

**HIGH EASTER PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
**held in High Easter Village Hall on Monday 3<sup>rd</sup> June 2024**

Present: Cllrs Nigel Boreham, Wendy Colgrave, Lucy O'Connor, Neil Reeve, Paul Sutton (chair), and the Clerk Allison Ward

1 resident leaving after agenda item 27.47.01 brought forward.

**24/40 APOLOGIES FOR ABSENCE**

Cllr Robert Lodge (holiday) and Cllr Janet Robinson (work commitment) sent apologies which were accepted by the meeting.

**24/41 DECLARATIONS OF INTERESTS FOR THIS MEETING – None.**

**24/42 PUBLIC FORUM**

A resident commented on application UTT/24/1291/FUL and raised concerns with the Uttlesford validation process given the applicant has already made what appears to be an identical retrospective application UTT/21/0313/FUL which was refused by Uttlesford and dismissed at appeal. Cllr Sutton commented that given Uttlesford has validated the application the position is unlikely to be reversed. The resident reiterated their concerns with the proposals.

*Cllr Sutton proposed agenda item 24.47.01, UTT/24/1291/FUL be brought forward, there were no objections.*

**24/47 PLANNING**

27.47.01 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.

Cllr Reeve proposed that in the event the application remains validated, the parish council asks District Cllr Barker to call in the application for decision by the planning committee should the officers recommend approval. This was seconded by Cllr Sutton with all in agreement.

Cllr Reeve proposed the parish council writes to Uttlesford in support of the view that with no new information this application is the same as the previous one which was dismissed on appeal and should not have been validated. This was seconded by Cllr Colgrave with all in agreement.

Cllr Sutton proposed the parish council objects to the application should it remain valid due to the impact on the countryside, failure to meet criteria for re-use of rural buildings and the negative impact on neighbours. This was seconded by Cllr Colgrave with all in agreement.

*1 resident leaves*

**24/43 MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**, it was resolved to approve the minutes of the annual meeting held on 14<sup>th</sup> May 2024 (proposed by Cllr Sutton, seconded by Cllr O'Connor with all in agreement).

**24/44 COUNTY AND DISTRICT CLLRS REPORT** sent apologies to the meeting.

Signed  
 Robert Lodge (Chair Parish Council)

**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. Clerk to share with residents via email distribution list and Parish News. Item to be brought back to a future meeting if no residents come forward.

The works to repaint the finger post in front of Elm Cottage will begin this month.

The beacon will be lit on Thursday 6th June at 9.15pm in support of the national event to commemorate the 80th anniversary of the D-Day landings. Cllr Sutton to read the tribute prior to the beacon lighting.

**24/46 CLLRS REPORTS**

24.46.01 – Cllr Colgrave carried out the playground inspection, there are no new issues. Cllr Robinson to complete the July inspection.

24.46.02 – Other Reports, Cllr O'Connor commented on the excellent repair by Essex Highways to byway 71

**24/47 PLANNING continued**

24.47.01 – New Applications

Application	UTT/24/1055/FUL
Location	Gladden 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.

Cllr Sutton proposed the parish council comments that it has no objection to the addition of the balcony; however it is of the view the large chimney on the south-east elevation is out of character with the host building, this was seconded by Cllr Colgrave with all in agreement.

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

Application	UTT/24/0586/LB
Location	Little Birds, Bishops Green
Development	Proposed free standing mezzanine level and stairs within South bay of barn
Decision	Refused

Application	UTT/24/0872/LB
Location	Spotted Dog, Bishops Green
Development	Proposed installation of life saving equipment
Decision	Conditional Approval

24.47.03 - Essex County Council (ECC) Sustainable Transport strategy, Cllr Sutton proposed the parish council sends a letter 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 The meeting received the annual independent playing field report from Wicksteed and noted the only medium risk is the bench inside the play area. This item is not fixed which means it gets moved around the area and is positioned too close to equipment. Clerk to contact Creative Play to understand whether it is possible to retro install into the ground, as a temporary measure a notice to be placed on the bench asking that it is not moved.

24.48.02 The meeting considered quotes for a tree survey on parish council owned land. Cllr Sutton proposed the quote of £565 plus VAT from Essex Tree Brothers be accepted, this was seconded by Cllr Reeve with all in agreement.

24.48.03 The meeting considered the advice from the parish council insurers and agreed the need for a formal hire agreement and risk assessment for use of the playing field for organised hire activities. Clerk to progress with Cllr Colgrave and Cllr O'Connor.

**24/49 GENERAL MAINTENANCE/PROJECTS**

24.49.01 Cllrs noted the ivy that has grown into the war memorial hedge and the request from the neighbouring property for the height and width to be reduced. Cllr O'Connor to assess and complete any straightforward work, Cllrs asked for this item to be brought back to the next parish council meeting for any further consideration.

24.49.02 The meeting agreed to add cutting of Pump Green to the existing playing field maintenance contract at a cost of £670 for the season (15 cuts per annum). Cllr Boreham confirmed adjustments are necessary to the circular bench on Pump Green due to tree growth, Clerk to obtain quotes.

24.49.03 The meeting agreed to the £300 cost to install the defibrillator at The Punchbowl, and to the cost c.£100 to buy a bleed kit to add to the unit. The clerk was asked to source a defibrillator unit for The Spotted Dog and to contact County and District Cllr Susan Barker to request a grant from Cllrs funds to assist with this cost.

24.49.04 Cllr Colgrave shared a draft invite for the 'overs' garden tea in August which was agreed by Cllrs. The clerk confirmed the village hall is currently unavailable as a backup. Clerk and Cllr Colgrave to manage invites.

24.49.05 Cllr Boreham proposed the parish council takes part in the Winter Salt Scheme 2024/25 and that a new order of salt is requested as current stocks have deteriorated. This was seconded by Cllr Sutton with all in agreement. Clerk to respond.

24.49.06 Following the announcement of the general election there can be no further progress with Kemi Badenoch MP re byway 71 under post the election.

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

The clerk had obtained three quotes for parish council insurance all were between £650 and £688. Cllr Sutton proposed the parish council accepts the quote from Clear Councils Insurance (existing insurers) for 687.73 (last year £583.99, an 18% increase) as this gives a higher level of cover for assets and allows for additions to be added without impacting overall cost. This was seconded by Cllr O'Connor with all in agreement.

**24/51 UPDATE TO FINANCIAL REGULATIONS**

New model financial regulations have been issued by National Association of Local Councils, a draft for High Easter parish council had been prepared by the clerk and circulated to Cllrs. It was agreed the Clerk would meet with Cllr Colgrave and Cllr O'Connor to consider, prior to approval by this meeting.

**24/52 FINANCE**

23.52.01 The meeting noted the report from the internal auditor and the responses from the Clerk, there are no concerns or further actions. The necessary documents have been forwarded to the external auditors and published on the parish council website.

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

Signed  
Robert Lodge (Chair Parish Council)

<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
Clear Councils Insurance	£ 687.73

23.52.03 The meeting noted the following receipts in May 2024; HMRC VAT reclaim from 2023/24 £1,496.63, Essex County Council verge cutting 2023 season £4,104.15, High Easter village hall football fees £90 and Monday Muster receipts totalling £249.40.

**24/53 ITEMS FOR NEXT MEETING** to include

C/fwd items referred to in the minutes.  
Quarterly financial review.

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

**TIME AND CLOSE OF MEETING** 9.15pm