

## HIGH EASTER PARISH COUNCIL

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

held at High Easter Village Hall on Monday, 5<sup>th</sup> January 2026 at 07:30pm

Present: Cllrs Wendy Colgrave (Chair), Lucy O'Connor, Janet Robinson and the Clerk, Oliver Rogers.

0 residents were in attendance.

The Parish Councillors elected Cllr Colgrave as Chair in the absence of Cllr Lodge.

The Chair opened the meeting at 7.30pm.

Essex County Cllr Susan Barker joined the meeting at 7.32pm

#### **25/125 APOLOGIES FOR ABSENCE**

Apologies were received from Neil Reeve due to illness, Robert Lodge and Nigel Boreham due to being away.

#### **25/126 DECLARATION OF INTERESTS FOR THIS MEETING**

Cllr O'Connor declared a pecuniary interest in planning application UTT/25/3317/HHF (item 25/133)

#### **25/127 PUBLIC FORUM (Maximum 15 minutes)**

**25/128 MINUTES OF ORDINARY PARISH COUNCIL MEETING** held on Monday, 1<sup>st</sup> December 2025. The meeting **resolved and agreed** the minutes as a record of the proceedings.

#### **25/129 COUNTY AND DISTRICT CLLRS REPORT**

Local Elections in May for Essex County Council look likely to go ahead as the Leader of ECC, Cllr Kevin Bentley has publicly said he will not postpone elections.

Cllr Barker's locality fund has agreed to fund the construction of picnic tables for Garnetts Wood car park from locally sourced timber. The benches will be produced by Little Canfield Men's Shed.

Cllr Colgrave raised the issue that there appears to be a scheduled early morning flight outside of the agreed operational hours, it was decided to write to Kemi Badenoch about this issue. Cllr Robinson said Stansted Airport took night flights when it was a small airport and this was one of the attractions for airlines. Clerk to also research more about the issue.

It was suggested that a meeting with representatives of the Parish Councils should be arranged with the local MP, Kemi Badenoch. Cllr Barker will look in to arranging this.

Cllr Barker left the meeting at 7.47pm.

#### **25/130 COUNCILLORS REPORTS**

To receive reports on the following from lead Cllrs.

- *Planning including Local Plan* – Cllr Colgrave

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- *Highways including highway safety* – Councillors **resolved and agreed** that a further letter about parking on The Street should be drafted and sent to residents
- *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 The meeting **resolved and agreed** to send the letter recommended by Cllr Colgrave and Cllr O'Connor to conclude the Parish Clerk's Probationary Period.

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 1<sup>st</sup> 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 The Parish Councillors **resolved and agreed** to allow the Clerk to undertake the Certificate in Local Council Administration (CiLCA) being run by the Essex Association of Local Councils (EALC).

25.132.02 The Parish Councillors **resolved and agreed** to allow the reimbursement of all costs associated with the training programme. It was **agreed** that these costs would be split pro rata between High Easter Parish Council, Great Canfield Parish Council and Margaret Roding Parish Council. It was also **agreed** that the Clerk should sign a training contract to commit him to working with the three parish councils for at least a year after the training course is completed in March 2027. The Clerk has agreed to sign the training contract.

## **25/133 PLANNING APPLICATIONS [See APPENDIX A below]**

25.133.01 The meeting **resolved and agreed** to make the following comments and objections to the planning applications considered in Appendix A.

25.133.02 Following the public interest in the prior notification at Wheats Farm, Stagden Cross, application at the previous meeting of the Parish Council, Councillors noted that Uttlesford District Council has refused the application and now requires submission of a full planning application.

25.133.03 Parish Councillors noted 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

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Enforcement team has contacted the site owner to understand how compliance will be undertaken. Cllr Reeve to provide an update from Uttlesford District Council.

## **25/134 LOVE YOUR BUS**

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

- Leaflet and posters have been designed
- Planning for an event to publicise the bus service likely in Chignal St James
- Events Cllr Colgrave asked for a list of groups within the village to be told about the bus route

25.134.01 The meeting **resolved and agreed** to go ahead with the previously agreed expenditure (£1,209) with Royal Mail. The postal service is 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.

25.134.02 Parish Councillors **resolved and agreed** to make an application to Love Your Bus 2 grants. Deadline for applications is 31<sup>st</sup> January 2026.

## **25/135 FINANCE [See APPENDIX B below]**

25.135.01 To approve the payment of the below schedule of 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 31<sup>st</sup> December 2025. £181.82 in cash was banked at the mobile Post Office on 19<sup>th</sup> December.

25.135.03 To note that the Christmas Party held on Monday 15<sup>th</sup> December for local residents was a great success. Thank you to Great Garnetts for the kind donation of a turkey and a payment was made to Barhouse Events, Dunmow, for hire of the warming oven of £144. Great Garnetts has asked for the Parish Council to make a donation to St Mary's Church of £50.

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 The accounts were presented by the Clerk for the period April to December 2025, and these were accepted by the parish council.

25.136.02 It was **resolved and agreed** to amend the reserves policy to the correct general reserves parameters.

25.136.03 The Clerk presented a draft expenditure budget for consideration. After discussion regarding the increased costs across potential Village Hall development proposals, verge and ground maintenance, the playground expansion project and training for the Clerk, Parish Councillors discussed raising the Precept to £27,100, which will show as a 14.39% increase on the current year on council tax bills for the Parish Council portion of the Precept. The average band D cost will be £77.17 per annum an increase of £9.71. Parish Councillors **resolved and agreed** a Precept of £27,100 this will now be submitted to Uttlesford District Council.

It was agreed to hold a separate committee meeting in November 2026 for discussion on finance ahead of budgeting to allow Parish Councillors to scrutinise the financial records.

Signed  
Cllr Robert Lodge (Chair, Parish Council)

**25/137 ITEMS TO NOTE FOR THE NEXT MEETING**

Playground proposals and upgrade works

War Memorial

Litter Pick

**25/138 FUTURE DATES OF NEXT MEETINGS**

**\*\*Please note the change of dates for Easter Monday and the Early May Bank Holiday\*\***

Monday 2 <sup>nd</sup> February	Monday 6 <sup>th</sup> July
Monday 2 <sup>nd</sup> March	Monday 7 <sup>th</sup> September
<del>Monday 6<sup>th</sup> April</del> Monday 13 <sup>th</sup> April	Monday 5 <sup>th</sup> October
<del>Monday 4<sup>th</sup> May</del> Monday 11 <sup>th</sup> May	Monday 2 <sup>nd</sup> November
Monday 1 <sup>st</sup> June	Monday 7 <sup>th</sup> December

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

Meeting closed by Chair Cllr Colgrave at 09.21pm.

**APPENDIX A**

REF	ADDRESS	DESCRIPTION	DETAILS
<b>Latest applications</b>			
<a href="#">UTT/25/33/32/LB</a>	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 No comment on renovation and note Commercial space going to residential and the Parish Council is concerned of a reduction in employment opportunities
<a href="#">UTT/25/33/90/FUL</a>	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. Not quorate – no comment possible.
<a href="#">UTT/25/33/03/LB</a>	Harpers Shooters Hatch Road High Easter Essex CM3 1HU	Conversion of existing outbuilding and barn to annexe and holiday cottage	Awaiting decision – subservient to the main house and restricted to holiday usage.

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<a href="#">UTT/25/32/19/FUL</a>	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
<a href="#">UTT/25/29/20/DOC</a>	Two Sticks Barn High Easter Road High Easter Essex CM1 4PZ	Application to discharge condition 6 (written scheme of investigation) attached to <a href="#">UTT/25/1858/HHF</a> . Scheme of investigation and trenches for archaeological works for Games Farm to allow construction of new outbuildings.	Discharged conditions in full  Noted
<a href="#">UTT/25/32/18/CLP</a>	Two Sticks Barn High Easter Road High Easter Essex CM1 4PZ	Proposed 5m x 10m swimming pool	Awaiting decision  Noted – discussed environmental impact and noted the inclusion of PV solar panels
<a href="#">UTT/25/33/17/HHF</a>	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  Not quorate – no comment possible. Apply for extension to allow for a future comment.
<a href="#">UTT/25/32/02/FUL</a>	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 Noted the current fenestrations and proposed evaluation are in keeping with the existing properties in the area.
<a href="#">UTT/25/32/30/LB</a>	Poplar Cottage The Street High Easter Essex CM1 4RE	Proposed installation of Vehicle EV Charger	Awaiting decision  Noted
<a href="#">UTT/25/33/75/DOC</a>	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.	<a href="#">UTT/23/0359/LB</a> approved in August 2023.  Awaiting decision on scheme of works. Noted
<a href="#">UTT/25/33/11/DOC</a>	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.	<a href="#">UTT/25/0668/HHF</a> approved in July 2025  Awaiting decision on biodiversity enhancements. Noted
<b>Information only</b>			
<a href="#">UTT/25/29/14/PAQ3</a>	Agricultural Buildings At Wheats Farm Stagden Cross Road	Prior Notification of change of use of agricultural buildings to 7 no. dwellings	Refused by UDC and requires submission of a full planning application.

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Cllr Robert Lodge (Chair, Parish Council)

	High Easter Essex		Councillors noted this planning applications
<a href="#">UTT/25/28 29/FUL</a>	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
<a href="#">UTT/25/31 45/LB</a>	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 <sup>th</sup> January 2026
<a href="#">UTT/25/29 77/LB</a>	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
<a href="#">UTT/25/09 01/HHF</a>	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
<a href="#">UTT/25/26 21/FUL</a>	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:

<b><i>PAYMENT TO:</i></b>	<b><i>VALUE:</i></b>
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
<b>TOTAL:</b>	<b>£4,292.50</b>

Signed  
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