

HIGH EASTER PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL

held at High Easter Village Hall on Monday, 6th October 2025 at 07:30pm

Present: Cllrs Robert Lodge (Chair), Nigel Boreham, Lucy O'Connor, Neil Reeve and Wendy Colgrave and the Clerk, Oliver Rogers.

The Chair Cllr Lodge opened the meeting at 7.35pm.

25/78 APOLOGIES FOR ABSENCE

None.

25/79 DECLARATION OF INTERESTS FOR THIS MEETING

Members declared no interests.

25/80 PUBLIC FORUM (Maximum 15 minutes)

None.

25/81 MINUTES OF ORDINARY PARISH COUNCIL MEETING. Minutes for the previous meeting (1st September) were not approved pending factual amendments.

25/82 COUNTY AND DISTRICT CLLRS REPORT

Cllr Barker reported that grant funding is available for Climate Change environmental projects from Essex County Council. Zero Carbon Communities (ZCC) Grant Scheme and the Community Initiative Fund (CIF) are now open for applications.

Cllr Barker and the meeting welcomed the news that the property in Boreham Court went to a local family.

Cllr Barker left the meeting at 8.03pm.

25/83 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

- Thank you to resident, Paul Humberstone for cutting the hedge around the War Memorial in preparation for Remembrance Sunday
- It was resolved and agreed to look for quotes to paint the Red Phone Box on The Street
- Resident, Stan Matthews produced two excellent wooden stands for the brass tree plaques to be affixed and placed under the Coronation and Platinum Jubilee trees near the Village Hall
- Thank you to Cllrs Boreham and Lodge for attaching the new Vehicle Activated Sign on the pole near the Village Hall. It is hoped this will encourage traffic to slow down when entering the village 30mph zone from Stagden Cross
- Saffron Walden Museum will provide a cabinet for display of items linked to High Easter to the Snug Café in November as part of a rural tourism project

25/83 COUNCILLORS REPORTS

- *Litter pick* – it was agreed to hold on Saturday 18th October at 10.00am

Signed

Cllr Robert Lodge (Chair, Parish Council)

- *Panto* - Cllr Robinson confirmed that the panto would be going ahead and rehearsals taking place
- *Local Plan/Community Infrastructure Levy (CIL)* – Cllr Reeve explained that 25% per property from the CIL charge will go to the Parish and will come into effect once the Local Plan has been approved. The Local Plan for Uttlesford is scheduled for adoption in March 2026
- *Sign* - Cllr O'Connor raised that the half of the 30mph sign has fallen off. Cllr Colgrave added this had happened at least a year ago and although located at the time, this has subsequently been lost.

25/85 PLANNING APPLICATIONS [See APPENDIX A below]

The meeting considered the below planning applications.

25/86 PARISH COUNCIL VACANCY

No further candidates have been approached to fill the vacancy.

25/87 .GOV EMAIL ACCOUNTS

The meeting **resolved and agreed** to adopt the email address format: **cllrlodge@hepc.gov.uk**

Councillors also **resolved and agreed** to purchase .gov email accounts for parish council business in-line with the Annual Governance and Accountability Return (AGAR) requirements. The Clerk noted that the associated cost per year would be £100, with a government voucher available for the first year to cover this cost.

25/88 WEBSITE

The meeting **resolved and agreed** to update and revamp the village website and to adopt the address higheasterparishcouncil.gov.uk. Clerk to bring forward proposals and designs at a future meeting and any new website would be subject to the Parish Council's approval of costs.

25/89 LOVE YOUR BUS GRANT LATEST

The Purchase Order has been submitted to Essex County Council for payment and Cllr Lodge has submitted the route for variation. A design for the flyer is being worked upon by the local designer.

25/90 CHRISTMAS PARTY PLANNING

Cllr O'Connor updated the parish council on preparations for the party on Monday 15th December. The warming oven has been booked and the invite list is being drawn up.

25/91 FINANCE [See APPENDIX B below]

25.91.01 The meeting resolved and agreed to make the payments as set out below.

25.91.02 Second part of the Precept finance has been paid by Uttlesford District Council.

Also, VAT receipts for the April to September totalling a value of £1,687.98 have been submitted and awaiting payment by HMRC.

Signed
Cllr Robert Lodge (Chair, Parish Council)

25.91.03 The external audit for AGAR was completed with the notice being displayed and no arising actions for the parish councillors to consider. The meeting noted this outcome and payment of the invoice to auditors PKF Littlejohn LLP was proposed.

25/92 ITEMS TO NOTE FOR THE NEXT MEETING

The War Memorial and future maintenance works.

25/93 DATE OF NEXT MEETING, Monday 17th November 2025 at 8.00pm at Village Hall.

Meeting closed by Chair at 09.25pm.

APPENDIX A

REF	ADDRESS	DESCRIPTION	DETAILS
New applications			
UTT/25/26 21/FUL	Land South Of Ramseys The Street High Easter Essex Ramseys Barnston Road High Easter Essex CM1 4RB	Creation of stables, barn, outdoor horse exercise arena and associated access and circulation space. [See access road arrangements plan attached to this agenda]	Delegated Decision Comment to be considered by Parish Council. Request a condition for equine use of the property only. Councillors supported the application Cllr Lodge proposed and Cllr Reeve seconded the comment.
Approved			
UTT/25/17 70/FUL	Lyme Lodge Lawn Hall Chase High Easter Dunmow Essex (Strutt & Parker Farms Ltd)	Full planning permission for the demolition of the existing bungalow and replacement with two new semi-detached dwellings.	Approved with conditions subject to further ecological studies, and a BNG plan. Meeting noted.
Information Only			
UTT/25/20 35/PAQ3	Buildings At Swallows Farm Pleshey Essex	Prior Notification of change of use of agricultural buildings to 7 no. dwellings.	Prior Approval Refused - 24th September 2025. Meeting noted.

Signed
Cllr Robert Lodge (Chair, Parish Council)

APPENDIX B

25.91.01 The following financial payments are proposed:

<i>PAYMENT TO:</i>	<i>VALUE:</i>
Oliver Rogers, Parish Clerk [September]	£416.64
Tiptree Patisserie Limited, scones and cream for tea party	£55.50
Stan Matthews, wooden stakes for tree plaques time and materials	£80.00
PKF Littlejohn LLP, auditors	£252.00
Clerk's Training course, - financial regulations	£150.00
Elan City UK, speed indicator sign	£3,107.99
High Easter Village Hall, venue hire	£209.00

Signed
Cllr Robert Lodge (Chair, Parish Council)