

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 5th JANUARY 2026 at 7.30PM 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

29th December 2025

MEETING AGENDA

25/125 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.

25/126 DECLARATION OF INTERESTS FOR THIS MEETING

25/127 PUBLIC FORUM (Maximum 15 minutes)

25/128 MINUTES OF ORDINARY PARISH COUNCIL MEETING seeking approval for minutes of the previous Monday, 1st December 2025.

25/129 COUNTY AND DISTRICT CLLRS REPORT

25/130 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 – Barclays Bank has confirmed it is not holding the Title Deeds for the War Memorial following an extensive search. Barclays believe the example of the original deposit slip from 1922 in the Parish Council minutes held by the Essex Records Office is believed to be the oldest known surviving deposit slip for a Branch of Barclays Bank
- Uttlesford liaison – Cllr Reeve
- Defibrillator management – Cllr Colgrave/Cllr Lodge

25/131 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

- Probationary Period and training

25.131.01 To discuss and decide Cllr Colgrave and Cllr O'Connor's recommendation to conclude the Parish Clerk's Probationary Period and to issue a letter to such an effect.

25.131.02 Parish Councillors to note that the above letter increases the Parish Clerk's salary from £13.47 per hour to £15.56 per hour an increase of £2.09 per hour. This is effective from 1st December and in-line with the job evaluation carried out by Cllr Colgrave and Cllr O'Connor in July 2025 and based on the nationally set Local Government Services Pay Agreement 2025/26 level for the revised job profile.

25/132 CLERK'S FURTHER STUDY

25.132.01 Motion: To decide on whether to support the Parish Clerk and allow him to enrol in the next available course for the Certificate in Local Council Administration (CiLCA) being run by the Essex Association of Local Councils (EALC).

25.132.02 Motion: To discuss and decide on allowable costs and High Easter Parish Council's contribution towards the CiLCA training course.

25/133 PLANNING APPLICATIONS [See APPENDIX A below]

25.133.01 To discuss and decide on the below planning applications.

25.133.02 Following interest in the prior notification application at the previous meeting of the Parish Council, Councillors should note that the UDC has refused the application and now requires submission of a full planning application.

25.133.03 Parish Councillors to note the decision of the national Planning Inspectorate on Maidens Farm to dismiss an appeal against an enforcement notice from UDC to cease operations of Forest Contracts Ltd at the site. The Inspector found that the operations should be classed in the category B2 industrial processes rather than B1 light industrial. The compliance period for the enforcement notices began on 17 December 2025 and UDC Enforcement team has contacted the site owner to understand how compliance will be undertaken.

25/134 LOVE YOUR BUS UPDATE

Update ahead of the start of the first journey with the additional loop to take place on Tuesday, 6th January 2026.

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

25.134.01 To decide and 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 February 2026 and be paid for from the Love Your Bus grant and would be paid once the invoice is received from Royal Mail.

25.134.02 Motion: To decide and approve an application to Love Your Bus 2 grants. Deadline for applications is 31st January 2026.

25/135 FINANCE [See APPENDIX B below]

25.135.01 To approve the payment of the below payments

25.135.02 Meeting to note that the current account balance is **£14,171.17** and the saving account balance is **£60,832.20** as at 31st December 2025. £181.82 in cash was banked at the mobile Post Office on 19th December.

25.135.03 To note that the Christmas Party held on Monday 15th December for local residents received a £75 donation from Great Garnetts for the turkey and a payment was made to Barhouse Events, Dunmow, for hire of the warming oven of £144. A letter of thanks will be drafted to the pre-school nursery.

25.135.04 Also to note the second part of the hedge cutting Purchase Order of £4,371.01 has been submitted for payment by Essex County Council and is likely to be received during February 2026.

25/136 PRECEPT AND BUDGET FOR 2026/27

25.136.01 To receive a report on the parish council finances for the period April to December 2025.

25.136.02 To review the reserves policy and discuss and decide on changes.

25.136.03 To receive a draft budget for 2025/26 and discuss and agree the parish precept for 2026/27.

25/137 ITEMS TO NOTE FOR THE NEXT MEETING

25/138 FUTURE DATES OF NEXT MEETINGS

Monday 2 nd February	Monday 6 th July
Monday 2 nd March	Monday 7 th September
Monday 6 th April	Monday 5 th October
Monday 4 th May	Monday 2 nd November
Monday 1 st June	Monday 7 th December

25/139 DATE OF NEXT MEETING Monday, 2nd February 2026 at 7.30pm at High Easter Village Hall

APPENDIX A

REF	ADDRESS	DESCRIPTION	DETAILS
<i>Latest applications</i>			
<u>UTT/25/33/32/LB</u>	Punch Bowle The Street High Easter Essex CM1 4QW	Proposed conversion of the ground floor restaurant area into ancillary living accommodation to the first floor flat and related internal and external works	Awaiting decision
<u>UTT/25/33/90/FUL</u>	Stables At Malyons The Street High Easter Essex	Section 73A Retrospective application for retention of hay store extension to stables complex. Used currently as a commercial livery and stable yard	Awaiting decision

UTT/25/33/03/LB	Harpers Shooters Hatch Road High Easter Essex CM3 1HU	Conversion of existing outbuilding and barn to annexe and holiday cottage	Awaiting decision
UTT/25/32/19/FUL	Two Sticks Barn High Easter Road High Easter Essex CM1 4PZ	S73 application to vary condition 2 (approved plans) of UTT/25/1858/HHF (construction of new outbuilding)	Awaiting decision
UTT/25/29/20/DOC	Two Sticks Barn High Easter Road High Easter Essex CM1 4PZ	Application to discharge condition 6 (written scheme of investigation) attached to UTT/25/1858/HHF . Scheme of investigation and trenches for archaeological works for Games Farm to allow construction of new outbuildings.	Discharged conditions in full
UTT/25/32/18/CLP	Two Sticks Barn High Easter Road High Easter Essex CM1 4PZ	Proposed 5m x 10m swimming pool	Awaiting decision
UTT/25/33/17/HHF	Cherry Cottage The Street High Easter Essex CM1 4QS	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 Minor landscaping works. Revisions to earlier approved scheme under UTT/25/0970/HHF and UTT/25/0971/LB	Awaiting decision
UTT/25/32/02/FUL	3-6 Lawn Hall Chase Cottages Hall Chase High Easter Dunmow Essex CM6 3PL	Demolition of 4 no. existing dwellings and erection of 6 no. new dwellings with associated access, parking and amenity space	Delegated decision
UTT/25/32/30/LB	Poplar Cottage The Street High Easter Essex CM1 4RE	Proposed installation of Vehicle EV Charger	Awaiting decision
UTT/25/33/75/DOC	Cock And Bell House The Street High Easter Essex CM1 4QW	Internal alterations including the replacement of main stairs and removal of bathroom to first floor and WC to ground floor. Elevational changes including reinstatement of front chimney and reinstatement of door to rear elevation, replacing 3no. metal framed windows to north elevation and lowering of patio.	UTT/23/0359/LB approved in August 2023. Awaiting decision on scheme of works
UTT/25/33/11/DOC	Sworders Farm Pleshy Chelmsford Essex CM3 1HU	Application to discharge condition 4 (Biodiversity Enhancement Layout) attached to UTT/25/0668/HHF Conversion of existing garage and storage building adjacent to the house, to form Annexe providing additional ancillary accommodation at Sworders Farm.	UTT/25/0668/HHF approved in July 2025 Awaiting decision on biodiversity enhancements

Information only			
UTT/25/29 14/PAQ3	Agricultural Buildings At Wheats Farm Stagden Cross Road High Easter Essex	Prior Notification of change of use of agricultural buildings to 7 no. dwellings	Refused by UDC and requires submission of a full planning application
UTT/25/28 29/FUL	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 – Parish Council submitted comment
UTT/25/31 45/LB	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 – Comments can be received up until 14 th January 2026
UTT/25/29 77/LB	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	Approved
UTT/25/09 01/HHF	Poplar Farm The Street High Easter Essex CM1 4RB	Erection of single storey rear extension, and internal alterations. Erection of wall and timber gates	Approved
UTT/25/26 21/FUL	Land South Of Ramseys The Street High Easter Essex	Creation of stables, barn, outdoor horse exercise arena and associated access and circulation space	Refused

APPENDIX B

The following financial payments are proposed:

<i>PAYMENT TO:</i>	<i>VALUE:</i>
Oliver Rogers, Parish Clerk [December]	£484.68
Mary Davis – Monday Muster Group (September to December)	£1,032
JCM Services, 4/4 Grounds maintenance	£1,053
JCM Services 3/3 Verge cutting	£1,722.82
TOTAL:	£4,292.50