


HIGH EASTER PARISH COUNCIL

Clerk to the Council – Allison Ward
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Councillors are hereby summoned to attend the **Annual Parish Council meeting** which will be held in High Easter Village Hall immediately following the Annual Village Meeting which starts at 7.00pm, on **TUESDAY 14th May 2024** 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
9th May 2023

MEETING AGENDA

24/20 ELECTION OF CHAIRMAN

For the civic year 2024-25 and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN to be signed by Chairman, s.83(4) Local Government Act 1976.

24/21 APPOINTMENT OF VICE CHAIRMAN

For the civic year 2024-25 if members require.

24/22 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.

24/23 DECLARATION OF INTERESTS FOR THIS MEETING

Members to declare interests for items on the agenda.

24/24 PUBLIC FORUM (Maximum 15 minutes)

Public questions or comments on items on this agenda or of local concern.

24/25 MINUTES OF ORDINARY PARISH COUNCIL MEETING 9th April 2024 and EXTRAORDINARY PARISH COUNCIL MEETING 7th May 2024 for approval

24/26 COUNTY AND DISTRICT CLLRS REPORT

24/27 MEETING DATES 2024/25

Proposed as 1st Monday of the month except for August 2024 when no meeting will be held, and May 2025 when the meeting will be on Tuesday 6 May due to the bank holiday. All meetings start at 7.30pm.

24/28 CLLR TRAINING AND RESPONSIBILITIES

A range of **training** for Cllrs is provided by Essex Association of Local Councils.

Cllrs share the **responsibilities** and were allocated as follows for last year.

- Planning including Local Plan - Paul
- Highways including highway safety - Robert
- Stansted Airport including liaison with Stansted Airport Watch – Wendy
- Environment including litter picks - Nigel
- Village Hall liaison, playing field, jubilee Meadow - Janet
- Footpaths – Lucy
- War memorial – Paul/Lucy
- Uttlesford liaison – Neil

24/29 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

County Cllr Barker has shared updates on the highway flooding at Albans, High Easter Road, discussions are ongoing with Essex Highways to determine a solution.

The final post office service provided in The Snug by Linsells at Felsted finished after 5 years on 30 April. A new mobile van service begins on 10th May and will stop in the village hall car park weekly between 1pm and 2pm.

Essex Street Lighting team confirmed in mid-April that they had found the signal fault which is preventing some street lights from dimming and switching off at night. This has failed again to work beyond day 1, Clerk is liaising with County Cllr Barker.

Invitation to briefing on proposals for Norwich to Tilbury the UK Networks project to upgrade current infrastructure and support net zero targets, circulated to Cllrs. To note the proposals do not impact High Easter parish.

Essex County Council increased the value of the annual verge cutting contract to £4,231 (3% increase), this is sufficient to cover the cost.

Essex Highways have notified of a road closure at Rehobeth, The Street on 13th-15th May whilst Affinity Water carries out maintenance.

24/30 COUNCILLORS REPORTS

24.30.01 Cllr O'Connor to report on the monthly playground inspection.

24.30.02 Cllrs met Kemi Badenoch MP at byway 71 in mid-April to discuss the issues with motorised vehicles using the byway and causing damage. The clerk was asked to provide a briefing note to include the parish councils preferred solution, meeting to approve draft before forwarding.

24.30.03 Other Cllr Reports

24/31 PLANNING

24.31.01 – New Applications

Application	UTT/24/0840/HHF
Location	Pentlow End
Development	Like for like replacement pool cover
Application	UTT/24/0872/LB
Location	Spotted Dog, High Easter Road
Development	Proposed installation of life saving equipment
Application	UTT/24/0380/HHF
Location	4 Bishops Green Villas, Bishops Green
Development	Re-siting of front gates to driveway and wall to side

Application UTT/24/1087/HHF
Location Ramseys, High Easter Road
Development Proposed erection of a domestic garden store

Application UTT/24/1130/LB
Location Upper Harveys, Stagden Cross Road
Development Remove concrete pebble dash render and re-render with smooth lime render painted cream

Application UTT/24/1158/HHF
Location Upper Harveys, Stagden Cross Road
Development Install timber entrance gate with brick piers and side walls

24.31.02 - Decisions

Application No UTT/24/0742/HHF
Location Bishops, Bishops Green
Development Demolition of a tennis court and proposed outbuilding and driveway
Decision Refused

Application No UTT/24/0703/PAJ3
Location High Easter Village Hall
Development Prior Approval for Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings
Decision Approved, prior approval not required

24/32 PROPOSAL FOR FOOTPATH DIVERSION

The parish council is asked to consider an informal proposal, which has been circulated to Cllrs, to divert footpaths 43 and 45 away from the Wheats Farm site rather than through it and adjacent. Parish Council comments to the PRow officer by 17 May.

24/33 ANNUAL REVIEW OF PARISH COUNCIL POLICIES

To consider whether any changes are necessary to the following policies which can be viewed on the parish council website, the list excludes policies that have been reviewed or introduced since February 2024.

24.33.01 Standing Orders

24.33.02 Privacy Policy

24.33.03 Publication Scheme and Freedom of Information

24.33.04 Grant policy

24.33.05 Complaints Procedure

24/34 APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

24.34.01 To receive and consider the report from the internal auditor.

24.34.02 To review and approve the fixed asset register.

24.34.03 To review and approve the Annual Governance statement 2024/25, to be signed by the Chair and Clerk/RFO.

24.34.04 To review and approve the Annual Accounting Statement 2024/25, to be signed by the Chair and Clerk/RFO.

24.34.05 To note the dates, 3rd June to 12th July, during which electors and interested persons may exercise rights relating to the annual accounts.

24/35 GOVERNMENT NIGHT FLIGHT CONSULTATION

This impacts night flights from Stansted, the consultation can be viewed at this link, <https://www.gov.uk/government/consultations/night-flight-restrictions-heathrow-gatwick-and-stansted-airports-from-october-2025/night-flight-restrictions-heathrow-gatwick-and-stansted-airports-from-october-2025>

Parish Council to consider its response, deadline is 22nd May 2024.

24/36 HEALTH AND SAFETY – PARISH COUNCIL OWNED ASSETS

24.36.01 To consider the draft health and safety policy and assessment.

24.36.02 To review and approve the risk assessment for a private hire on the playing field.

24.36.03 To review and approve the risk assessment for D-Day beacon lighting.

24/37 FINANCE

23.37.01 Following the successful application of a defibrillator grant (agenda item 24/10), parish council to retrospectively approve the payment to London Heart for £750+vat, this being matching funds which were necessary to pay between meetings to secure the grant.

23.37.01 To confirm the following payments for authorisation.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk April 2024 and expenses	£ 339.42
Hundred Parishes – Annual subscription	£ 10.00
JCM Services – Ground maintenance inc VAT	£ 727.50
High Easter Village Hall – Hall hire 2022/23	£ 209.00
High Easter Village Hall – Hall hire 2023/24	£ 209.00

23.37.02 To record receipt of 1st precept instalment £10,500 in April 2024.

23.37.03 To record the update to the bank mandate is complete and a new co-operative savings account has been opened. The Clerk transferred £40k from the current account to the savings account where interest is 1.62%.

24/38 ITEMS TO NOTE FOR THE NEXT MEETING

Parish Council insurance due for renewal on 14 June

24/39 DATE OF NEXT MEETING Monday 3rd June at 7.30pm in the village hall.

TIME AND CLOSE OF MEETING