

HIGH EASTER PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
held in High Easter Village Hall on Monday 2nd September 2024

Present: Cllrs Nigel Boreham Wendy Colgrave, Robert Lodge (chair), Lucy O'Connor, Neil Reeve (arriving during item 24/73), Paul Sutton and the Clerk Allison Ward

County and District Cllr Susan Barker (arriving at 24.75.01, leaving after giving report at 24/76)

1 resident (leaving during agenda item 24.75.01)

24/68 APOLOGIES FOR ABSENCE – None

24/69 DECLARATIONS OF INTERESTS FOR THIS MEETING

Cllr Boreham declared a disclosable pecuniary interest in agenda item 24.81.03, payment to R C Boreham for a replacement battery for the VAS sign, as a director of the company.

24/70 PUBLIC FORUM

A resident shared general information on the development proposed for application UTT/24/1892/HHF and confirmed the driveway which provides off-street parking can accommodate three vehicles. Cllrs raised questions for points of clarity.

24/71 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING, it was resolved to approve the minutes of the meeting held on 1st July 2024 (proposed by Cllr Colgrave, seconded by Cllr O'Connor with all in agreement).

24/72 COUNTY AND DISTRICT CLLRS REPORT

This report is recorded in the minutes at the point it was listed on the agenda. It was given on arrival of Cllr Barker and during item 24.75.01).

Cllr Barker confirmed works at Bellhouse Villas and Albans on High Easter Road have been completed and it is hoped this will improve the issues with surface water flooding.

Cllr Lodge asked when High Easter Road (High Easter village to Barnston) was due to be resurfaced, Cllr Barker to check (post meeting Cllr Barker confirmed there is no resurfacing scheduled). Cllr Lodge also raised the issues with vegetation encroaching the highway which needs to be cut back including round highway signage. In response Cllr Barker confirmed an additional £25m budget has been made available by Essex County Council specifically for resurfacing and vegetation works. Parish councils and residents are encouraged to report any vegetation obstructing the highway or signage on the Essex Highways system 'report a problem'.

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 further 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.

Cllr Neil Reeve arrives

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.

Signed
 Robert Lodge (Chair Parish Council)

The clerk was asked to seek further information on how many metres of PRoW footpaths are cut in High Easter, and that an item to allow the parish council to consider further is included on the next meeting agenda.

Reported on Essex Highways system, ploughing of field edge footpath 22 (log reference 2936143), vegetation obstructing highway visibility at junction of School Road and The Street (log reference 2938582). Reported to rural policing team, obstructions on footpath caused by pavement parking in The Street.

24/74 CLLRS REPORTS

24.74.01 – Cllr Lodge carried out the playground inspection for the month, there is damage to the basketball hoop, Cllr Lodge to speak to local resident for assistance. Cllr Reeve to complete the October inspection.

24.74.02 – Cllr Lodge thanked Cllr Colgrave for organising the cleaning of highway signs around the parish including any necessary vegetation cut back to allow them to be visible. Cllrs to continue to share any signs they see needing attention.

24.74.03 - Other Reports

Cllrs shared the concerns raised by residents about the disturbance caused by a loud black car that passes through the village early in the mornings and late at night. The clerk has asked the PCSO for assistance, residents are encouraged to do the same if disturbed by the vehicle.

Cllr O'Connor noted the finger post at Clatterford End (border of Good Easter parish) has now been completely destroyed, Clerk confirmed this has been reported previously, an update and image will be added to the Essex Highways system.

Cllr Colgrave noted footpath 93 has been ploughed, the meeting noted that landowners have 6 weeks to reinstate, Clerk to report if no action to reinstate has been taken by the next parish council meeting.

Cllrs noted the water leak on The Street, in front of School Cottages, Clerk to notify water utility company.

The battery has been changed in the VAS sign, Cllrs raised some concerns that the settings may need adjusting, Cllr Boreham to follow up.

24/75 PLANNING

24.75.01 – New Applications

Application	UTT/24/1892/HHF
Location	Rosedean 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

Cllr Lodge declared a personal interest as he lives opposite the application site.

There was some concern that the conversion of the garage would lead to additional on-street parking. However, in conclusion Cllrs were satisfied that three off-street parking spaces would remain as part of the proposal. Cllr Sutton proposed no objection, this was seconded by Cllr O'Connor with all in agreement.

1 resident leaves the meeting

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

County and District Cllr Susan Barker arrives

Cllr Lodge proposed the parish council objects to this application for the following reasons,
 1. The proposed access is within the 60mph zone and this raises concerns re highway safety.
 2. The roof space in the cartlodge appears inadequate for the purpose proposed.
 This was seconded by Cllr Colgrave with all in agreement.

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

Cllr Sutton proposed the parish council objects to this application as despite taking the ‘backing’ off the gates, they fail to fit with the character and setting of the hamlet. This was seconded by Cllr Lodge with all in agreement.

The following application is for a certificate of lawfulness, the parish council has no comments to add.

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 No	UTT/24/0350/HHF & UTT/24/0351/LB
Location	Lanterns, The Street
Development	Removal of two existing staircases, installation of new staircases with related alterations including a glazed screen to living room and blocking up of external doorway to rear elevation. Replacement of rear flat roof covering with a different covering with new roof light
Decision	Conditional Approval

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
Decision	Conditional Approval

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

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

24.75.03 - Appeals

The meeting noted the following

Bishops, High Easter Road - 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

Following the decision by Uttlesford to extend the deadline for response to 14th October, the parish council agreed to defer discussion on this item until their October meeting.

At this point in the meeting County and District Cllr Barker provided a report which is recorded in the minutes at the point it was listed on the agenda.

County and District Cllr Barker leaves the meeting.

24/77 PLAYING FIELD

24.77.01 The parish council has been notified of the hire (via village hall committee) of the playing field to a youth football team. Draft hire agreement for the playing field is pending, clerk to action.

24.77.02 Actions following the tree survey are outstanding, clerk to follow up and provide an update at the October meeting.

24.77.03 The meeting agreed to set up an advisory committee to progress plans for the play area improvements, initial membership Cllr Lodge, Cllr O'Connor, Cllr Reeve and the clerk. Clerk to arrange an initial meeting.

24/78 GENERAL MAINTENANCE/PROJECTS

24.78.01 - Over's Events

Cllr Lodge asked for a vote of thanks to be recorded to Paul and Wendy Cook for providing the superb venue for the 'overs' afternoon tea in August. Thanks are also recorded to Lodge Coaches for providing a vintage coach to take and collect residents from the village, and to the volunteers who provided food, served and washed up on the day. A number of letters of thanks have been received by Cllr Colgrave and the Clerk and were shared with the meeting.

The meeting agreed to hold a Christmas lunch on Monday 9th December to coincide with the last Monday Muster of the term. The event will take place at Lodge Coaches and Cllr O'Connor agreed to lead the organisation of the event. The Clerk to contact the pre-school to see if they would like to join the event after the lunch.

24.78.02 - War Memorial

Following on from previous discussions, Cllrs agreed the work to remove ivy and other vegetation from the hedging surrounding the memorial needs a contractor, the Clerk will obtain quotes for the work. Cllrs further agreed not to carry out the works until post 11th November as there are concerns the remaining hedge may be sparse and further planting may be required. In the meantime, Cllr O'Connor and Cllr Sutton will continue to maintain the area and replant the pots as necessary.

Cllr Lodge proposed the parish council begins the process to register the war memorial land as it is currently unregistered, this was seconded by Cllr Sutton with all in agreement.

24.78.03 - Pump Green

Cllr Lodge reported that the original supplier of the circular bench has now confirmed 'end' plates are available which will extend the size of the circular seat. The meeting supported this approach, estimated costs for the additional parts and labour is pending.

24.78.04 - Spotted Dog Defibrillator

Place Services confirmed the parish council must apply to Uttlesford for pre-application advice which will then allow the conservation officer to meet to discuss the location of the defibrillator, clerk to complete application form.

The clerk had applied for a grant from District Cllr Susan Barkers fund and £500 has been received towards the cost of the defibrillator.

24/79 GRANTS

24.79.01 Cllr Lodge proposed a grant of £120 is given to High Easter Village Hall Committee to support the parish first aid course being organised at the end of September. This was seconded by Cllr Reeve with all in agreement.

24.79.02 Cllr Lodge proposed a grant of £500 is given to High Eater Parochial Church Council towards the cost of maintaining the churchyard. This was seconded by Cllr Sutton with all in agreement.

24/80 POLICIES

Cllr Colgrave and Cllr O'Connor had worked with the clerk to update the financial regulations following the publication of an updated model set by National Association of Local Councils. The draft was circulated to the parish council, Cllr Lodge proposed the draft be adopted, this was seconded by Cllr Colgrave with all in agreement.

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 Cllr Colgrave proposed the following payments be retrospectively approved; they were made between meetings due to payment terms. This was seconded by Cllr Lodge with all in agreement.

<i>PAYMENT TO</i>	<i>VALUE</i>
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 Cllr Colgrave proposed the following payments be made; this was seconded by Cllr Lodge with all in agreement.

<i>PAYMENT TO</i>	<i>VALUE</i>
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 – Verges cutting and grounds maintenance inc VAT	£ 2,646.08
L Kesley – Monday Muster support costs April to July 2024	£ 180.00

24.81.04 During July and August 2024, a grant, see 24.78.04 of £500 was received from Uttlesford District and cash of £284.75 from Monday Muster donations to end of July were banked. A donation from Lodges car show of £75 was gratefully received to support Monday Muster play reading which will take place monthly from September to November on Monday afternoons.

24/82 ITEMS FOR NEXT MEETING to include

- a. Quarterly review of finances.
- b. Update on parish council risk assessment including safeguarding course.
- c. Local Plan consultation.
- d. Hedge cutting playing field.

24/83 DATE OF NEXT MEETING, Monday 7th October at 7.30pm in the village hall.

TIME AND CLOSE OF MEETING 9.20pm

Signed
Robert Lodge (Chair Parish Council)