

**HIGH EASTER PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL**  
**held in High Easter Village Hall on Tuesday 14<sup>th</sup> May 2024**

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

No residents

**24/20 ELECTION OF CHAIRMAN**

Cllr Lodge was proposed as Chairman for the Civic Year 2024-25 by Cllr Colgrave and seconded by Cllr O'Connor with all in agreement. The Chairman signed a declaration of acceptance of office, which was witnessed by the Clerk.

**24/21 APPOINTMENT OF VICE CHAIRMAN**

Cllr Sutton was proposed as vice chairman for the Civic Year 2024-25 by Cllr Lodge and seconded by Cllr Colgrave with all in agreement.

**24/22 APOLOGIES FOR ABSENCE**

Cllr Neil Reeve (District Council commitment) sent apologies which were accepted by the meeting.

**24/23 DECLARATIONS OF INTERESTS FOR THIS MEETING – None.**

**24/24 PUBLIC FORUM – No public present.**

**24/25 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING**, it was resolved to approve the minutes of the ordinary meeting held on 9<sup>th</sup> April 2024 and the extraordinary meeting held on 7<sup>th</sup> May 2024 (proposed by Cllr O'Connor, seconded by Cllr Robinson with all in agreement).

**24/26 COUNTY AND DISTRICT CLLRS REPORT**

Cllr Barker had reported the points below in the annual village meeting which had preceded this meeting. Cllr Barker sent apologies for the annual parish council meeting as she had other meetings to attend.

1. Uttlesford Local Plan regulation is on target for public consultation in July, the hope is the number of new homes in the Plan will have reduced given the approvals since April 2023.
2. Essex County Council (ECC) meeting including parents raising the unacceptable delays in processing Special Educational Needs assessments (SEND). The same meeting considered the Highways inspection regime; the proposed National Grid overland Power cables from Norwich to Tilbury which could affect many residents across Essex, who would prefer the route to be around the coast; and the importance of unpaid carers in our society and how they should be supported.
3. At ECC there is a major programmes underway to work with providers to deliver the many more pre-school places needed to meet the free 15 or 30 hours a week childcare increases which come into effect between April 2024 and September 2025.

Cllrs raised frustrations with road closures for repairs and asked why these were not co-ordinated by ECC.

**24/27 MEETING DATES 2024/25**

It was resolved that meetings would continue to take place on the 1<sup>st</sup> 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. Meetings start at 7.30pm in the village hall.

**24/28 CLLR TRAINING AND RESPONSIBILITIES**

Cllrs noted the range of training which is provided by Essex Association of Local Councils.

Signed  
 Robert Lodge (Chair Parish Council)

Cllrs agreed to continue to share responsibilities and representatives were confirmed as follows.

- Planning including Local Plan – Cllr Sutton
- Highways including highway safety – Cllr Lodge
- Stansted Airport including liaison with Stansted Airport Watch – Cllr Colgrave
- Environment including litter picks – Cllr Boreham
- Village Hall liaison, playing field, jubilee Meadow – Cllr Robinson
- Footpaths – Cllr O'Connor
- War memorial – Cllr Sutton/Cllr O'Connor
- Uttlesford liaison – Cllr Reeve

## **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<sup>th</sup> April. A new mobile van service began on 10<sup>th</sup> 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 notified a road closure at Rehobeth, The Street on 13th-15th May whilst Affinity Water carries out maintenance.

Invitation from Good Easter Parish Council for Cllrs and residents to attend a meeting with DigiGo to find out more about the service and how to book on Monday 25<sup>th</sup> June at 5pm in the Sports Pavilion.

## **24/30 CLLRS REPORTS**

24.30.01 – Cllr O'Connor carried out the playground inspection, there are no new issues. Cllr Colgrave to complete the June inspection. The clerk confirmed the annual independent inspection will take place later this week.

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.

24.30.03 – Other Reports

Cleaning the VAS sign in front of Parsonage Barns is outstanding, Cllr Lodge to action.

The clerk to contact the grounds maintenance contractor to request a quote for adding Pump Green to the playing field grass cutting contract. Cllr Lodge confirmed he will cut the grass in the short term, Cllr O'Connor agreed to clear the vegetation around the bench.

The contractor has confirmed they are in a position to repaint and repair the finger post in front of Elm House. Clerk to contact resident to arrange for hedging to be cut back to allow the works to be completed.

The meeting resolved to hold an afternoon tea on Monday 19<sup>th</sup> August at 2pm at Ellis Farm for Monday Muster members. Clerk to book the hall in case of poor weather, Cllr Colgrave to lead on arrangements.

Signed  
Robert Lodge (Chair Parish Council)

**24/31 PLANNING**

## 24.31.01 – New Applications

Application UTT/24/0840/HHF  
 Location Pentlow End  
 Development Like for like replacement pool cover

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

Application UTT/24/0872/LB  
 Location Spotted Dog, High Easter Road  
 Development Proposed installation of life saving equipment

As this is a parish council application, no comment will be submitted.

Application UTT/24/0380/HHF  
 Location 4 Bishops Green Villas, Bishops Green  
 Development Re-siting of front gates to driveway and wall to side

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

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

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

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

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

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

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

## 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**

Cllr Lodge proposed the parish council has no objection in principle to the informal proposal via Essex County Council (ECC) circulated to Cllrs, to divert footpaths 43 and 45 away from the Wheats Farm site rather than through it and adjacent. This was seconded by Cllr Colgrave with all in agreement, the clerk will respond to ECC.

Signed  
 Robert Lodge (Chair Parish Council)

**24/33 ANNUAL REVIEW OF PARISH COUNCIL POLICIES**

It was resolved to approve the following policies without amendment, these can be viewed on the parish council website. Clerk to update with latest dates of approval.

- 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 The internal audit was in process and the report will be presented to the June meeting.

24.34.02 No new assets were purchased or disposed of in the year, the meeting accepted the fixed asset schedule, total value £76,005 with all assets accounted for.

24.34.03 The Annual Governance statement 2024/25 (section 1) had been circulated to Cllrs in advance, there were no questions or comments. Cllr Colgrave proposed the parish council accepts this as correct and that it is signed by the Chair and Clerk/RFO. This was seconded by Cllr Sutton with all in agreement.

24.34.04 The Annual Accounting statement 2024/25 (section 2) had been circulated to Cllrs in advance together with the explanation of variances, there were no questions or comments. Cllr Colgrave proposed the parish council accepts this as correct and that it is signed by the Chair and Clerk/RFO. This was seconded by Cllr O'Connor with all in agreement.

24.34.05 The meeting agreed the dates, 3<sup>rd</sup> June to 12<sup>th</sup> July, during which electors and interested persons may exercise rights relating to the annual accounts. All necessary data will be published on the parish council website by end of May.

**24/35 GOVERNMENT NIGHT FLIGHT CONSULTATION**

The meeting noted the information on responding which had been circulated from Stansted Airport Watch and others. Cllr Colgrave led the discussion and outlined the three proposals put forward for Stansted for the three years 2025-2028, these summarise as follows with option 1 and 2 putting reliance on the Uttlesford planning conditions following the appeal decision to allow an increase in passenger numbers above 35 million.

1. Remove Government control on the number of flight movements and noise levels and introduce an 8 hour noise limit from Summer 2026.
2. As option 1 with the introduction of the 8 house noise limit from Winter 2025
3. Retain existing government controls.

In conclusion Cllr Colgrave proposed the parish council responds in support of option 3 and provides additional comments stating its wish to see the 8 hour noise limit extended as soon as possible and a plan that moves towards no night flights except in an emergency. This was seconded by Cllr Lodge with all in agreement,

Clerk to draft response by 22<sup>nd</sup> May deadline. Cllr Colgrave to provide information to circulate to residents should they wish to respond.

**24/36 HEALTH AND SAFETY – PARISH COUNCIL OWNED ASSETS**

24.36.01 The clerk had circulated a draft health and safety policy with an assessment for all parish council owned assets. Cllr Colgrave proposed the policy, assessment of risks and noted actions be accepted, this was seconded by Cllr Sutton with all in agreement. The clerk will progress the actions and report progress at parish council meetings.

Signed  
Robert Lodge (Chair Parish Council)

24.36.02 The clerk presented a risk assessment for the private event taking place on the playing field on 26<sup>th</sup> May, the meeting noted the parish council is only responsible for ensuring the venue (playing field) is safe for use, it will remain open for public access throughout the event. Cllr Colgrave proposed the risk assessment is accepted, this was seconded by Cllr Lodge with all in agreement. Whilst private hire of the playing field is rare, the meeting resolved to produce a formal hire agreement and risk assessment for the playing field including for public event use authorised by the parish council, clerk to draft for future consideration.

24.36.03 Cllr Colgrave proposed the draft risk assessment for the D-Day beacon lighting is accepted, this was seconded by Cllr Boreham with all in agreement. The event lead is Cllr Boreham.

## **24/37 FINANCE**

23.37.01 Following the successful application of a defibrillator grant (agenda item 24/10), Cllr Colgrave proposed 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. This was seconded by Cllr Lodge with all in agreement.

23.37.02 Cllr Robinson proposed the following payments, this was seconded by Cllr Colgrave with all in agreement.

<b><i>PAYMENT TO</i></b>	<b><i>VALUE</i></b>
Allison Ward - Parish Clerk April 2024 and expenses	£ 339.42
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
North End Nurseries – Trees for Jubilee Meadow inc VAT	£ 288.00

23.37.03 The meeting noted receipt of the 1st precept instalment £10,500 in April 2024.

23.37.04 The new co-operative savings account has now been confirmed as active and the bank mandate updated to reflect the current arrangements. The meeting agreed to the retrospective transfer of £40,000 from the current to the savings accounts.

## **24/38 ITEMS FOR NEXT MEETING** to include

Parish Council insurance due for renewal on 14 June, and a review of the parish council financial regulations following publication of new model regulations in early May.

## **24/39 DATE OF NEXT MEETING**, Monday 3<sup>rd</sup> June at 7.30pm in the village hall.

**TIME AND CLOSE OF MEETING** 8.45pm