

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 **Ordinary Parish Council meeting** which will be held in High Easter Village Hall on **MONDAY 4th MARCH 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
28th February 2024

MEETING AGENDA

23/162 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.

23/163 DECLARATION OF INTERESTS FOR THIS MEETING

23/164 PUBLIC FORUM (Maximum 15 minutes)

The Chair will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed.

23/165 MINUTES OF ORDINARY PARISH COUNCIL MEETING 5th February 2024 for approval.

23/166 COUNTY AND DISTRICT CLLRS REPORT

23/167 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

Uttlesford confirmed the weekend green waste service will commence on Saturday 16th March and thereafter bi-weekly from 11.30am to 12.30pm in the village hall car park until early December. The cost funded by the parish council is £85.50 a 3% reduction on the previous year. This is in line with the decision made by the parish council at the February meeting, and the clerk confirmed acceptance. Dates are on the parish council website.

The annual play inspection (due in May 2024) has been booked with Wicksteed at a cost of £132+vat, there is a 12 week lead time.

The clerk responded to an Essex County Council (ECC) questionnaire on EV charging in parishes, to support the ECC bid for capital funding from the government's Local Electric Vehicle Infrastructure Fund. This included confirming the possibility of an installation in the village hall car park given this is parish council owned.

Correspondence on the waste collection issues were circulated to residents, correspondence re street lighting issues continue.

23/168 COUNCILLORS REPORTS

23.168.01 Cllr Reeve to report on monthly playground inspection, assume all is ok.

23.168.02 To confirm arrangements for the village litter pick on 23rd March.

23.168.03 Other Cllrs reports.

23/169 PLANNING

23.169.01 – New Applications

Application No UTT/24/0350/HHF & UTT/24/0351/LB
Location Lanterns, The Street
Development Removal of two existing staircases, installation of new staircases with related alterations including a glazed screen to living room and blocking up of external doorway to rear elevation. Replacement of rear flat roof covering with a different covering with new roof light

Application No UTT/24/0373/FUL
Location Barn at Games Farm, High Easter Road
Development Application to vary condition 1 (approved plans added under reference UTT/23/2819/NMA) of UTT/20/2075/FUL (Demolition of barn and erection of barn style detached dwelling) in order for revised plans to be considered.

Application No UTT/24/0377/HHF and UTT/24/0378/LB
Location Punch Bowle, The Street
Development Proposed insertion of windows to rear elevation within later addition of ground floor and associated works including repairs to modern timber framed wall.

To note the parish council is the applicant for the following application

Application No UTT/24/0393/LB
Location Punch Bowle, The Street
Development Proposed installation of live saving equipment to be secured to a wall of a grade II listed building

23.169.02 – Decisions

Application No UTT/23/3211/PAQ3
Location Agricultural Buildings at Wheats Farm, Stagden Cross Road
Development Prior Notification of change of use of agricultural buildings to 5 no. dwellings
Decision Permitted Development

Application No UTT/23/3151/FUL
Location Stables at Malyons, Poplar Road
Development Section 73a retrospective approval for retention of hay store extension to stables
Complex
Decision Refused

23/170 HIGHWAYS and BYWAYS

26.170.01 In the last two weeks, 3x vehicles have become stuck as a result of following sat navs or os maps on byway 71 close to Lower House Farm. The efforts required to pull them out have left substantial damage to the ditches, and they have left behind their litter. Clerk has written to County Cllr Barker and Cllr Cunningham, cabinet lead for highways requesting support to restrict the use of byways by motorised vehicles during the winter months or when in poor condition. Parish Council to consider any additional actions.

26.170.02 A resident has raised safety concerns due to the damage caused to the road and verges by vehicles using the ALD site on the High Easter road. The parish council via Cllr Reeve corresponded with Cllr Barker on this issue in January 2023, however there was no conclusion. Parish Council to consider any actions.

23/171 PARISH COUNCIL CONTRACTS 2024

23.171.01 Playing field grass cutting

23.171.02 Jubilee meadow

23.171.03 Verge cutting

23/172 PARISH COUNCIL MANAGEMENT AND FINANCIAL RISK REVIEW

Cllr Colgrave, Cllr O'Connor and the clerk met to review the annual parish council risk review, an updated copy has been circulated to all Cllrs. Parish Council to consider approving.

23/173 NEW PARISH COUNCIL POLICIES

As a result of the review in 23/172, the following new policies which have been circulated to Cllrs ahead of the meeting are recommended for approval.

23.173.01 Document retention policy

23.173.02 Reserves policy

23.173.03 Health and Safety policy

23.173.04 Financial regulations update to reflect the move to online banking

23/174 80TH D-DAY ANNIVERSARY EVENT

To consider parish plans for Thursday 6th June.

23/175 FINANCE

23.175.01 To approve the following payment.

PAYMENT TO	VALUE
Allison Ward – Parish Clerk February 2024	£ 322.92

23.175.02 To record receipts in February 2024.

23/176 ITEMS TO NOTE FOR THE NEXT MEETING

23/177 DATE OF NEXT MEETING to be agreed given Monday 1st April is a bank holiday and to confirm May meeting date as this is also a bank holiday.

TIME AND CLOSE OF MEETING