAR3 & UTT/23/2016/PAR3 be brought forward, there were no objections.*

*Cllr Boreham, Cllr Colgrave and Cllr Lodge leave the meeting. The vice-chairman Cllr Sutton takes the chair.*

**23/75 PLANNING**

23.75.01 – New Applications

Application	UTT/23/2017/PAQ3
Location	Agricultural Buildings, south of Quoins, Onslow Green
Development	Prior Notification of change of use of agricultural building to 5 no. dwellings

Signed  
 Robert Lodge (Chairman Parish Council)

Application     UTT/23/2016/PAR3  
 Location        Agricultural building south of Quoins, Onslow Green  
 Development    Prior notification of change of use from an agricultural building to flexible commercial use.

Cllr Sutton commented on the scale of development for the site and raised concerns with the relationship between commercial and residential development in close proximity on a shared site. Of concern is the proposed size of the commercial development and the lack of information to confirm how the parking spaces between this and the residential use would be allocated; it was noted as this is an application under permitted development, a lot of information that would be submitted with a planning application is not required. Cllr Sutton also noted the lane was a protected lane which the clerk confirmed was UTTLANE119.

Cllr Reeve commented that he is in favour of this type of development which re-purposes existing buildings and particularly where re-development creates opportunities for rural business development. Cllr Sutton responded in support, however added in this situation the commercial unit adjoins the garden of a proposed dwelling.

In conclusion Cllr Sutton proposed the parish council submits concerns on both applications as follows:

- a. Unsuitability of the use of a single site for both commercial and residential use.
- b. No drawing showing the external layout of the site and associated parking.
- c. Protected lane, UTTLANE119 and impact on the existing hedgerow to create the necessary visibility splays.
- d. Proposed design of the converted buildings is very basic and no attempt appears to have been made to reflect the character of the nearby traditional properties nor the surrounding area.
- e. The outside amenity space for each property is very small.
- f. Utilities, whilst not a consideration for 'prior approval' applications, are nevertheless very constrained in this location. Improvements and changes to existing utility supplies would be required to ensure no adverse impacts on existing residents.

This was seconded by Cllr Reeve with all in agreement.

*2 residents leave the meeting.*

*County and District Cllr Susan Barker arrives*

*Cllr Boreham, Cllr Colgrave and Cllr Lodge return to the meeting. Cllr Lodge resumes the chair.*

**23/71 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING**, Cllr Lodge proposed the minutes of 3<sup>rd</sup> July 2023 as circulated be accepted as a correct record this was seconded by Cllr O'Connor with all in agreement.

## **23/72 COUNTY AND DISTRICT CLLRS REPORT**

County and District Cllr Barker reported as follows,

1. Essex has a campaign to reduce the volume of waste food which goes into black bin rubbish, this is currently estimated to be 25% of the black waste. This waste is heavy and Essex are charged by the tonne for disposal and it can be used to create compost which is then sold for revenue. During September/October residents will receive information and a roll of compost bags to encourage recycling.
2. There is no RACC in local schools including Rodings.
3. Ofsted has rated Essex children's social care services as 'Outstanding' in every area assessed, this is the second consecutive time this result has been achieved.
4. County Council boundary review proposes a split of the existing Dunmow ward due to growth in housing, if accepted the proposals would see 5 Essex County Cllrs (currently 4) for the Uttlesford district. A public consultation on the proposals is due at the end of November.
5. At Uttlesford, the Local Plan is now coming to a head, all 299 sites have been evaluated and although the headline number of new homes to allocate is 14k, over half have already been allocated, it is expected c.6k will need to be allocated in this plan. The draft Local Plan papers will be available at end of September when they go to the Local Plan Leadership Group for consideration.

Cllrs raised the numerous circles of red and orange paint identifying pot holes round the parish and asked when repairs would be completed; no confirmation is available. Cllr Barker added that High Easter Road is due for resurfacing in 2024 and it is hoped highway improvements adjacent to Albans (Barnston parish) can be completed at this time.

*County and District Cllr Barker leaves the meeting.*

Signed  
 Robert Lodge (Chairman Parish Council)

## 23/73 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

Information on the Essex County Council consultation on its Essex Electric Vehicle Charge Point Strategy, see this link <https://www.essexhighways.org/uploads/downloads/safer-greener-healthier/essex-electric-vehicle-charge-point-strategy.pdf> which was published on 7 July with a deadline for responses at end July, was circulated to Cllrs. The strategy includes the statement, 'We will work with parish councils, local authority partners and health trusts to explore where opportunities could complement the strategy'.

Town and Parish Councils were invited to consider supplementary information to support their responses to the Local Plan Issues and Options (call for sites evaluations) which were originally submitted in 2021. There are no developments or changes which would amend the parish council's original response.

The village hall committee has confirmed a date has been agreed for the village first aid training. The parish council agreed to a grant of £120 towards the costs in February 2023 and this will be forwarded.

The clerk re-submitted a log following further damage to the footbridge where PRoW 74 and 23 cross. The previous log response did not have a priority for repair. (The clerk was asked to check and report any concerns with PRoW 92).

The clerk had received correspondence re allotments, these are available however are not managed by the parish council and the clerk was asked to direct enquiries to the landowner.

## 23/74 CLLRS REPORTS

### 23.74.01 – Playground Inspection

Cllr Boreham and the Clerk completed the monthly inspection, there are no new matters to consider. This took place whilst Creative Play were on site discussing future additions which enabled the contractor to check and advice on the cracks in the bucket swing frame. It was confirmed the structure is guaranteed for 20 years, however in order to prevent fingers getting trapped in the cracks, it was agreed Creative Play would arrange a resin repair to be completed when their team is in the area.

### 23.74.02 – Other Reports

The meeting records its thanks to Ray and Jo Crace for clearing and tidying up the area around the war memorial.

Cllr Robinson requested the street lights in front of Clevebourne and Pomander (The Street) be reported to Essex Highways as they are not working.

Cllr Colgrave had cleaned highways signs including on High Easter Road close to Greens Farm.

Cllr Lodge updated the meeting on the incident that occurred on Sunday 3<sup>rd</sup> September when a cyclist had a cardiac arrest on The Street. The village defibrillator was used and this together with the actions of members of the public and the emergency services saved the cyclist's life. The clerk was asked to write and thank members of the public who came to assist. The importance of access to defibrillators was discussed and it was agreed to investigate additional locations in the parish to ensure a defibrillator is accessible to as many residents as possible. Cllr Boreham confirmed Boreham's has a 24/7 publicly available defibrillator and this is registered on the national database. The Clerk was asked to contact various parties for their views, the responses will then be brought back to a future parish council meeting for decision. The meeting also noted the importance of public awareness of basic life-saving first aid, Clerk to contact the village hall committee who had previously confirmed they are arranging first aid training.

## 23/75 PLANNING

### 23.75.01 – New Applications cont'd

The following applications have been validated since the July meeting and remain undecided by Uttlesford.

Application UTT/23/1696/HHF  
 Location Buttles, Stagden Cross Road  
 Development Remodel of internal layout and construction of a double storey rear extension replacement of existing window to new and compliant specifications and re-render to external finish.

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

Application UTT/23/1912/HHF  
 Location Lanterns, The Street  
 Development Proposed side extension to pool house for new shower room/WC. New zinc roof with PV panels and timber cladding to pool house, swimming pool reshaping/sizing, Air Source Heat Pump (ASHP) and replacement patio - revised application to that approved under UTT/23/0314/HHF.

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

Application UTT/23/2161/HHF  
 Location Ramseys, High Easter Road  
 Development Erection of a domestic store to serve existing dwelling.

Cllr Sutton proposed no objection with a proposed condition that the store remains ancillary to the main dwelling, this was seconded by Cllr Lodge with all in agreement.

The following application is for a lawful development certificate. This is a matter for Uttlesford to determine if the proposal is lawful and does not require planning permission.

Application UTT/23/1745/CLE  
 Location Tarr Potts, Slough Road  
 Development Certificate of lawfulness for existing gates, fence and western access.

#### 23.75.02 – Decisions

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

Application UTT/23/1376/CLP  
 Location Manns Cottage, High Easter Road  
 Development Part first floor extension above existing ground floor extension.  
 Decision Refuse certificate of lawfulness

Application UTT/23/1267/CLE  
 Location Malyons, Poplar Road  
 Development Lawful development for the existing use of the buildings and land for commercial livery and breeding, operational development of stables, horse walker and extension to menage.  
 Decision Refuse, certificate of lawfulness

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  
 Decision Conditional approval

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

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
Decision	Conditional approval

### **23/76 STANSTED AIRPORT DRAFT NOISE ACTION PLAN CONSULTATION 2024-2028**

Guidance on matters to consider in responses has been received from Stansted Airport Watch and circulated to both Cllrs and residents on the email distribution list. The meeting expressed its thanks to a resident for their personal and knowledgeable response to the consultation which assisted the parish council in reaching its conclusion.

Cllrs were disappointed that the proposed actions did not appear to offer any mitigation to residents. Cllr Colgrave proposed a response is submitted commenting on the lack of commitment in the plan to,

1. Consider and reduce the noise impact for communities outside the main contours of measurement.
2. Influence change that would increase the use of Continuous Climb Operations, i.e., aircraft are higher quicker and avoid levelling.
3. Reduce and eliminate night flights.

This was seconded by Cllr Lodge with all in agreement. The Clerk will submit ahead of the Town and Parish Council deadline, (to note post meeting this was extended to 5<sup>th</sup> November).

*As the meeting was approaching 2 hours and in accordance with Standing Orders, the meeting considered items that were not time pressured and agreed to carry these forward to the next meeting.*

### **23/77 ESSEX COUNTY COUNCIL BUS NETWORK CONSULTATION 2023**

Essex County Council (ECC) is consulting on the 15% of services across the county that are not commercially viable and funded by ECC. The current service 17/18 which operates through High Easter is one of the services at risk with the consultation proposing the service is withdrawn and the DigiGo service extended to cover the area currently serviced by the bus route.

C/Fwd to October meeting, deadline for responding is 5<sup>th</sup> October.

### **23/78 CODE OF CONDUCT TRAINING**

Cllr Colgrave attended the Code of Conduct training run by Uttlesford in July and will update the meeting.

C/Fwd to October meeting,

### **23/79 PLAYING FIELD**

23.79.01 - To record completion of the following repairs.

(i) Cllr Boreham adjusted the gate on the access adjacent to Park House, and moved the bolt in order that one side can be bolted; this was works identified in the annual play area inspection. In addition, Cllr Boreham cleaned the sign on the gates and replaced.

(ii) Helex Ironwork Ltd (Alex Connett) completed the repairs to the beacon, which was then returned to position by Cllr Boreham and Cllr Lodge. The parish council is very grateful to Alex Connett for donating materials and time free of charge.

23.79.02 – The meeting considered a request to use the beacon when the field is hired for a wedding in May 2024. There were differing views, in conclusion the clerk was asked to check the situation with the parish council insurers and assuming this was acceptable to notify that the beacon could be used subject to a full risk assessment being completed by the event organisers and approved by the parish council. The meeting concluded the fee for erecting the marquee, given this was for residents of the parish, should only be charged for the day of the event and not any additional days either side, the playing field is a public space and must remain accessible to the public.

23.79.03 – The clerk was asked to obtain a quote for cutting both sides of the playing field and jubilee meadow, and the internal hedge between the two spaces. The clerk was asked to contact the landowner for permission to access the rear of the Jubilee Meadow hedge.

## 23/80 PARISH PROJECTS UPDATES

C/Fwd to October meeting,

## 23/81 MONDAY MUSTER (SEATED EXERCISE GROUP)

23.81.01 – To record costs of running the group for the term May to July was £1,537.95. This was covered by the grant from Essex County Council of £1,660. The balance of £122.05 will be carried forward, see 23.81.02.

*Cllr Lodge did not take part in the decision making for the following item.*

23.81.02 – The clerk confirmed the budget for running the group including lunch is estimated at £2k for the period September to December 2023. The parish council records its thanks to Dunmow and Grange Park Runners who managed the High Easter 10k Road Race, for their grant of £600. Cllr Reeve proposed the parish council applies to District Cllr Barkers grant fund for a grant of £500 and that the estimated shortfall of £0.2k is covered by parish council funds, this was seconded by Cllr Sutton with all in agreement.

## 23/82 FINANCE

23.82.01 The external audit has been completed and final documents posted on the website. The meeting noted the matter raised under other matters whereby the internal auditor had not noted the verification of the previous year's exemption, the clerk will arrange for this to be completed.

23.82.02 Cllr Lodge proposed the following payments made between meetings due to time pressures be approved, this was seconded by Cllr Sutton with all in agreement. To note Monday Muster payments to Lodge Coaches (venue hire) £90, K Jackson Crosse (cake) £62, L Kelsey (cake) £8 and A Ward (food) £33.51 were paid from cash received, the balance of cash received was banked see item 23.82.04.

<b>PAYMENT TO</b>	<b>VALUE</b>
Mary Davis – Monday Muster (exercise lead provision) May to July 2023	£ 774.00
Lilly Kelsey – Monday Muster (food) May to July 2023	£ 720.00
Lodge Coaches – Pea shingle for Pump at Pump Green	£ 76.61

23.82.03 Cllr Lodge proposed the following payments be approved, this was seconded by Cllr Sutton with all in agreement.

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward - Parish Clerk July and August 2023	£ 593.84
Uttlesford District Council – Green Waste service 2022	£ 1,470.00
PKF Littlejohn – External Audit 22/23 (inc VAT)	£ 252.00
JCM Services – 2 <sup>nd</sup> verge cutting and 2 <sup>nd</sup> Jubilee Meadow cut (inc VAT)	£ 1,729.82
Information Commissioners Office – Annual subscription data protection fee	£ 40.00
Andrew Deptford – replacement defib pads	£ 146.34
Mark Harrod – football socket replacements	£ 75.72
Sportsmark Group Ltd – 5-aside net replacements	£ 104.30

23.82.04 To record receipts in July and August 2023; £301.56 Monday Muster donations for May to July 2023 of which £116.05 was banked after payments recorded in 23.82.02.

## 23/83 ITEMS FOR NEXT MEETING

To include parish council banking and risk assessment,

## 23/84 DATE OF NEXT MEETING, Monday 2<sup>nd</sup> October at 7.30pm in the village hall.

**TIME AND CLOSE OF MEETING 9.40pm**

Signed

Robert Lodge (Chairman Parish Council)