

**HIGH EASTER PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL**  
**held in High Easter Village Hall on Monday 7<sup>th</sup> April 2025**

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

No members of the public.

**25/01 APOLOGIES FOR ABSENCE** were received from Cllr Robinson (holiday) and accepted by the meeting.

**25/02 DECLARATIONS OF INTERESTS FOR THIS MEETING**

Cllr Sutton declared a pecuniary interest in agenda item 25.08.01 application UTT/25/0677/CLP as the agent for the application.

Cllr Lodge has a dispensation in place until August 2025 in relation to agenda item 25/11.

**25/03 PUBLIC FORUM** – No public present.

**25/04 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING**

Cllr Colgrave proposed an amendment to minute 24.174.01 where the resolution had not been updated from the previous meeting, this was seconded by Cllr O'Connor with all in agreement. The amended minute to read,

*Cllr Sutton proposed the following payments for authorisation, this was seconded by Cllr Robinson.*

After this amendment it was resolved to approve the minutes of the meeting held on 3<sup>rd</sup> March 2025, (proposed by Cllr Sutton, seconded by Cllr O'Connor with all in agreement).

**25/05 COUNTY AND DISTRICT CLLRS REPORT**

The meeting received apologies from County and District Cllr Susan Barker.

Cllr Lodge asked that the parish council's sincere condolences be recorded on the sudden death of Cllr Barkers husband.

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

During the month the clerk met with Commercial Play and Wicksteed (also attended by Cllr Lodge) to discuss options for additional play equipment including upgrading the basketball court. Visits have been arranged with Sovereign Play and ESP Play. Once responses are received this will allow the parish council to consider how to progress.

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 CLLRS REPORTS**

**25.07.01 – Playground Inspection**

Cllr Lodge completed the playground inspection for April 2025. It was noted there is a screw missing on the upper north side of the climbing netting to the tower, it was further noted that there are cracks in the wet pour. Clerk to contact Creative Play re both matters.

Wicksteed have been asked to quote for replacing the two cradle swings, this is not considered urgent and will be considered and completed in the next quarter.

Signed  
 Robert Lodge (Chair Parish Council)

## 25.07.02 - Other Reports

The clerk confirmed ECC have been chased for a date on when the new free trees will be available for collection. Cllrs discussed arrangements for planting which Cllr Reeve will co-ordinate. Cllr Reeve has tree guards, and the meeting supported the purchase of 1" square, 4ft high wooden stakes which Cllr Reeve will purchase along with mulch if this is not available from the tree works which are due to take place on the playing field. Cllr Lodge confirmed he had a larger container that he would make available to help with watering the trees.

Cllr Reeve provided a brief report on work at Uttlesford. The Local Plan inspection begins in June and work continues on the local authority government reform. The reform involves 15 councils including Essex, Southend and Thurrock, ten of these want to see 5 unitaries whilst the remainder favour a plan with less than five including Essex. Agreement is required by the end of July to allow councils to vote on plans before the business case is submitted to government at the end of September.

Cllr Sutton asked for an update on maintenance to the war memorial hedge, clerk to chase.

Outstanding, Cllr Boreham and Cllr Lodge to put in verge markers at agreed green triangles to determine if this reduces erosion by highway users.

Cllr O'Connor suggested a request to Essex Highways to repaint the dragon's teeth at the entrance to the parish. Clerk confirmed this is already logged on the Essex Highways system (reference 3654626) 'for repair within a non-specified timeframe.' Clerk to contact Cllr Barker for assistance.

All Cllrs were reminded of the litter pick, Saturday 12<sup>th</sup> April starting at 10am at the village hall.

## 25/08 PLANNING

### 25.08.01 - Applications

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

Cllr Sutton proposed no objection, this was seconded by Cllr Lodge with all in agreement.

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

Cllr Sutton proposed the parish comments, the proposed annexe appears to have the facilities for independent living and given its scale has the possibility of becoming a separate dwelling in the future, this was seconded by Cllr O'Connor with all in agreement.

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

Cllr Sutton proposed the parish council comments, whilst the plot is large and can take the development, there are some concerns that this would substantially alter the scale and design of the original dwelling and fail to respect its character. This was seconded by Cllr Colgrave with all in agreement.

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

The above was noted as a certificate of lawfulness application, no discussion took place.

**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. The meeting noted this is a written appeal and no further comments were necessary beyond those already submitted.

**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.

Cllr Lodge proposed acceptance of a quote from JCM Services for £4,307 ex VAT to cut the parish verges in May, August and October. This was seconded by Cllr Reeve with all in agreement.

**25.09.02 – Playing field/Jubilee Wood/Pump Green**

Cllr Lodge proposed acceptance of a quote from JCM Services for £3,150 ex VAT to cut the grass and strim around equipment at the playing field, Jubilee Wood and Pump Green. This was seconded by Cllr Reeve with all in agreement.

**25/10 VEHICLE ACTIVATED SIGN**

Essex Highways provided feedback that the existing pole proposed by the parish council for the new VAS sign on The Street, opposite the bus stop and adjacent to the playing field, did not meet the criteria for a solar power VAS sign. Cllrs discussed and it was suggested the parish council extends the height and width by placing a 'sleeve' over the existing pipe, the clerk was asked to update Essex Highways.

The meeting further discussed the quotes received for the VAS sign from the Essex Highways preferred suppliers. The parish council has sourced a lower quote from Elan City at c.£2.5k, a final decision will be made once the issues with the pole are resolved.

**25/11 LOVE YOUR BUS GRANT**

The parish council working with neighbouring parish councils has been successful in its grant application to provide marketing materials and to make minor changes to the existing service. Further details on when the grant will be released and the relevant contract for signature has not yet been issued. Once received a plan of implementation and monitoring can be produced. C/fwd to May meeting.

**25/12 TREES FOR JUBILEE WOOD**

Following advice from Cllr Reeve and Anne Hooper, the clerk responded to an offer from Essex County Council for 60 free trees (whips) to plant in the Jubilee Wood. Further details reported at agenda item 25.07.02

**25/13 TREE WORKS ON PLAYING FIELD**

Further to the decision at the November 2024 parish council meeting, agenda item 24.107.01 and delays due to concerns with the overhead cables, the contractor has now confirmed the works agreed will be completed on Wednesday 30<sup>th</sup> April. Cllr Colgrave asked for clarity on whether the cables are power or phone, the clerk will check.

**25/14 CLIMATE CHANGE SURVEY**

Cllr Reeve proposed the parish council responds to a RCCE survey 'How Ready are you for Climate Change' as drafted and circulated by the clerk. This was seconded by Cllr Colgrave with all in agreement.

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

The clerk was asked to contact the landowner for permission to access the field to the north of The Street to determine the extent of the fly-tipping. This will then be forward to Uttlesford for advice on what action can be taken.

**25/16 VE DAY 80th CELEBRATIONS**

Cllr Lodge proposed the purchase of two commemorative flags, one to fly on the church flagpole and a second for the village hall event, estimated cost of £50 ex VAT. This was seconded by Cllr Colgrave with all in agreement.

The clerk to ask the church if the choir wish to lead the singing prior to the Beacon lighting at 9.30pm. Clerk to liaise with village hall committee re the risk assessment including fireworks at the end of the event.

**25/17 PLAYING FIELD HIRE AGREEMENT**

The clerk met with a representative of High Easter village hall committee to agree the draft wording for both parties hire agreements. Cllr Colgrave proposed the parish council agrees the playing field hire agreement previously circulated and that this remains a standalone agreement where the playing field is specifically hired, e.g. for football, 10k Road Race. This was seconded by Cllr O'Connor with all in agreement.

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.

**25/18 RISK ASSESSMENT**

The meeting carried out a 6-month review of its financial and management risk assessment noting progress and completion of previous identified matters. Monday Muster food prep which will be followed up by Cllr Colgrave and the clerk, and parish council land registry documents were both added before the meeting accepted the updated schedule.

**25/19 FINANCE**

25.19.01 – Retrospective approval of payments

Cllr Colgrave retrospectively proposed the following budgeted payments which were authorised between meetings due to the payment terms, both payments were budgeted. This was seconded by Cllr Lodge with all in agreement.

<b><i>PAYMENT TO</i></b>	<b><i>VALUE</i></b>
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

Cllr Boreham proposed the following payments for authorisation, this was seconded by Cllr Lodge with all in agreement.

PAYMENT TO	VALUE
Allison Ward - Parish Clerk March 2025	£ 339.30
Allison Ward – Online purchase bleed kit for Spotted Dog defibrillator inc VAT	£ 113.98
Rural Community Council of Essex – Annual subscription	£ 84.00
Essex Association of Local Councils – Annual subscription	£ 265.19
Mary Davis – Monday Muster lead January to March 2025 (12 sessions)	£ 1,032.00

25.19.03 To record receipts in March 2025, £155 football hire fees, £97.50 bursary for Cllr O’Connors training, £378.85 Monday Muster receipts.

**25/20 ITEMS FOR NEXT MEETING**

To include

- Review and authorisation of Annual Governance and Accountability Statements
- Review of parish council policies
- Changes to requirements for parish council email addresses
- Monday Muster review

**25/21 DATE OF NEXT MEETING,** Tuesday 6<sup>th</sup> May. There will be two meetings on this evening, the first will be the Annual Parish Meeting starting at 6.30pm in the village hall, this will be followed by the Annual Meeting of the Parish Council.

**TIME AND CLOSE OF MEETING** 9.15pm.

Signed  
Robert Lodge (Chair Parish Council)