

**HIGH EASTER PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
**held in High Easter Village Hall on Monday 4<sup>th</sup> November 2024**

Present: Cllrs Lucy O'Connor, Neil Reeve, Janet Robinson, Paul Sutton and the Clerk Allison Ward

0 Members of the public

**24/99 APOLOGIES FOR ABSENCE** were received due to holidays from Cllr Nigel Boreham, Cllr Wendy Colgrave, Cllr Robert Lodge, apologies were accepted.

**24/100 DECLARATIONS OF INTERESTS FOR THIS MEETING** – None.

**24/101 PUBLIC FORUM** – No public present.

**24/102 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** it was resolved to approve the minutes of the meeting held on 7<sup>th</sup> October 2024, (proposed by Cllr O'Connor, seconded by Cllr Robinson with all in agreement).

**24/103 COUNTY AND DISTRICT CLLRS REPORT**

County and District Cllr Susan Barker sent apologies to the meeting due to attending neighbouring parish council meetings.

**24/104 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE**

Nothing to report.

**24/105 CLLRS REPORTS**

24.105.01 – Cllr Sutton carried out the playground inspection for the month, it was again noted some cleaning of the equipment is required. Cllr O'Connor to complete the November inspection.

24.105.02 - Other Reports

The risk assessment for the Act of Remembrance at the war memorial was circulated and approved by the meeting. Thanks are recorded to Cllr O'Connor and Cllr Sutton for their help in maintaining the area around the war memorial.

**24/106 PLANNING**

24.106.01 – New Applications

Application	UTT/24/2642/FUL
Location	Walnut Tree Cottage, The Street
Development	Construction of a garage (on the site of previously demolished garage).

Cllrs noted this is a sensitive site in the conservation area with a lengthy and complex history spanning five years. Cllr Reeve proposed the parish council comments that the documents do not show the approved application for a replacement dwelling (UTT/22/0633/FUL), with a request that officers review to ensure this application for a garage is not out of scale when compared to the dwelling and the surrounding conservation area. This was seconded by Cllr Sutton with, all in agreement.

Application	UTT/24/2614/FUL
Location	1 & 2 Lawn Hall Chase Cottages, Lawn Hall Chase
Development	Proposed demolition of 2 no. existing dwellings and erection of replacement 2 no. dwellings

Signed  
 Robert Lodge (Chair Parish Council)

Cllr Sutton proposed no objection, this was seconded by Cllr O'Connor with all in agreement.

A second application to place the defibrillator in the preferred location and not approved location was submitted to Uttlesford following an on-site meeting with the Head of Planning. This is not currently live pending further information requests from Uttlesford which the Clerk is following up. Cllr Reeve proposed this application be called to planning committee for consideration should the officers recommend for refusal, this was seconded by Cllr Robinson with all in agreement.

24.106.02 – Decisions, for information only

To note with reference to the following application, post the October parish council meeting revised plans siting the garage in line with the dwelling were submitted by the applicants.

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
Decision	Conditional approval

To note with reference to the following application, the condition states 'a common hornbeam tree shall be planted at a size of not less than 12cm girth adjacent to the horse chestnut tree during the first planting season following felling of the horse chestnut tree.'

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

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
Decision	Refused

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

## 24/107 PLAYING FIELD

24.107.01 The clerk circulated a summary of the three quotes received for felling and coppicing 4x trees identified in the tree survey as requiring moderate work within 3-6 months. Cllr Sutton proposed Walker Tree Care be appointed to do the works at a cost of £1,200+VAT, this was seconded by Cllr O'Connor with all in agreement

24.107.02 The draft hire agreement is pending advice from Rural Community Council of Essex, clerk will circulate a further draft once this is received and prior to discussion with the village hall committee.

24.107.03 Requests for meetings with companies supplying play equipment are pending confirmation from contractors.

## 24/108 GENERAL MAINTENANCE/PROJECTS

24.108.01 Pump Green, update on repairs and costs to circular seat, clerk to chase contractor for an update on progress.

24.108.02 To receive an update on Spotted Dog defibrillator, see 24.106.01.

Signed  
Robert Lodge (Chair Parish Council)

24.108.03 Community-led energy project, no Cllrs are available to attend the RCCE meeting. Cllr Reeve reported that there is an Uttlesford led project in planning for 2025 which will set out a pathway to reducing dependence on oil heating systems, the meeting agreed to wait for this guidance before considering further.

24.108.04 It was agreed to c/fwd the discussion into 2025 when more Cllrs are available to attend meetings, on whether there is benefit in High Easter parish council taking on the contract for cutting PRow in the parish currently cut by Essex County Council.

24.108.05 Cllr O'Connor updated the meeting on plans for the 'overs' Christmas lunch on Monday 9<sup>th</sup> December, this will follow the same format as last year. The meeting agreed provisional costs for oven hire and catering. Cllr O'Connor and the Clerk to liaise on organisation and risk assessment.

#### **24/109 CLERK'S SALARY**

24.109.01 Cllr Sutton proposed to approve the pay award negotiated by NALC and SLCC for clerks and other town/parish council employees as detailed in the Local Government Services Pay Agreement 2024, with the increase backdated to 1 April 2024. This was seconded by Cllr Reeve with all in agreement.

24.109.02 It was agreed Cllr Colgrave and Cllr O'Connor would meet with the clerk to review the clerk's pay scale in line with the NALC guidelines for assessment. Once completed this will be presented to the parish council for consideration.

#### **24/110 TRAINING COURSES**

Cllr O'Connor to attend the EALC Introduction to Planning course being held on Saturday 30<sup>th</sup> November, cost £130. The Clerk has applied for a bursary to recover 75% of the cost.

#### **24/111 FINANCE**

24.111.01 Cllr Sutton proposed the following payments be made; this was seconded by Cllr Robinson with all in agreement. Cllr O'Connor signed the payment schedule.

<i><b>PAYMENT TO</b></i>	<i><b>VALUE</b></i>
Allison Ward - Parish Clerk October 2024 and back pay to April 2024	£ 437.58
Uttlesford District Council – Waste service 2023	£ 1,749.00
JCM Services Amenity & Groundcare Ltd – Verge cutting third and final cut inc VAT	£ 1,650.62
JCM Services Amenity & Groundcare Ltd – Hedge cutting playing field inc VAT	£ 732.00

24.111.02 In addition to the grants noted at the October meeting, further receipts in October were received in the bank account as follows,

£160.00 - Share of football fees transferred by High Easter Village Hall Committee

£216.31 - Monday Muster receipts 5 weeks to 07.10.24.

£263.56 – Quarterly interest on deposit account.

#### **24/112 ITEMS FOR NEXT MEETING**

- a. To consider parish council responsibilities Under the 2021 Environment Act to conserve and enhance biodiversity.
- b. To consider responding to the government consultation on 'Enabling remote attendance and proxy voting at local authority meetings'.

**24/113 DATE OF NEXT MEETING**, Monday 2<sup>nd</sup> December at 7.30pm in the village hall.

**TIME AND CLOSE OF MEETING** 8.45pm

Signed  
Robert Lodge (Chair Parish Council)