

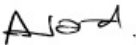
# HIGH EASTER PARISH COUNCIL

*Clerk to the Council – Allison Ward*

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Councillors are hereby summoned to attend the **Annual Parish Council meeting** which will be held in High Easter Village Hall immediately following the Annual Parish Meeting at approximately 7.00pm, on **TUESDAY 6<sup>th</sup> MAY 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  
30<sup>th</sup> April 2025

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## MEETING AGENDA

### **25/22 ELECTION OF CHAIRMAN**

For the civic year 2025-26 and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN to be signed by Chairman, s.83(4) Local Government Act 1976.

### **25/23 APPOINTMENT OF VICE CHAIRMAN**

For the civic year 2025-26 if members require.

### **25/24 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.

### **25/25 DECLARATION OF INTERESTS FOR THIS MEETING**

Members to declare interests for items on the agenda.

### **25/26 PUBLIC FORUM (Maximum 15 minutes)**

### **25/27 MINUTES OF ORDINARY PARISH COUNCIL MEETING 7<sup>th</sup> April 2025 for approval.**

### **25/28 COUNTY AND DISTRICT CLLRs REPORT**

### **25/29 MEETING DATES 2025/26**

Proposed as 1<sup>st</sup> Monday of the month except for August 2025 when no meeting will be held, and May 2026 when the meeting will be on Tuesday 5<sup>th</sup> May due to the bank holiday. All meetings to start at 7.30pm.

### **25/30 CLLR TRAINING AND RESPONSIBILITIES**

A range of training for CLLRs is provided by Essex Association of Local Councils. CLLRs share the responsibilities and were allocated as follows for last year.

- Planning including Local Plan – CLLR Sutton
- Highways including highway safety – CLLR Lodge

- Stansted Airport– Cllr Colgrave
- Environment including litter picks – Cllr Boreham
- Village Hall liaison, playing field, jubilee Meadow – Cllr Robinson
- Footpaths – Cllr O'Connor
- War memorial – Cllr Sutton/Cllr O'Connor
- Uttlesford liaison – Cllr Reeve

## **25/31 POLICIES FOR ADOPTION**

All policies below are available on the parish council's website.

### **25.31.01 To consider re-adoption of policies without amendments**

- Biodiversity
- Complaints
- Councillors Code of Conduct – see Cllrs page on the website
- Document Retention
- Grants
- Health and Safety
- Privacy
- Publication Scheme
- Reserves
- Safeguarding

### **25.31.02 To consider amendments to policies**

- Standing Orders
- Financial Regulations

## **25/32 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE**

Due to health and safety issues with access, the hedge alongside the playing field was cut at a cost of £100.

Tree works on the playing field identified in the tree survey and agreed in November 2024 are due to take place on Friday 2<sup>nd</sup> May.

Cllr Boreham and Cllr Lodge have removed the mound adjacent to the play area which has been a long running health and safety issue in the annual play inspection report, its removal is also a requirement for the extension of the play area. The area has now been seeded.

Completed in the last month is the collection and planting of new trees in the Jubilee Wood (Cllr Reeve) and a successful litter pick on 12<sup>th</sup> April.

Continuing to meet with and receive plans from playground suppliers with a final meeting scheduled for mid-May. Plans and quotes to be presented to the play area advisory panel before being brought to a parish council meeting by end July for consideration on how to progress.

Updates are pending on action that can be taken where residents fly dip garden waste in ditches.

## **25/33 COUNCILLORS REPORTS**

### **25.33.01 – Playground Inspection**

Cllr Reeve to report on the monthly playground inspection for May 2025. Cllr Sutton to inspect in June 2025.

### **25.33.02 Other Cllr Reports**

## 25/34 PLANNING

### 25.34.01 – New Applications

Application	UTT/25/0758/HHF
Location	Pleshey Grange
Development	Partial conversion of the existing outbuilding to form an annexe ancillary to the main dwelling.

Application	UTT/25/0901/HHF and UTT/25/0901/LB
Location	Poplar Farm. High Easter Road
Development	Erection of single storey rear extension, internal alterations, and construction of a glazed link to connect the main dwelling to an existing outbuilding. Erection of wall and timber gates

Application	UTT/25/0970/HHF and UTT/25/0971/LB
Location	Cherry Cottage, The Street
Development	Demolition of existing single storey later additions to rear and side of property. Erection of a single storey side and rear extension. Associated alterations as detailed on application drawings. Covered link to garage. Erection of single storey extension to rear of existing garage for use as utility/storage space

To note the following application seeks prior approval under permitted development rights.

Application	UTT/25/0978/PAQ3
Location	Buildings at Swallows Farm
Development	Prior Notification of change of use of agricultural buildings to 7 no. dwellings

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

Application	UTT/25/1116/CLP
Location	The Hill, Chelmsford Road
Development	Proposed conversion to residential of an existing barn for which planning permission and listed building consent was given on the 24 September 2019 as described on approval no. UTT/19/0650/FUL & UTT/19/0651/LB. Application provides evidence drainage works were completed within timescales as required by the conditions.

### 25.34.02 - Application in Leaden Roding parish

To note application UTT/24/2863/FUL, Darrell Wood, retrospective application for the erection of a forestry building has been refused.

Application	UTT/25/0994/CLE
Location	Land East Of Woodside Farm, High Easter Road. Leaden Roding
Development	Timber framed forestry building erected under permitted development rights prior notification ref no: UTT/24/1532/AG. This was then confirmed lawful under ref no: UTT/24/2307/CLP

### 25.34.03 – Decisions, for information only

Application	UTT/25/0390/HHF
Location	4 Bellhouse Villas
Development	Two storey side extension, single storey rear extension, front porch
Decision	Conditional approval

Application UTT/25/0512/HHF  
 Location 7 Gepps Close  
 Development Proposed rear single storey extension and rendering to existing external walls  
 Decision Conditional approval

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

## **25/35 LOVE YOUR BUS GRANT**

To consider and approve the Grant Agreement circulated in advance.

The date of completion for the project is end of May 2026, parish council to consider and approve the implementation plan.

## **25/36 VILLAGE MAINTENANCE**

25.36.01 To consider quotes for cleaning 5x village finger posts and to agree repainting of 2x fingerposts.

25.36.02 To consider a proposal and quote for cutting the verge in front of the village hall as part of the playing field maintenance contract.

## **25/37 EMAIL ACCOUNTS**

The 2025 edition of the Practitioners' Guide includes updates for authorities preparing Annual Governance and Accountability Returns (AGAR) for financial years starting on or after 1 April 2025. Of significance is the change to Email management – 'Every authority must now have a generic email account hosted on an authority-owned domain, for example, clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com.'

To note this is not compulsory for the completion of the year end 2024/25. Parish council to consider and agree changes to current High Easter parish council accounts as circulated by the clerk.

## **25/38 VE DAY 80<sup>th</sup> COMMEMORATION**

To approve the risk assessment.

## **25/39 FINANCE**

### **25.39.01 – Monthly payments**

To confirm the following payments for authorisation.

<b>PAYMENT TO</b>	<b>VALUE</b>
Allison Ward - Parish Clerk April 2025	£ 339.30
Allison Ward - RBL VE Day Flag	£ 23.98
Allison Ward - Newton Flag Makers Ltd	£ 36.60
Lilly Kelsey - Monday Muster support January to March 2025	TBC
Lodge Coaches - Monday Muster venue hire January to March 2025 inc VAT	£ 360.00
Essex Compact Tractor Services - H&S Hedge trimming	£ 100.00
Lodge Coaches - Fireworks for VE Day inc VAT	£ 499.96
Robert Lodge - Fireworks for VE Day	£ 230.00
Walker Tree Services - Tree works on playing field	TBC

### **25.39.02 – Monthly receipts**

To record any receipts in April 2025.

### **25/40 RESIGNATION OF PARISH CLERK**

To record the resignation of the parish clerk on 11<sup>th</sup> April.

With agreement from Great Canfield and Margaret Roding parish councils a joint advert for a clerk to cover all three parishes has been included in the May edition of Parish News and forwarded to EALC for wider publication.

Parish council to note arrangements for the next three months or until a clerk is appointed, and to consider the process of appointment.

### **25/41 ITEMS TO NOTE FOR THE NEXT MEETING**

- a. Review and authorisation of Annual Governance and Accountability Statements
- b. Parish Council insurance renewal due 12.06.25
- c. Review of Monday Muster and any summer event plans

**25/42 DATE OF NEXT MEETING,** Monday 2<sup>nd</sup> June at 7.30pm in High Easter village hall.

**TIME AND CLOSE OF MEETING**