

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 at 7.30pm, on **MONDAY 7th APRIL 2025** 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
2nd April 2025

MEETING AGENDA

25/01 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.

25/02 DECLARATION OF INTERESTS FOR THIS MEETING

Members to declare interests for items on the agenda.

25/03 PUBLIC FORUM (Maximum 15 minutes)

25/04 MINUTES OF ORDINARY PARISH COUNCIL MEETING 3rd March 2025 for approval.

25/05 COUNTY AND DISTRICT CLLRS REPORT

25/06 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

The clerk met with Commercial Play to discuss options for additional play equipment including upgrading the basketball court, designs and quotes pending. Approaches for visits have also been made to Sovereign Play and Wicksteed.

The clerk and Cllr O'Connor met with ECC Cabinet member for highways, Cllr Cunningham and raised the points of concern from the parish council noted in March minutes regarding the closure of the B184. Cllr Cunningham agreed to follow up the points raised.

25/07 COUNCILLORS REPORTS

25.07.01 – Playground Inspection

Cllr Lodge to report on the monthly playground inspection for April 2025. Cllr Reeve to inspect in May 2025.

To consider the condition of the cradle swings and whether these need replacing.

25.07.02 Other Cllr Reports

Reminder, litter pick on Saturday 12th April, meet at 10am at the village hall car park.

25/08 PLANNING

25.08.01 – New Applications

Application	UTT/25/0512/HHF
Location	7 Gepps Close
Development	Proposed rear single storey extension and rendering to existing external walls
Application	UTT/25/0668/HHF
Location	Sworders Farm, Pleshey
Development	Proposed conversion of existing garage and storage building adjacent to the house, to form Annexe providing additional ancillary accommodation
Application	UTT/25/0722/HHF
Location	Wheats Farm, Stagden Cross Road
Development	Proposed two storey rear extension, two storey side extension and addition of porch

To note the following application is for a certificate of lawfulness and not open to general comment.

Application	UTT/25/0677/CLP
Location	The Spinney, Rehobeth Street
Development	Erection of single storey side extension

25.08.02 – Decisions, for information only

Application	UTT/25/0241/HHF & UTT/25/0200/LB
Location	The Parsonage, High Easter Road
Development	S73A Retrospective application for the replacement of existing pool roof, roof lanterns and parapet wall with new due to poor condition
Decision	Conditional approval

25.08.03 – Appeals

A Householder appeal, reference APP/C1570/D/25/3362047 has been submitted to the planning inspector following Uttlesford's decision to refuse planning permission for application UTT/24/2642/FUL, 'the construction of a garage' on the site known as Walnut Cottage. This is a written appeal for which the parish council's original comment has been forwarded, parish council to consider any further action.

25/09 TENDERS FOR WORKS 2025

25.09.01 – Parish Verges

To record receipt of a Purchase Order from Essex County Council to cut the parish verges in 2025 for value £4,371.01. To consider a quote in response to the parish council tender of £4,307 ex VAT to cut the parish verges in May, August and October.

25.09.02 – Playing field/Jubilee Wood/Pump Green

To consider the quote for £3,150, +2% and on the same basis as 2024, i.e. one contract for Jubilee Woods, the playing field and Pump Green.

25/10 VEHICLE ACTIVATED SIGN

To consider feedback from Essex Highways following a permit application and advice from contractors regarding installation of a solar powered speed sign on an existing pole on The Street, opposite the bus stop and adjacent to the playing field. Parish Council to agree how they wish to progress.

25/11 LOVE YOUR BUS GRANT

Confirmation has been received that the grant application has been successful. Parish Council to consider draft plan for implementation and resourcing. This will then be shared with neighbouring parish councils for input before progressing.

25/12 TREES FOR JUBILEE WOOD

With support from Cllr Reeve and Anne Hooper, the clerk responded to an offer from the Woodland Trust for 60 free trees (whips) to plant in the Jubilee Wood, these would enhance the woodland and replace several of the bush type species. Confirmation was received that the order was accepted. The clerk has chased for collection and a response is pending.

Parish council to agree any additional costs associated with planting trees, including any tree guards and mulch. And to agree how the trees will be planted, watered and managed to ensure their survival in the early years.

25/13 TREE WORKS ON PLAYING FIELD

Further to the decision at the November 2024 parish council meeting, agenda item 24.107.01 the contractor has to date been unable to fulfil the agreed works due to concerns with the overhead cables which were not considered in their original response. Parish council to consider whether to cancel the agreement and seek an alternative contractor.

25/14 CLIMATE CHANGE SURVEY

To consider responding to Rural Community Council of Essex, Climate Change Survey as circulated and drafted by the clerk.

25/15 GREEN WASTE IN DITCH ON NORTH SIDE OF THE STREET

Further to recent correspondence, the parish council to consider any additional action re fly-tipping of green waste in ditches by residents.

25/16 VE DAY 80th CELEBRATIONS

To agree any additional arrangements including purchase of VE day flags and around the lighting of the beacon.

25/17 PLAYING FIELD HIRE AGREEMENT

Following discussions with High Easter village hall committee, the clerk agreed the draft playing field hire agreement previously circulated remains as a standalone agreement where the playing field is specifically hired, e.g. for football, 10k Road Race.

It is proposed the process for managing hire of the playing field will continue to be operated by the village hall committee on behalf of the parish council with the necessary liaison. Parish council to approve this process and the playing field hire agreement.

25/18 RISK ASSESSMENT

Parish Council to complete a six month review of the parish council financial and management risk assessment.

25/19 FINANCE

25.19.01 – Retrospective approval of payments

To retrospectively confirm the following payments which were authorized between meetings due to the payment terms, both payments were budgeted.

PAYMENT TO	VALUE
Uttlesford District Council – Green Waste Service 2025	£1,624.50
Richard Keil – Repairs to the circular bench at Pump Green	£ 664.00

25.19.02 – Monthly payments

To confirm the following payments for authorisation.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk March 2025	£ 339.30
Rural Community Council of Essex – Annual subscription	£ 84.00
Essex Association of Local Councils – Annual subscription	TBC
Mary Davis – Monday Muster lead January to March 2025	£1,032.00
Lilly Kelsey – Monday Muster support January to March 2025	TBC
Lodge Coaches – Monday Muster venue hire January to March 2025	TBC

25.19.02 – Monthly receipts

To record any receipts in March 2025.

25.19.04 - Bank mandate

To record the Co-operative bank has confirmed Cllr Colgrave has been added to the bank mandate, the clerk and Cllr Colgrave are in the process of arranging online banking access.

25/20 ITEMS TO NOTE FOR THE NEXT MEETING

- a. Review and authorisation of Annual Governance and Accountability Statements
- b. Review of parish council policies

25/21 DATE OF NEXT MEETING, Tuesday 6th May at 7.00pm. There will be two meetings on this evening, the first will be the Annual Parish Meeting, this will be followed by the Annual Meeting of the Parish Council.

TIME AND CLOSE OF MEETING