

**HIGH EASTER PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL**  
**held in High Easter Village Hall on Tuesday 6<sup>th</sup> May 2025**

Present: Cllrs Nigel Boreham, Wendy Colgrave, Robert Lodge (chair), Neil Reeve, Janet Robinson, Paul Sutton and the Clerk Allison Ward

3 members of the public.

**25/22 ELECTION OF CHAIR**

Cllr Lodge was proposed as Chairman for the Civic Year 2025-26 by Cllr Robinson and seconded by Cllr Colgrave with all in agreement. The Chairman signed a declaration of acceptance of office which was witnessed by the Clerk.

**25/23 APPOINTMENT OF VICE CHAIRMAN**

Cllr Boreham was proposed as vice chairman for the Civic Year 2025-26 by Cllr Sutton and seconded by Cllr Robinson with all in agreement.

**25/24 APOLOGIES FOR ABSENCE** were received from Cllr O'Connor (holiday) and accepted by the meeting.

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

Cllr Boreham declared a pecuniary interest in agenda item 25.34.01 application UTT/25/0978/PAQ3 as the site is part of the farming business of which he is a partner.

Cllr Colgrave declared a personal interest in agenda item 25.34.01 application UTT/25/0978/PAQ3 as a close friend of the applicant.

Cllr Lodge declared a personal prejudicial interest in agenda item 25.34.01 application UTT/25/0978/PAQ3 as a close friend and business associate of the applicant. Cllr Lodge has a dispensation in place until August 2025 in relation to agenda item 25/35.

**25/26 PUBLIC FORUM**

The clerk confirmed members of the public who were unable to attend had sent correspondence in objection to application UTT/25/0978/PAQ3 due to scale, highway and environmental impact, These had been circulated to the parish council.

**25/27 MINUTES OF THE ORDINARY PARISH COUNCIL MEETING**

The minutes of the meeting on 7<sup>th</sup> April were proposed as a correct record by Cllr Lodge, seconded by Cllr Colgrave with all in agreement.

**25/28 COUNTY AND DISTRICT CLLRS REPORT**

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

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

It was agreed to continue with parish council meetings on the 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 except for the Annual Meetings in May 2026 when an earlier time will be agreed.

Signed  
 Robert Lodge (Chair Parish Council)

## 25/30 CLLR TRAINING AND RESPONSIBILITIES

Cllrs were reminded of the range of training provided by Essex Association of Local Councils, clerk to forward latest schedule. It was agreed to share the responsibilities with a lead Cllr for the following matters.

- Planning including Local Plan – Cllr Colgrave
- Highways including highway safety – Cllr Lodge
- Environment including litter picks – Cllr Boreham
- Village Hall liaison, playing field, jubilee Meadow – Cllr Robinson
- Footpaths – Cllr O'Connor
- War memorial – Cllr O'Connor/Cllr Robinson
- Uttlesford liaison – Cllr Reeve
- Defibrillator management – Cllr Colgrave/Cllr Lodge

## 25/31 POLICIES FOR ADOPTION

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

25.31.01 The following policies were re-adopted with no change except the reserves policy where the reserve values were updated to reflect the position at the end of March 2025, proposed by Cllr Lodge and seconded by Cllr Reeve.

- 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 The clerk had updated the **standing orders** in line with the latest model orders issued by National Association of Local Councils. Cllr Colgrave proposed these be adopted, this was seconded by Cllr Robinson with all in agreement. It was further agreed the **financial regulations** be reviewed to ensure these are in line with the model regulations, a final draft will be brought back to the parish council for approval.

## 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 in early 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 12th April.

The clerk has continued to meet with playground contractors with a final meeting scheduled for mid-May. Plans and quotes will be summarised and shared with the play area advisory panel before being brought to a parish council meeting in 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 CLLRS REPORTS

### 25.07.01 – Playground Inspection

Cllr Reeve completed the playground inspection for May 2025. There were no matters of concern.

### 25.07.02 - Other Reports

Cllr Reeve updated on progress with planting the new trees in the Jubilee meadow. Cllr Lodge agreed to provide a large container to hold water and to place this in the meadow, all Cllrs to water when passing. The contractor carrying out tree works on the playing field will be asked to retain the mulch onsite and to position this close to the meadow in order that it can be used for the new trees.

Cllr Robinson raised the hoardings around Walnut Cottage which continue to have a detrimental impact on the local area and where no works have taken place for several years, the clerk confirmed correspondence had also been received relating to this matter. Cllr Sutton proposed the council writes to Uttlesford using its powers under Section 215 of the Town & Country Planning Act 1990 which requires owners of property and land to bring it up to an acceptable standard where it impacts the amenity of the local area. This was seconded by Cllr Reeve with all in agreement.

## 25/34 PLANNING

### 25.34.01 - 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.

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

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

Cllr Colgrave proposed no objection, this was seconded by Cllr Boreham with all in agreement.

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

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

*Cllr Boreham, Cllr Colgrave and Cllr Lodge left the room. Cllr Sutton took the chair.*

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

The meeting noted the comments and concerns raised by neighbouring residents of the site.

Cllr Sutton proposed the parish council comments that whilst it is encouraged to see 6x one and two bedroom units as part of this application, it shares the concerns of residents in relation to the number of properties proposed on a

relatively small site, the lack of information to assess the impact on the environment and local wildlife, the adverse impact on the protected lane and lack of onsite parking. This was seconded by Cllr Reeve with all in agreement.

*Cllr Boreham, Cllr Colgrave and Cllr Lodge return to the meeting. Cllr Lodge resumes the chair.*

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.

The parish council had no comments on this application.

### **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

Cllr Colgrave proposed the parish council submits a response asking that Uttlesford are consistent in its approach and refuse the certificate of lawfulness for the above application. This was seconded by Cllr Robinson with all in agreement.

### **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**

Cllr Colgrave and Cllr Robinson agreed to review the Grant Agreement with the clerk, the meeting further agreed that providing this is as the commitments previously agreed by the council that this is signed on behalf of High Easter parish council. The requirement to submit quarterly reports was noted and the date of completion of the project is May 2026.

The clerk to provide an implementation plan and a risk register for agreement by the parish council.

## **25/36 VILLAGE MAINTENANCE**

25.36.01 Two quotes for cleaning 5x finger posts had been received. Cllr Lodge proposed the parish council accepts the lowest quote at £50, this was seconded by Cllr Boreham with all in agreement.

Signed  
Robert Lodge (Chair Parish Council)

25.36.02 Cllr Colgrave proposed the parish council accepts an additional quote of £270 for the remainder of this season, from the existing grounds maintenance contractor, to cut the grass verge in front of the village hall which is currently cut ad-hoc by Lodge Coaches. This to become part of the ground's maintenance contract in future years. This was seconded by Cllr Robinson with all in agreement.

## 25/37 EMAIL ACCOUNTS

The meeting noted the legal change to parish council email management for the year 2025/26. The Practitioners' Guide states '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.'

The clerk had circulated a paper setting out the options. Cllr Colgrave proposed a gov.uk domain is obtained from Cloud Next at a cost of £50+VAT per annum, plus hosting of up to 25 accounts for an additional £49.99+VAT per annum. This was seconded by Cllr Reeve with all in agreement.

## 25/38 VE DAY 80th CELEBRATIONS

Cllr Lodge proposed the risk assessment prepared by the clerk and circulated in advance for the use of the playing field, lighting of the beacon and fireworks be approved, this was seconded by Cllr Boreham with all in agreement.

## 25/39 FINANCE

### 25.39.02 – Monthly Payments

*Cllr Lodge declared a disclosable pecuniary interest in this item and specifically the payments to Lodge Coaches as he is a director of the company and in the payment to himself. He abstained from the vote to approve the payments.*

Cllr Colgrave proposed the following payments be approved, this was seconded by Cllr Reeve with 5 in agreement and 1 abstention.

<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
Lodge Coaches - Monday Muster venue hire January to March 2025 inc VAT	£ 432.00
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

### 25.39.02 – Monthly Receipts

The first half of the precept payment, £11,750 was received in April.

## 25/40 RESIGNATION OF PARISH CLERK

To record the resignation of the parish clerk on 11<sup>th</sup> April. This was due to a change in family circumstances and the opportunity to move to a new job with structured hours and non-home working. The clerk will continue in post until a new clerk is appointed, and a handover can be completed.

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.

It was agreed Cllr Colgrave, Cllr Lodge, Cllr O'Connor would represent High Easter in this process and interview the candidates.

Signed  
Robert Lodge (Chair Parish Council)

**25/41 ITEMS FOR NEXT MEETING**

To include

- Review and authorisation of Annual Governance and Accountability Statements.
- Parish Council insurance renewal due 12.06.25.
- 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** 7.55pm