


# HIGH EASTER PARISH COUNCIL

*Clerk to the Council – Allison Ward*  
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Councillors are hereby summoned to attend the **Ordinary Parish Council meeting** which will be held in High Easter Village Hall immediately following the Annual Village Meeting which starts at 7.00pm, on **MONDAY 3<sup>rd</sup> June 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  
29<sup>th</sup> May 2024

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## MEETING AGENDA

### 24/40 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.

### 24/41 DECLARATION OF INTERESTS FOR THIS MEETING

Members to declare interests for items on the agenda.

### 24/42 PUBLIC FORUM (Maximum 15 minutes)

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

### 24/43 MINUTES OF ANNUAL PARISH COUNCIL MEETING 14<sup>th</sup> May 2024 for approval.

### 24/44 COUNTY AND DISTRICT CLLRS REPORT

### 24/45 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

Recorders of Uttlesford History have written to the parish council as there is currently no named Recorder for High Easter. The requirement of a Recorder is to record the present, and to ensure that valuable archives and artefacts of the past are conserved for the relevant parish. As an alternative the parish council to consider being the contact, annual membership is £8.

To confirm the hedging to allow the finger post in front of Elm Cottage has been completed, contractor to paint this month.

Beacon will be lit on Thursday 6<sup>th</sup> June at 9.15pm in support of the national event to commemorate the 80<sup>th</sup> anniversary of the D-Day landings.

### 24/46 COUNCILLORS REPORTS

24.46.01 Cllr Colgrave to report on the monthly playground inspection for June. Cllr Robinson to inspect in July.

24.46.02 Other Cllr Reports

## 24/47 PLANNING

### 24.47.01 – New Applications

Application	UTT/24/1291/FUL
Location	Maidens Barn, Green Street
Development	Section 73A Retrospective application for the erection of two side extensions to former barn and installation of a bio-mass boiler for disposal of wood.

In addition to considering any response to the above application, parish council to consider if they wish to call in this application to committee and on what basis.

Application	UTT/24/1055/FUL
Location	Gladen House, High Easter Road
Development	Conversion of barn to residential dwelling (part retrospective - amendments to approved and implemented scheme UTT/20/2648/FUL) - addition of balcony to North-West elevation and addition of chimney to South-East elevation.

### 24.47.02 – Decisions, for information only

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

Application	UTT/24/0618/FUL
Location	Agricultural Buildings South Of Quoins Onslow Green
Development	Demolition of 3 no. barns and erection of 5 no. houses with associated landscaping
Decision	Conditional Approval

24.47.03 – Essex County Council (ECC) Sustainable Transport strategy, in response to ongoing communication, parish council to consider sending a letter of support as requested, to ECC to support their application for a +£8m government fund to install 6,000 electric charging points across Essex to benefit residents who have no access to off-street parking options.

## 24/48 PLAYING FIELD

24.48.01 To receive the annual independent playing field report from Wicksteed and to confirm any actions.

24.48.02 To consider quotes for a tree survey on parish council owned land.

24.48.02 To consider a draft hire agreement and risk assessment for use of the playing field by football teams and when used by third parties for events either with or without a fee.

## 24/49 GENERAL MAINTENANCE/PROJECTS

24.49.01 To consider any works necessary to the war memorial and its setting.

24.49.02 To consider a quote for cutting Pump Green bi-weekly as part of the grounds maintenance contract, £670 for the season which is x15 cuts.

24.49.03 To receive an update on defibrillator installations.

24.49.04 To receive an update on August garden tea.

24.49.05 To consider whether the parish council wishes to take part in the Winter Salt Scheme 2024/25.

24.49.06 To receive an update on byway 71 including works by Essex Highways and parish council response to Kemi Badenoch.

#### **24/50 ANNUAL PARISH COUNCIL INSURANCE RENEWAL**

Current insurers are Clear Councils Insurance (formerly BHIB) and the renewal due on 12<sup>th</sup> June is £687.73 (last year £583.99, an 18% increase). Parish Council to consider alternative quotes.

#### **24/51 UPDATE TO FINANCIAL REGULATIONS**

New model financial regulations have been issued by National Association of Local Councils, these include statutory requirements as well as options for parish councils to consider depending on for example their size and use of committees. Clerk to draft for consideration.

#### **24/52 FINANCE**

23.52.01 To receive the internal audit report for 2023/24 and to consider any actions.

23.52.02 To confirm the following payments for authorisation.

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward - Parish Clerk May 2024	£ 322.92
JCM Services – Verge cutting inc VAT	£ 1,650.42
K Weare – Internal Audit	£ 65.00
Wicksteed Leisure – Annual playing field inspection inc VAT	£ 158.40
Insurance tbc	£ tbc

23.52.03 To record receipts in May 2024.

#### **24/53 ITEMS TO NOTE FOR THE NEXT MEETING**

**24/54 DATE OF NEXT MEETING** Monday 1<sup>st</sup> July at 7.30pm in the village hall.

#### **TIME AND CLOSE OF MEETING**