

HIGH EASTER PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
held in High Easter Village Hall on Monday 7th October 2024

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

County and District Cllr Susan Barker (leaving after 24/88)

2 residents

24/84 APOLOGIES FOR ABSENCE were received from Cllr Robert Lodge (work commitment), Cllr Neil Reeve (holiday) and Cllr Paul Sutton (unwell), apologies were accepted.

In the absence of the chairman and vice-chairman, Cllr Boreham proposed Cllr Colgrave as chairman for this meeting, this was seconded by Cllr O'Connor with all in agreement.

24/85 DECLARATIONS OF INTERESTS FOR THIS MEETING – None.

24/86 PUBLIC FORUM – No matters raised.

24/87 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING, it was resolved to approve the minutes of the meeting held on 2nd September 2024 after the amendment below to minute item 24/68, (proposed by Cllr Colgrave, seconded by Cllr O'Connor with all in agreement).

From, APOLOGIES FOR ABSENCE – None.

To, APOLOGIES FOR ABSENCE were received from Cllr Robinson (holiday).

24/88 COUNTY AND DISTRICT CLLRS REPORT

District Cllr Susan Barker reported on Uttlesford.

- a. Plans are progressing to appoint a new housing contractor from March 2025.
- b. Zero Carbon Communities Grant Fund is open to community groups and parish and town councils to help tackle the climate crisis; the scheme is open to applications until 2nd December.
- c. Local plan regulation 19 consultation closes next week.

County Cllr Barker confirmed pothole repairs have been taking place, residents are encouraged to report any issues on the Essex Highways website, and to notify Cllr Barker. The clerk raised the recent closure of the B184 and the destruction caused to single track lanes in High Easter (and other villages) as drivers seek alternative routes and asked that Essex Highways considers how to manage this in the future.

24/89 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

Circulated to Cllrs, email to parish councils requesting support of a campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal. Minutes from Essex transport meeting.

Essex Highways confirmed High Easter Road (Barnston) is not scheduled for resurfacing.

Request to notify Essex Highways of any Essex County Council hedges that need cutting, none advised.

Final correspondence from Stansted Airport Watch confirming the process to establish a Community Interest Company (CIC) which will be named the Stansted Airport Watch Foundation will be completed by end September.

A resident has cut back the vegetation around the railings opposite Ramseys, High Easter Road to improve visibility, the clerk was asked to ensure this section is noted on the verge cutting contract for 2025.

Signed
 Robert Lodge (Chair Parish Council)

24/90 CLLRS REPORTS

24.90.01 – Cllr Reeve carried out the playground inspection for the month and sent a report to the meeting.

- Electrical tie needed on the entrance label.
- Lichen starting to grow on underside of large green tube slide.
- The rubberish handle covers on the 2 baby swings is starting to corrode, to monitor.

Cllr Sutton to complete the November inspection.

24.90.02 - Other Reports

Cllrs noted the excellent job the contractor has done on the hedges around the playing field and Jubilee Meadow. Cllr Reeve had reported on the good tree growth this season in the Jubilee Meadow.

Cllr O'Connor raised the VAS sign, whilst the battery has been changed it is unclear if the settings need adjusting, Clerk to liaise with Cllr Boreham.

24/91 PLANNING

24.91.01 – New Applications

Application	UTT/24/1342/FUL
Location	8 Bellhouse Villas, High Easter Road
Development	Proposed change of use of land from agricultural to domestic garden including the erection of a detached garage.

Cllr Colgrave proposed no objection to the change of use of land, before going on to propose objection to the detached garage. In its proposed location it is forward of the main dwelling and would be prominent on the landscape and impact the street scene given none of the properties in this row have individual structures forward of the main dwelling. This was seconded by Cllr O'Connor with all in agreement. The parish council confirmed it would prefer to see the garage in line with the existing dwelling and adjacent, there appears to be sufficient space for this.

Application	UTT/24/2410/HHF and UTT/24/2430/LB
Location	3 Parsonage Farm Barns, High Easter Road
Development	Reinstatement and renewal of fire damaged roof and roof space accommodation; structure and fabric repairs.

Cllr Robinson proposed this application is fully supported, this was seconded by Cllr Colgrave with all in agreement.

Application	UTT/24/2312/AG
Location	Land Adj 1 Bishops Green Villas, High Easter Road
Development	Agricultural building for grain and machinery storage

Whilst this application is made under permitted development, Cllr Colgrave proposed the parish council comments in support of resident's concerns as the proposed building would be large scale, highly visible and adjacent to a residential dwelling. Cllrs shared the view there were potentially alternative and less visible locations on the wider holding. This was seconded by Cllr Robinson; there were 3 Cllrs in agreement and 1 abstention.

Application	UTT/24/2300/TPO
Location	Proposed felling of 1 no. Horse Chestnut and replacement with suggestion from landscape officer
Development	Whitegates, The Street

The parish council had no comment to make on the above application.

24.91.02 – Decisions, for information only

Application	UTT/24/1572/FUL
Location	Agricultural Buildings at Wheats Farm Stagden Cross Road
Development	Demolition of agricultural building and erection of three dwellings
Decision	Conditional approval
Application	UTT/24/1589/HHF and UTT/24/1590/LB
Location	Pentlow End
Development	Proposed conversion of garage to music studio and annexe accommodation, internal alterations to house and external garden and hard standing alterations.
Decision	Conditional approval
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
Decision	Conditional approval
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
Decision	Refused application required

24/92 LOCAL PLAN – REGULATION 19 CONSULTATION

Cllr Colgrave proposed subject to verification by Cllr Sutton (clerk to contact), the parish council has no comments on this consultation, this was seconded by Cllr Robinson with all in agreement.

24/93 PLAYING FIELD

24.93.01 Following agreement by email, Cllr Boreham retrospectively proposed the playing field and Jubilee Meadow hedges be cut by the ground's maintenance contractor at a cost of £550, this was seconded by Cllr Colgrave with all in agreement. (post meeting, the central hedge between the meadow and the playing field was also cut to prevent it encroaching onto the field and meadow at an additional cost of £60).

24.93.02 The clerk had circulated a draft hire agreement for use of the playing field. Whilst clearly setting out requirements when the playing field is hired, Cllrs were unclear of parish council responsibilities when the village hall is hired and events 'spill over' onto the playing field, the clerk to contact RCCE for advice. The meeting noted these hire agreements would need to be signed and retained with the requested information and a process for doing this would need to be agreed with the village hall committee who manage the bookings. In addition, it was suggested signage is considered 'use at own risk'. Once the parish council has confirmed a draft agreement, this will be discussed with the village hall committee.

24.93.03 To note quotes have been requested from three contractors to carry out felling and coppicing to 4x trees identified in the tree survey as requiring moderate works, responses are pending. A further response is pending from UK Power Networks re trees close to the cables.

24.93.04 To note the play area advisory committee met and agreed a full list of potential options to develop the facilities. It was agreed to approach suppliers to arrange visits and establish costs before presenting further to the parish council.

24.93.05 To note a request from the children's dance group who use the village hall to place an advertising sign along the hedge was circulated and Cllrs agreed via email to the request on a temporary basis for one month only.

24/94 GENERAL MAINTENANCE/PROJECTS

24.94.01 - Pump Green circular seat repairs – no further progress to report.

24.94.02 - Spotted Dog defibrillator

The clerk submitted a pre-application request to meet the conservation officer on site to discuss the location approved, a response is pending. In addition, Cllr Lodge contacted the Planning Manager who has committed to arranging a visit as soon as possible to resolve the issues with the location.

Cllr Colgrave proposed the parish council applies for a grant from the Government scheme which part funds community defibrillators, the cost to the parish council is £750, this was seconded by Cllr Robinson with all in agreement. The clerk will process an application once progress is made on the location.

Cllr Colgrave and Cllr Robinson reported on the excellent first aid training organised by the village hall committee. A discussion on whether to hold spare 'electronic pads' for the defibrillator concluded that with the pads having expiry dates and the quick turnaround for orders this was not necessary. It was noted there are different defibrillators within the parish, the clerk confirmed all the details are held on the national database 'The Circuit', it was noted that having a Cllr 'assigned' in addition to the Clerk would ensure cover at all times for notifications of use and any need to replenish items, clerk to action.

24.94.03 Community-led energy workshops pilot being organised by the low carbon team at Essex County Council, parishes interested are asked to respond. In the absence of Cllr Reeve who leads on this topic, it was agreed to carry this item forward.

24.94.04 The clerk had forwarded further information to allow the parish council to consider the option to take over the contract for cutting PRoW in the parish currently cut by Essex County Council. Cllrs felt to ensure a balanced discussion that Cllr Lodge be invited to provide a report to the next meeting on the benefits of doing this.

24.94.05 Following an invite to attend Uttlesford Health and Wellbeing which considers how volunteering and parish councils can be linked, the clerk was asked as a starting point, to pull together a list of community groups, activities and others that provide support to residents of High Easter.

24.94.06 The clerk was asked to arrange a 'living wreath' rather than the RBL plastic wreath, to be laid at the war memorial on remembrance Sunday on behalf of High Easter parish council. The clerk will provide the risk assessment ahead of the November meeting for agreement. Cllr Reeve and Cllr Robinson to read names and lay wreath on behalf of the parish. Cllr Sutton will be asked to provide music arrangement, and Cllr O'Connor will sort the flowerpots at the memorial.

24/95 RISK ASSESSMENT

The clerk circulated an updated financial and management risk assessment for the parish council. The meeting was satisfied that progress had been made on all identified actions except for backing up of files onto a USB drive should the clerk's files not be accessible. In addition, two further points were considered and added,

- i) Safeguarding, current lack of knowledge on parish council's responsibilities when hiring the playing field or organising activities/events. As considered at the September meeting, EALC has a safeguarding course on 6th November, Cllr Colgrave is unavailable, Clerk to consider attending.
- ii) 24.94.02 re defibrillator cover was added.

24/96 FINANCE

24.96.01 The clerk presented the accounts to end of September 2024. The meeting noted the additional expenditure not originally budgeted for tree works at the playing field and repairs to the wooden memorial soldiers. The parish council was satisfied there are sufficient funds to cover these costs. The balance at the end of September was £53,677 of which £40,000 is held in the Co-Operative savings account and the balance in the Co-Operative current account.

24.96.02 Cllr Colgrave proposed the following payments be made; this was seconded by Cllr Robinson with all in agreement.

Signed
Robert Lodge (Chair Parish Council)

PAYMENT TO	VALUE
Allison Ward - Parish Clerk September 2024	£ 322.92
Lodge Coaches – Hire of venue for Monday Muster April to July inc VAT	£ 120.00
R Keil – Repairs to wooden memorial soldiers	£ 281.80
L O'Connor – Thank you gift for summer tea hosts (Chairman's Allowance)	£ 30.00
Recorders of Uttlesford History – Annual subscription	£ 8.00

24.96.03 To note confirmation of grants for Monday Muster: £1,000 from Essex Community Initiative Fund. Micro Grants and £600 from Grange Farm and Dunmow Runners (a share from High Easter 10k proceeds).

24.96.04 To note receipt of second instalment of precept, £11,250.

24/97 ITEMS FOR NEXT MEETING – Nothing in addition to carry forward items noted above.

24/98 DATE OF NEXT MEETING, Monday 4th November at 7.30pm in the village hall.

TIME AND CLOSE OF MEETING 9.30pm