

HIGH EASTER PARISH COUNCIL

Clerk to the Council – Oliver Rogers

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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 1st DECEMBER 2025 at 6.30PM 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

22nd November 2025

MEETING AGENDA

25/110 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.

25/111 DECLARATION OF INTERESTS FOR THIS MEETING

25/112 PUBLIC FORUM (Maximum 15 minutes)

25/113 MINUTES OF ORDINARY PARISH COUNCIL MEETING seeking approval for minutes of the previous Monday, 3rd November.

25/114 COUNTY AND DISTRICT CLLRS REPORT

25/115 COUNCILLORS REPORTS

To receive reports on the following from lead Cllrs.

- 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

25/116 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

25/117 PLANNING APPLICATIONS [See APPENDIX A below]

25.117.01 – To discuss and decide on a response to the two Wheats Farm planning applications for submission to Uttlesford District Council following the meeting.

25/118 SNAPPED FINGER POST REPLACEMENT

25.118.01 – To discuss and decide whether to accept the quote from Stan Matthews of £380 to make a replacement wooden panel and fit to the sign on the junction between Games Farm and Manns Farm.

25/119 PLAYGROUND PROPOSALS

Update on the latest discussions for the playground area extension. Essex Community Initiative bid submitted to Essex County Council to achieve match funding of £10,000 for the project.

25/120 LOVE YOUR BUS UPDATE

Update ahead of the start of the first journey with the additional loop to take place on Tuesday, 2nd December 2025.

- Leaflet and posters have been designed
- Planning for an event to publicise the bus service likely in Chignal St James

25.120.01 – To approve the payment of £1,209 to Royal Mail to deliver c.1500 leaflets to households across the parishes on the route of the 17/18 bus advertising the Chignal loop additional service route. The mail out would happen during January 2026 and be paid for from the Love Your Bus grant.

25/121 SEATED EXERCISE CLASS EXTENSION

25.121.01 – To discuss and decide on the plan to run a trial of the Seated Exercise Class on a Thursday in the New Year.

25.121.02 - To approve the purchase of a portable freestanding [barre bar](#) for use at the classes (Total cost: £149.99).

25/122 FINANCE [See APPENDIX B below]

25.122.01 To approve the payment of the below payments including a donation to the Poppy Appeal as requested by the pilots for the fly pass and a donation to St Mary's Church, High Easter as requested by Kate Hargreaves, Tangle and Thyme at Greens Farm for the creation of the natural Remembrance Sunday wreath.

25.122.01 – Meeting to note that the current account balance is **£15,784.49** and the saving account balance is **£60,832.20** as at 24th November.

25/123 ITEMS TO NOTE FOR THE NEXT MEETING

25/124 DATE OF NEXT MEETING Monday, 5th January 2026 at 7.30pm at High Easter Village Hall.

APPENDIX A

REF	ADDRESS	DESCRIPTION	DETAILS
<i>Latest applications</i>			
<u>UTT/25/29 14/PAQ3</u>	Agricultural Buildings At Wheats Farm Stagden Cross Road High Easter Essex	Prior Notification of change of use of agricultural buildings to 7 no. dwellings	Awaiting decision – Deadline for Parish Council response 1 st December
<u>UTT/25/28 29/FUL</u>	Wheats Farm Stagden Cross Road High Easter Essex CM3 1HW	Change of use to residential and construction of single storey annexe with carers facilities	Awaiting decision – Deadline for Parish Council response 4 th December
<u>UTT/25/31 45/LB</u>	Chestnut Cottage The Street High Easter Essex CM1 4QS	Single storey extension/rebuild of rear porch with W.C and two storey rear extension including ensuite within pitched roof.	Awaiting decision
<u>UTT/25/29 77/LB</u>	Pentlow End Slough Road High Easter Essex CM1 4RE	Repair the existing floor beam that supports the first floor located in the rear room of the annexe	Delegated Decision

APPENDIX B

The following financial payments are proposed:

<i>PAYMENT TO:</i>	<i>VALUE:</i>
Oliver Rogers, Parish Clerk [October]	431.64
The Poppy Appeal donation for the fly pass	£300.00
St Mary's Church donation for the wreath	£200.00
Remembrance Sunday incidental costs for refreshments for the pilots – Robert Lodge (Reimbursement)	£59.50
LYB: Fran Layzell for design work and printing of leaflets	£700.00
LYB: Payment to Royal Mail for leaflet delivery to households in the local area	£1,209
TOTAL:	£2,936.14