

## HIGH EASTER PARISH COUNCIL

*Clerk to the Council – Oliver Rogers*

Greenview, High Easter Road, Barnston, Dunmow, Essex CM6 1ND

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Councillors are hereby summoned to attend the Ordinary Parish Council meeting which will be held in High Easter Village Hall on MONDAY 1<sup>st</sup> SEPTEMBER 2025 for the purpose of transacting the business set out on the agenda below. The press and public are cordially invited to attend.

Signed



Oliver Rogers  
Clerk/RFO

28<sup>th</sup> August 2025

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### MEETING AGENDA

#### **25/60 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.

#### **25/61 DECLARATION OF INTERESTS FOR THIS MEETING**

#### **25/63 PUBLIC FORUM (Maximum 15 minutes)**

#### **25/64 MINUTES OF ORDINARY PARISH COUNCIL MEETING 7<sup>th</sup> July 2025 for approval.**

#### **25/65 COUNTY AND DISTRICT CLLRS REPORT**

#### **25/66 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE**

- Monday Muster grants and update on new sessions
- Football pitch maintenance and goal post safety works
- Clerk's training session update and £500 bursary refund secured
- Thank you messages from attendees at the Village Tea Party

#### **25/67 COUNCILLORS REPORTS**

- Playground expansion and safety inspection – Cllr O'Connor and Cllr Colgrave
- Footpath update - New wooden bridge installed in Garnetts Wood on footpath

25/68

## PLANNING

25.68.01

## New Applications –

APPLICATION NO: UTT/25/2069/PAM3

DATE APPLICATION VALID: 4th August 2025

**TOPLINE SUMMARY:** Prior notification of change of use of veterinary clinic to 1 no. dwelling. Conversion from existing veterinary practice to one 3-bedroom dwelling.

LOCATION: The Acorns, Shooters Hatch Road, Pleshey Chelmsford Essex CM3 1HU

APPLICANT: Mr And Mrs C Fenelon

## DECISION LEVEL: Delegated Decision

**PARISH COUNCIL NOTES:** The Government changed the rules on commercial space conversion to residential property e.g. For any application submitted on or after 5th March 2024, there is now no limit to the floor space that can be converted under Class MA and there is no requirement for the building to be vacant for 3 months.

25.68.02

## Decisions, for information only

APPLICATION NO: UTT/25/2155/TPO

**TOPLINE SUMMARY:** 2no -Sycamore-Reduce lateral branches growing towards neighbours property by up to 3m to provide clearance, balance and shape.

LOCATION: The Parsonage Barnston Road High Easter Essex CM1 4QZ

APPLICANT: Ibbotson

## DECISION LEVEL: Delegated Decision

**25/69 PARISH COUNCIL VACANCY**

To receive an update on the vacant councillor position.

**25/70 VEHICLE ACTIVATED SIGN [VAS]**

DECISION required for purchase of a Vehicle Activated Sign following circulation of quotes via email.

**25/71 DIVERSITY AND INCLUSION POLICY**

To approve Diversity and Inclusion policy.

**25/72 TREE PLAQUES**

25.72.01 To approve the wording for engraving on the first plaque for the tree on the playing field as:

*“This tree was planted by High Easter Parish Council to commemorate the Coronation of His Majesty King Charles III in May 2023.”*

25.72.02 To approve the wording for engraving on the second plaque for the tree on a verge in front of the Village Hall as:

*“This tree was planted by High Easter Parish Council to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II in June 2022 marking her 70th year on the throne.”*

25.72.03 To approve the total cost of producing two plaques with engraving and wooden posts for the Jubilee playing field.

**25/73 LOVE YOUR BUS GRANT**

To receive an update on the latest work around the grant to encourage rural bus usage.

The grant agreement has been signed and returned to Essex County Council for receipt of payments and a variation notice is being developed and submitted to alter the route of the bus service. It is estimated that the loop addition to the existing route will start on Tuesday 2<sup>nd</sup> December in time for Christmas shopping. Discussions will start with the group of parish councils involved and the designer around marketing materials.

**25/74 FINANCE**

*The following payments are proposed [More details to follow]:*

| <b>PAYMENT TO:</b>                    | <b>VALUE:</b> |
|---------------------------------------|---------------|
| Oliver Rogers, Parish Clerk [July]    | £429.65       |
| Oliver Rogers, Parish Clerk [August]  | £485.28       |
| Mary Davies                           | £650.00       |
| JCM Services Amenity & Groundcare LTD | TBC           |
| EALC New Clerks Course                | £150.00       |

**25/75 ITEMS TO NOTE FOR THE NEXT MEETING**

**25/76 DATE OF NEXT MEETING**, Monday 6<sup>th</sup> October 2025 at 7.30pm in High Easter Village Hall.

**TIME AND CLOSE OF MEETING**