


# 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 7.30pm, on **MONDAY 2<sup>nd</sup> SEPTEMBER 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  
28<sup>th</sup> August 2024

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## MEETING AGENDA

### 24/68 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.

### 24/69 DECLARATION OF INTERESTS FOR THIS MEETING

Members to declare interests for items on the agenda.

### 24/70 PUBLIC FORUM (Maximum 15 minutes)

### 24/71 MINUTES OF ORDINARY PARISH COUNCIL MEETING 1<sup>st</sup> July 2024 for approval.

### 24/72 COUNTY AND DISTRICT CLLRS REPORT

### 24/73 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

Essex County Council sent an order to divert footpaths 43 and 45 away from the proposed developments at Wheats Farm, closing date for any responses was early August. The parish council had already considered this proposal prior to the order being made and had no comments.

Confirmation of changes to Essex County Council boundaries whereby the current Dunmow ward splits and High Easter will be in the Takeley ward along with the Rodings, Hatfield Heath, Hallingburys, Canfields and Takeley. This is effective from 2025 elections.

County Cllr Barker provided information on service level agreements and remuneration should parish councils wish to take on the cutting of Public Rights of Way from Essex County Council. Information circulated to Cllrs.

Ploughing of field edge footpath 22, reported to Essex County Council, (log reference 2936143).

Pavement parking issues along The Street raised by residents, reported to Rural Policing Team.

### 24/74 COUNCILLORS REPORTS

24.74.01 Cllr Lodge to report on the monthly playground inspection for September. Cllr Reeve to inspect in October.

24.74.02 To record cleaning of signs and cutting of vegetation by Cllrs.

24.74.03 Other Cllr Reports

## 24/75 PLANNING

24.75.01 – New Applications

Application UTT/24/1892/HHF  
Location Rosedeane Villa, The Street  
Development Demolition of two storey and single storey rear extensions and conservatory. Alteration to internal layout and erection of a rear one and two storey extension, including conversion of the existing garage to workshop/hobby room

Application UTT/24/1823/HHF  
Location Gladen House, High Easter Road  
Development Proposed new access and works to cartlodge

Application UTT/24/2073/HHF  
Location 4 Bishops Green Villas, High Easter Road  
Development Re-siting of front gates to driveway and erection of wall to side of gate

The following application is a certificate of lawfulness

Application UTT/24/1935/CLP  
Location Rose Cottage, Rehobeth Street  
Development Proposed Certificate of Lawfulness to build small porch extension allowing a safer front entrance and a new WC and lobby with design to match existing, back door to be replaced with a glass sliding door that will additionally replace the current window to provide light

24.75.02 – Decisions, for information only

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.  
Decision Refused

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

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.  
Decision Conditional approval

24.75.03 - Appeals

Bishops, appeal against Uttlesford's refusal for 'Demolition of a tennis court and proposed outbuilding and driveway'. Following receipt of notification of appeal in early July, the parish council had no further comments.

To record the appeal for a new dwelling on 'Small wedge-shaped field to the edge of High Easter along The Street,' has been dismissed by the planning inspector. Uttlesford reference UTT/23/0438/FUL.

#### **24/76 LOCAL PLAN – REGULATION 19 CONSULTATION**

To consider any response by High Easter Parish Council to regulation 19 of the Local Plan, deadline 3<sup>rd</sup> October.

#### **24/77 PLAYING FIELD**

24.77.01 To note the hire (via village hall committee) of the playing field to a youth football team. 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.

24.77.02 To note progress on actions following tree survey.

24.77.03 To agree to set up an advisory committee to progress plans for the play area improvements.

#### **24/78 GENERAL MAINTENANCE/PROJECTS**

24.78.01 To receive an update on the August afternoon tea event held in mid-August for the older residents.

24.78.02 War memorial, to receive an update on grounds maintenance. To agree to process and application for the registration of the war memorial land.

24.74.03 Pump Green, update on repairs and costs to circular seat.

24.78.04 Update on Spotted Dog defibrillator, to include confirmation of receipt of a £500 grant from District Cllr Susan Barkers fund.

#### **24/79 GRANTS**

24.79.01 To consider a grant application to support the parish first aid course at end of September. To note a previously approved grant of £120 in February 2023 for this purpose was never processed.

24.79.02 To consider a grant request from High Easter Parochial Church Council towards churchyard maintenance including essential tree works.

#### **24/80 POLICIES**

To approve the updated model financial regulations reviewed and updated for High Easter Parish Council by the Clerk, Cllr Colgrave and Cllr O'Connor.

#### **24/81 FINANCE**

24.81.01 To record completion of external audit for 2023/24, there were no matters raised. The website has been updated with the relevant documents.

24.81.02 To retrospectively approve the following payments which were made between meetings due to payment terms.

<b>PAYMENT TO</b>	<b>VALUE</b>
R Keil – Repairs and repainting of historic finger post in front of Elm Cottage	£ 1,148.50
JCM Services – Grounds maintenance inc VAT	£ 995.46
M Davies – Monday Muster instructor costs April to July 2024	£ 946.00

24.81.03 To confirm the following payments for authorisation.

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward - Parish Clerk July and August 2024	£ 645.84
PKF Littlejohn LLP – External Audit inc VAT	£ 252.00
R C Boreham – Speed sign battery inc VAT	£ 22.32
Information Commissioner – Annual Subscription	£ 40.00
JCM Services – Verge cutting and grounds maintenance inc VAT	£ 2,646.08
L Kesley – Monday Muster support costs April to July 2024	tbc
Lodge Coaches – Monday Muster venue hire costs April to July 2024	Tbc

24.81.04 To record receipts in July and August 2024.

**24/82 ITEMS TO NOTE FOR THE NEXT MEETING**

Quarterly finance review and update on High Easter Parish Council risk assessment.

**24/83 DATE OF NEXT MEETING** Monday 7<sup>th</sup> October at 7.30pm in the village hall.

**TIME AND CLOSE OF MEETING**