

## HIGH EASTER PARISH COUNCIL

### MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL

held at High Easter Village Hall on Monday, 3<sup>rd</sup> November 2025 at 07:30pm

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

The Chair, Cllr Lodge opened the meeting at 7.35pm.

#### **25/94 APOLOGIES FOR ABSENCE**

The meeting accepted reasons for the apologies from the following Cllr:

Wendy Colgrave was away.

#### **25/95 DECLARATION OF INTERESTS FOR THIS MEETING**

Members declared no interests.

#### **25/96 PUBLIC FORUM (Maximum 15 minutes)**

None.

**25/97 MINUTES OF ORDINARY PARISH COUNCIL MEETING** held on Monday, 6<sup>th</sup> October and Monday 1<sup>st</sup> September. The meeting **resolved and agreed** the minutes as a record of the proceedings.

#### **25/98 COUNTY AND DISTRICT CLLRS REPORT**

District and County Cllr Susan Barker sent her apologies to the meeting.

#### **25/99 COUNCILLORS REPORTS**

To receive reports on the following from lead Cllrs.

- *Planning including Local Plan* – Cllr Colgrave
- *Highways including highway safety* – Cllr Lodge checked potholes just after Bishop's Green and Cllr Lodge will chase Cllr Barker [3922663 defect number]
- *Environment including litter picks* – Cllr Boreham reported that the litter pick collected 17 bags of rubbish and thanks to the dozen volunteers who helped to collect rubbish from verges around the parish. Featured in the [Dunmow Broadcast newspaper](#). Marker posts to be pushed in, Bishop/Pump/School. Obscure signs and hedges – Speed signs cannot be seen by drivers near Haydens Drive, Cllr Reeve has agreed to cut the hedges back – Councillor's to consider adding to the verge, maintenance and groundworks contract in future
- *Village Hall liaison, playing field, Jubilee Meadow* – Cllr Robinson told the meeting that the Halloween events in the village were excellent with a huge number of people taking part. Cllr Robinson said around 130 children and adults attended the maze at the Village Hall with the bar also open. Cllrs Boreham and Reeve also confirmed that the village really turned out to support Halloween this year.
- *Footpaths* – Cllr O'Connor
- *War memorial* – Cllr O'Connor/Cllr Robinson – Cllr O'Connor confirmed the flower planters had been tidied up and requested that the chain be painted.

Signed

Cllr Robert Lodge (Chair, Parish Council)

- *Uttlesford liaison* – Cllr Reeve
- *Defibrillator management* – Cllr Colgrave/Cllr Lodge

## **25/100 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE**

- Defibrillator battery purchased and replaced in the device at the Snug.
- The full Love Your Bus grant of £17,200 has been paid by Essex County Council into the Parish Council's bank account.
- Cllr Colgrave has noted a number of signs that require work to repair and these have been reported to Essex Highways.

## **25/101 PLANNING APPLICATIONS [See APPENDIX A below]**

The meeting resolved to make no objections to the planning applications considered.

Councillors were reminded that the Parish Council is a statutory consultee to planning applications and that as a result it is important that all planning applications are noted and added to the minutes after consideration by the full council meetings.

## **25/102 REMEMBRANCE SUNDAY PLANNING**

Cllr Lodge told the meeting that Derek Bircher's history of High Easter book says the Title Deeds for the War Memorial were handed over to the Parish Council and potentially stored at the Essex Records Office. Clerk to check with ERO.

It has been arranged that two vintage planes from World War One and World War Two will fly through the village and drop popped to commemorate the 80<sup>th</sup> anniversary of VE and VJ Day. Also, a live bugle player has been organised by Cllr Lodge.

The meeting **resolved and agreed** to make a donation of £250 to the Poppy Appeal, as requested by the pilots of the aircraft, and to approve incidental spending for refreshments and breakfast for the pilots with a budget of £100.

Cllr Boreham and the Clerk agreed to marshal each end of The Street for road closures.

Kate Hargreaves from Greens Farm, High Easter has again agreed to provide a wreath made from seasonal greenery and flowers. As with previous years she requested a donation to St Mary's Church of £200. The meeting **resolved and agreed** to make the donation.

Cllr Lodge said that once Remembrance Sunday has been observed and the ownership documents located then discussions can begin on how to maintain and improve the setting of the War Memorial.

## **25/103 PLAYGROUND PROPOSALS**

Cllrs reviewed the latest proposals for extending the play area with play equipment for younger and pre-school children.

The proposals could be reduced by using local building contracts to dig the foundation hole. The meeting **resolved and agreed** to use a contractor to only dig the hole and to get the play equipment bidder to put in the Type-1 MOT approved hardcore. Quotes will need to be reviewed for an update at the next meeting. The basketball hoop will need to be re-sited to allow for the extension to go ahead.

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Cllr Robert Lodge (Chair, Parish Council)

A potential source of funding from the Essex Community Initiative Fund from Essex County Council has opened up and it was **resolved and agreed** to make an application and gain support from our County Councillor.

25.103.01 The meeting **resolved and agreed** a motion of thanks to Richard Collar from 15 Gepps Close for mending the broken basketball hoop on the existing play park area.

On the playing field more generally, plastic matting at the swings is in need of grass re-seeding. Also, the football club bang their boots bashing in the car park.

Three posts missing at the car park and Cllr Boreham will replace.

## **25/104 PHONE BOX PAINTING QUOTES**

Barry Hockley and Kevin Dixon have both agreed to provide quotes, but work unlikely to take place now until the spring due to the weather conditions. To bring forward for a decision at a future meeting.

## **25/105 CHRISTMAS PARTY PLANNING**

Cllr O'Connor updated the meeting on preparations for the party on Monday 15<sup>th</sup> December with invites to start being sent in the next couple of weeks. Cllr O'Connor said that around 43 people will be invited, which is the same as last year.

The meeting considered the costings and **resolved and agreed** a budget of £500.

## **25/106 DEFIBRILLATORS**

### **Defibrillator spending**

<b>Financial Year</b>	<b>No. Defibs</b>	<b>Install costs</b>	<b>Unit costs</b>	<b>Total expenditure</b>
21/22	1		Battery	£294.00
22/23	1			£0.00
23/24	1		New pads	£146.34
24/25	1 - 3	£620	£900 (Punch Bowl) / £750 (Spotted Dog)	£2,270.00
25/26	3		£318 (New battery) /£113.98 Bleed kit	£431.98

25.106.01 The meeting **resolved and agreed** to investigate the possibility of applying to the British Heart Foundation's free defibrillator scheme for the Village Hall in High Easter.

## **25/107 FINANCE [See APPENDIX B]**

25.107.01 To approve the below schedule of payments.

25.107.02 Cllr Lodge proposed a motion to make the Clerk a full mandated user of the bank account rather than an authorised user. This would allow the Clerk to take on the administrative function of setting up the payments rather than the Chair, Cllr Lodge. Payments would still be approved in-person at the meeting and online banking and a second mandated Cllr. The meeting **resolved and agreed** to make this change.

25.107.03 The meeting **noted and agreed** to move £20,000 from the current account to the savings account to benefit from 1.15% interest. The **current account has a balance of**

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**£37,283.70** - this includes the reclaimed VAT (April to September) payment of £1,687.98. The savings account has a balance of £40,832.20 and this would become £60,832.20 after the transfer. The Clerk also has £237.43 in cash from Monday Muster for banking [*paid in on 4<sup>th</sup> November*].

## 25/108 ITEMS TO NOTE FOR THE NEXT MEETING

War Memorial project

Playground update

Christmas Party

Village handyman

**25/109 DATE OF NEXT MEETING**, Monday, **1<sup>st</sup> December 2025 at 6.30pm** at High Easter Village Hall. \*\*Please note the earlier start time\*\*

Meeting closed by Chair at 09.27pm.

## APPENDIX A

REF	ADDRESS	DESCRIPTION	DETAILS
<b>Latest applications</b>			
<a href="#">UTT/25/2861/DOC</a>	Wheats Farm Stagden Cross Road High Easter Essex CM3 1HW	<p>Discharge of condition relating to the full planning permission granted on 13 September 2025 for 2 no. dwellings at Wheats Farm <a href="#">UTT/23/1059/FUL</a></p> <p>Phase 1 Desk Study report documenting the ground conditions of the site with regard to potential contamination.</p> <p>A phase 1 Desk study has been undertaken. The conclusion of the report (9. CONCLUSIONS page 32) states "This Phase I study therefore concludes that the risk from potential contamination at the site is very low, and as such no further site investigation works are required."</p>	<p>Delegated decision</p> <p>No comment.</p>
<b>Information Only</b>			
<a href="#">UTT/25/1894/HHF</a>	Chapel Field House The Street High Easter Essex CM1 4QS	Single storey rear extension to outbuilding, two first floor dormer windows, fenestration alterations and conversion to residential annexe	<p>Refused</p> <p>Meeting noted.</p>

## APPENDIX B

The following financial payments are proposed:

<b>PAYMENT TO:</b>	<b>VALUE:</b>
Oliver Rogers, Parish Clerk [October]	£416.64

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Andrew Deptford, aadefib.com, new battery for the Snug	£318.00
Lodge's – venue hire for Monday Muster (Apr to Jun)	£120.00
Lodge's – venue hire for Monday Muster (Jul to Sept)	£60.00
JCM Services, hedge cutting INV-2505	£780.00
RC Boreham & Co, padlock for the VAS sign	£42.00
<b>TOTAL:</b>	£1736.64

Signed  
Cllr Robert Lodge (Chair, Parish Council)