

HIGH EASTER PARISH COUNCIL

Clerk to the Council – Allison Ward

Peartree Cottage, Slough Road, High Easter, Essex CM1 4RD
Telephone 07960 796346 **E-mail parishclerkhepc@gmail.com**

Councillors are hereby summoned to attend the **Ordinary Parish Council meeting** which will be held in High Easter Village Hall on **MONDAY 2nd JUNE 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
29th May 2025

MEETING AGENDA

25/43 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.

25/44 DECLARATION OF INTERESTS FOR THIS MEETING

25/45 PUBLIC FORUM (Maximum 15 minutes)

25/46 MINUTES OF ANNUAL PARISH COUNCIL MEETING 6th May 2025 for approval.

25/47 COUNTY AND DISTRICT CLLRS REPORT

25/48 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

Annual inspection of play area, request sent to Wicksteed who are the regular inspectors, cost is £150 ex VAT.

The tree works on the playing field identified in the tree survey were completed during May.

Fly tipping in 4 locations along High Easter Road took place on 24th May, reported to Uttlesford for removal.

White 'dragon's teeth' and 30 roundels on highway have been repainted at all three entrances to the village.

25/49 COUNCILLORS REPORTS

25.49.01 – Playground Inspection

Clerk to report on the monthly playground inspection for June 2025. Cllr O'Connor to inspect in July 2025. To note Cllr O'Connors meeting with Creative Play re the state of the wetpour surface and any actions.

25.49.02 Other Cllr Reports

To include a report on tree planting in the Jubilee meadow.

To record 80th anniversary of VE day commemorations.

25/50 PLANNING

25.50.01 – New Applications - None

25.34.03 – Decisions, for information only

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
Decision	Conditional approval

25/51 PARISH COUNCIL VACANCY

25.51.01 To receive and approve the Co-Option Policy

25.51.02 To record the resignation of Paul Sutton on 7th May due to his imminent move from the parish. The Clerk notified Uttlesford who issued the notice advising of the vacancy which allows residents the opportunity to call an election, deadline for this is 29th May. Providing no request is made Parish Council to follow Co-Option policy.

25/52 PARISH COUNCIL INSURANCE

The renewal date is 12th June, parish council to consider quotes received from three companies, details circulated prior to the meeting.

25/53 APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

25.53.01 To receive and consider the report from the internal auditor.

24.53.02 To receive and approve the fixed asset register.

24.53.03 To receive and approve the Annual Governance statement 2024/25, to be signed by the Chair and Clerk/RFO.

24.53.04 To receive and approve the Annual Accounting Statement 2024/25, to be signed by the Chair and Clerk/RFO.

24.53.05 To note the dates, 3rd June to 12th July, during which electors and interested persons may exercise rights relating to the annual accounts.

25/54 PARISH COUNCIL PROJECT UPDATES

25.54.01 To note response and refusal from Essex Highways to permit a 'sleeve' to be placed over the existing pole where the new VAS sign is to be installed. Parish Council to consider further options.

25.54.02 To receive an update on the Love Your Bus Grant plans.

25.54.03 To receive an update following visits from playground contractors re additional play equipment.

25.54.04 To consider quotes for painting 2x white finger posts which are in poor condition.

25.54.05 To consider matter raised at Annual Meeting that the phone box is currently only a book exchange and that it lacks 'information' as displayed by the signage.

25/55 REVIEW OF MONDAY MUSTER AND SUMMER EVENT PLANS

25.55.01 To review Monday Muster arrangements and responsibilities.

25.55.02 To consider a summer event for the elderly in the parish.

25/56 FINANCE

25.56.01 – Monthly payments

To confirm the following payments for authorisation.

<i>PAYMENT TO</i>	<i>VALUE</i>
Allison Ward - Parish Clerk May 2025	£ 339.30
Walker Tree Care – Tree works on playing field inc VAT	£1,440.00
K Weare – Internal Audit	£ 50.00
BJS General Cleaning – Cleaning of 5x white fingerposts	£ 50.00
JCM Services – Verge cutting inc VAT	£ tbc
Annual Insurance	£ tbc

25.56.02 – Monthly receipts

To record any receipts in May 2025.

25/57 APPOINTMENT OF NEW PARISH CLERK

To receive an update on progress and any matters to consider.

25/58 ITEMS TO NOTE FOR THE NEXT MEETING

25/59 DATE OF NEXT MEETING, Monday 7th July at 7.30pm in High Easter village hall.

TIME AND CLOSE OF MEETING