

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 13th APRIL 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

5th April 2026

MEETING AGENDA

25/169 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.

25/170 DECLARATION OF INTERESTS FOR THIS MEETING

25/171 PUBLIC FORUM (Maximum 15 minutes)

25/172 MINUTES OF ORDINARY PARISH COUNCIL MEETING seeking approval for minutes of the previous Monday, 2nd March 2026.

25/173 COUNTY AND DISTRICT CLLRS REPORT

25/174 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

25.174.01 Parish Councillors to consider and approve the proposed installation of the bench in memory to Rachel Talbot.

- Footpaths – Cllr O'Connor
- War memorial – Cllr O'Connor/Cllr Robinson
- Uttlesford liaison – Cllr Reeve
- Defibrillator management – Cllr Colgrave/Cllr Lodge

25/175 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

- Love Your Bus

25.175.01 High Easter Parish Council has been successful in securing both bids to the second wave of grants for Love Your Bus from Essex County Council and the Department of Transport. The two

bids came to a total of £55,053, planning is now underway to see how the route variation on a Monday could be implemented.

25/176 PLANNING APPLICATIONS [See APPENDIX A below]

25.176.01 To discuss and decide on the below planning applications.

25/177 PLAYGROUND EXTENSION

25.177.01 To discuss and decide on additional funding to pay for the installation of new fencing around the extension to the playground area and the removal of existing fencing to allow for access to the playing field for plant machinery and deliveries. The quote (**£5,760 excl. VAT-TBC**) has been provided by Alex Connett of Helex Ironworks Ltd. This will take the total cost of the playground extension to £37,260 (TBC), as set out last month in the discussion and decision on moving forwards with the playground extension.

25.177.02 To discuss and decide on payment of a deposit to Helex Ironworks Ltd to ensure that works necessary to the start of the construction of the playground extension can take place.

25.177.03 Uttlesford District Council advises that we should apply for a Certificate of Lawfulness (Proposed) at a reduced cost of £74.50 for a parish council to give us piece of mind that Class A is being met and there are no planning issues for the new playground area. The recommendation is that this certificate be applied for and purchased.

25/178 FINANCE [See APPENDIX B below]

25.178.01 To approve the payment of the below payments

25.178.02 Meeting to note that the current account balance is **£13,216.21** and the saving account balance is **£61,152.63** as at 5th April 2026. To note: The Essex Association of Local Councils has paid a £500 refund as a training bursary and Essex County Council's Community Initiatives Fund has paid in £10,000 for the playground extension. The savings account has received a credit of £320.43 in interest.

25.178.04 To discuss and decide on the additional earmarked reserves and projects based on a financial report produced by the Clerk.

25.178.04 VAT claim submitted for £1,709.59 (October 2025 to March 2026).

25/179 APPOINTMENT OF INTERNAL AUDITOR

25.179.01 To discuss and decide on the appointment of an internal auditor. Ann Wood from CouncilWise based in Dunmow is experienced and able to carry out the necessary independent audit and is proposed for appointment at a cost of £135.

25/180 ANNUAL PARISH MEETING AND AGM

25.180.01 Discuss and decide on the Annual Parish Meeting and AGM arrangements for the following month and 1st June meeting.

25/181 POLICY REVIEW

25.181.01 To review existing policies on the website including:

- Biodiversity policy
- Reserves policy – update to include specific earmarked funds for the forthcoming year

- Standing Orders
- Privacy policy
- Grant policy
- Complaints procedure
- Freedom of Information
- Document retention

To note that the diversity and inclusion policy was recently introduced at a previous meetings.

25.181.02 To discuss and agree a new model safeguarding policy.

25/182 ITEMS TO NOTE FOR THE NEXT MEETING

Spring litter pick taking place on Saturday, 18th April 2026

25/183 FUTURE DATES OF NEXT MEETINGS

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

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

25/184 DATE OF NEXT MEETING Monday, 11th May 2026 at 7.30pm at High Easter Village Hall.

APPENDIX A

REF	ADDRESS	DESCRIPTION	DETAILS
Latest applications			
UTT/26/05 64/FUL	Harpers Shooters Hatch Road High Easter Essex CM3 1HU	Conversion of existing outbuilding and barn to 1-Bedroom annexe and 2-Bedroom holiday cottage	Re-submission, HEPC comment already attached
UTT/26/07 36/FUL	Acreland Green The Street High Easter Essex CM3 1HP	Erection of one self-build dwelling with associated landscaping, parking and access, following subdivision of the existing residential curtilage of Acreland Green.	Awaiting decision
UTT/26/04 24/HHF	8 Bellhouse Villas High Easter Chelmsford CM1 4RA	Erection of detached garage with associated landscaping (amendments to scheme approved under UTT/24/1342/FUL)	Delegated decision
UTT/26/08 15/PAQ3	Buildings At Swallows Farm Pleshey Essex	Prior Notification of change of use of agricultural buildings to 7 no. dwellings	Delegated decision
UTT/26/05 77/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. (Variation to application numbers UTT/25/0970/HHF and UTT/25/0971/LB)	Delegated decision
Information only			
UTT/26/00 68/FUL	Land South Of Ramseys The Street High Easter Essex	Creation of an outdoor horse exercise arena with associated access and circulation space.	Approve with Conditions - 13th March 2026
UTT/26/011 0/FUL	Agricultural Buildings South Of Quoins Onslow Green Barnston	S73 application to vary condition 2 (approved plans) of UTT/24/0618/FUL (Demolition of 3 no. barns and erection of 5 no. houses with associated landscaping)	Refuse - 9th March 2026
UTT/26/011 2/LB	Cock And Bell House The Street High Easter Essex CM1 4QW	Repairs to chimney	Approve with Conditions - 9th March 2026
UTT/26/02 88/CLP	Lanterns The Street High Easter Chelmsford Essex	Construction of a hard standing area of dimensions 10m x 20m. Area to be painted green with white lines and to have a temporary net of height maximum 1m. Hard standing to be located in south east corner of the current garden - currently used as a vegetable / fruit garden.	Approve Cert Lawfulness - 30th March 2026. Planning officer confirmed that Article 4 is in operation for the

			Conservation Area in the centre of High Easter.
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APPENDIX B

The following financial payments are proposed:

<i>PAYMENT TO:</i>	<i>VALUE:</i>
Oliver Rogers, Parish Clerk [March] includes additional hours worked for CiLCA training and start of the course	£718.16
Mary Davis – Monday Muster Group (January to March)	£946.00
J.W. Lodge and Sons Ltd – Monday Muster venue hire (January to March)	£396.00
J.W. Lodge and Sons Ltd reimbursement for Love Your Bus power charging equipment contribution as per the previously agreed budget for project	£3,600.00
Helex Ironworks Ltd – Deposit for fencing and gate removal	£2,880.00 (TBC)
Certificate of Lawfulness for playground extension	£74.50
TOTAL:	£8,614.66