

HIGH EASTER PARISH COUNCIL

Clerk to the Council – Oliver Rogers

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Councillors are hereby summoned to attend the Annual General Meeting of Parish Council meeting which will be held in High Easter Village Hall on MONDAY 11th MAY 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 May 2026

MEETING AGENDA

26/01 ELECTION OF THE CHAIRMAN

For the civic year 2026-27 and DECLARATION OF ACCEPTANCE OF OFFICE as CHAIRMAN to be signed by Chairman, Local Government Act 1972 Section 15 (1) and (2).

26/02 ELECTION OF THE VICE-CHAIRMAN

For the civic year 2026-27 and DECLARATION OF ACCEPTANCE OF OFFICE as VICE-CHAIRMAN to be signed by the Vice-Chairman, Local Government Act 1972 Section 15 (6).

26/03 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.

26/04 DECLARATION OF INTERESTS FOR THIS MEETING

Members to declare interests for items on the agenda.

26/05 PUBLIC FORUM (Maximum 15 minutes)

26/06 MINUTES OF ORDINARY PARISH COUNCIL MEETING seeking approval for minutes of the previous meeting held on Monday, 13th April 2026.

26/07 COUNTY AND DISTRICT CLLRS REPORT

26/08 CLLR TRAINING AND RESPONSIBILITIES

To discuss and decide on any changes to the below list:

- 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

26/08 CLERK’S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

- Love Your Bus

26.08.01 The Clerk attended an online session held by Essex County Council for successful bidders to Love Your Bus 2 grants and is progressing the payment of the grants. General information on the new route service is due to be sent out on 19th May to hit deadlines for forthcoming Parish Newsletters and to get information in circulation about the Dunmow to Epping route.

26.08.02 Discuss and decide on press notice for Love Your Bus 2 grant.

26.08.03 Essex County Council has provided a Purchase Order for £4,458.43 for grass cutting, this is in the process of being paid for the forthcoming year 2026/27.

26/09 PLANNING APPLICATIONS [See APPENDIX A below]

26.09.01 To discuss and decide on the below planning applications.

26/10 PLAYGROUND EXTENSION

26.10.01 Update on the works to extend the playground area.

26.10.02 Uttlesford District Council is still considering UTT/26/0886/CLP an application for a Certificate of Lawfulness (Proposed).

26/11 FINANCE [See APPENDIX B below]

26.11.01 To approve the payment of the below payments

26.11.02 Meeting to note that the current account balance is **£16,839.70** and the saving account balance is **£61,152.63** as at 5th May 2026. To note: The Precept has been received from Uttlesford District Council for £13,550.00.

26/12 APPOINTMENT OF INTERNAL AUDITOR

26.12.01 To discuss and decide on the appointment of an internal auditor.

26/13 SUMMER EVENT

26.13.01 Discuss and decide on arrangements for a Monday Muster Summer Event.

26/14 ITEMS TO NOTE FOR THE NEXT MEETING

26/15 FUTURE DATES OF NEXT MEETINGS

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

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

26/16 DATE OF NEXT MEETING Monday, 1st June 2026 at 7.30pm at High Easter Village Hall.

APPENDIX A

REF	ADDRESS	DESCRIPTION	DETAILS
Latest applications			
<i>Nil.</i>			
Information only			
UTT/26/0886/CLP	High Easter Village Hall The Street High Easter Chelmsford Essex CM1 4QR	To extend existing playground area and re locate basket ball hoop and half court	Awaiting decision for Certificate of Lawfulness (Proposed)
UTT/26/0424/HHE	8 Bellhouse Villas High Easter Chelmsford CM1 4RA	Erection of detached garage with associated landscaping (amendments to scheme approved under UTT/24/1342/FUL)	Approved - 14 th April

APPENDIX B

The following financial payments are proposed:

PAYMENT TO:	VALUE:
Oliver Rogers, Parish Clerk [April] includes additional hours worked for CiLCA training and start of the course	£718.16
JCM Services Amenity & Groundcare Ltd – Grass cutting 1/4	£990.00
Zurich Insurance	£695.00
Previously agreed coffee and snacks budget for the Spring Litter Pick – reimbursement to Robert Lodge	£37.90
JCM Services Amenity & Groundcare Ltd – Verge cutting 1/3	£1,773.24
TOTAL:	£4,214.30