

HIGH EASTER PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
 held at High Easter Village Hall on Monday, 13th April 2026 at 07:30pm

Present: Cllrs Robert Lodge (Chair), Nigel Boreham (Vice-Chair), Lucy O'Connor, Neil Reeve and the Clerk, Oliver Rogers.¹

The Chair, Cllr Lodge opened the meeting at 7.34pm

25/169 APOLOGIES FOR ABSENCE²

The meeting accepted reasons for the apologies from the following Cllr:

Wendy Colgrave was away.

25/170 DECLARATION OF INTERESTS FOR THIS MEETING³

Cllr Boreham declared a pecuniary interest in planning application UTT/26/0815/PAQ3 (item 25/176)

Cllr Lodge declared a personal interest in planning application UTT/26/0815/PAQ3 (item 25/176)

Cllr O'Connor declared a pecuniary interest in planning application UTT/26/0577/HHF (item 25/176)

25/171 PUBLIC FORUM (Maximum 15 minutes)

A discussion took place on Uttlesford District Council's recent update to their website to include many Conservation Areas including High Easter, which had been absent from the District Council's website. Confirmation from UDC's planning officer that Article 4 direction is in place in relation to permitted development rights within the Conservation Area of High Easter. This means that listed buildings have to make use of relevant materials for replacement windows, roof fittings and boundary treatments.

An update was asked for on Walnut Tree Cottage site and Cllr Reeve outlined the action being taken by UDC to resolve this situation. The Clerk was asked to write to the current owners of the site Mr and Mrs Thompson and to ask about removing the hoarding.

25/172 MINUTES OF ORDINARY PARISH COUNCIL MEETING⁴ held on Monday, 2nd March 2026. The meeting **resolved and agreed** the minutes as a record of the proceedings.

25/173 DISTRICT CLLRS REPORT

Cllr Reeve updated the meeting on the Local Plan approved by UDC and a Ministerial decision to form 5 unitary authorities in Essex with an elected mayor. UDC will be united with Epping and Harlow and Cllr Reeve said he believes it is the most local option.

Cllr Reeve also said that work had commenced to decarbonise part of the social housing stock with 276 homes being retrofitted with heat pumps, solar panels and installation. This will improve some of the lowest rated Energy Performance Certificates.

¹ Local Government Act 1972 Section 12 (40) [Record of attendance at the meeting]

² Local Government Act 1972 Section 85 (1) [Record of absence for the meeting]

³ Localism Act 2011 Section 29 (1) [Record of declared interests]

⁴ Local Government Act 1972 Section 12 Part IV para 41 (1) and (2) [Minutes are a signed and accurate record of the previous meeting]

[County Cllr report delayed until later in the proceedings]

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

Cllr Robinson updated the Parish Council on a Village Hall Committee issue around supplying electricity to the grid from the solar panels. This has now been resolved.

Cllr Boreham has inspected the playground area and confirmed he is satisfied with the equipment and area. Construction works due to begin shortly and a further safety inspection to take place by Creative Play. Cllr Boreham highlighted three posts have been lost along the edge of the car park – to consider options.

25.174.01 Parish Councillors **resolved and agreed** to position the bench in memory of Rachel Talbot as requested by Alan Talbot. The new bench will be installed in the orchard known as the Jubilee Meadow next to the Jubilee Playing Field. Thank you to Cllr Lodge for agreeing to temporarily store the bench. Alan Talbot is arranging local residents to install the bench.⁵

- 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 can be implemented.

25/176 PLANNING APPLICATIONS [See APPENDIX A below]⁶

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

8.22pm Cllrs Lodge and Boreham both left the meeting room.

The remaining Councillors **resolved and agreed** to appoint Cllr Reeve as Chair for discussion on the following planning item UTT/26/0815/PAQ3.

Cllr Reeve summarised following discussion with Cllrs Robinson and O'Connor to re-attached the existing Parish Council comment and require the submission of a full planning application as

⁵ An order made under the Parish Councils Act 1957 Section 1 (1) [Power to provide public seating]

⁶ The Town and Country Planning (Development Management Procedure) (England) Order 2015 (Article 25 and 25A) [Parish Council is a statutory consultee for all parish related planning applications submitted to the Principal Authority in England]

requested by the District Council.

8.26pm Cllrs Lodge and Boreham return and County Cllr Susan Barker arrives. Cllr O'Connor left the meeting room.

Cllr Lodge resumed Chairing the meeting and continued with consideration of planning item UTT/26/0577/HHF.

8.30pm Cllr O'Connor returns to the meeting.

25/174 COUNTY CLLR REPORT

Cllr Barker said that Local Government Reform is going ahead and Uttlesford will be placed with Harlow and Epping. Cllr Barker said that Harlow has no land left for development and Epping is Greenbelt and so the consequence of this is likely housing will come further North.

The High Easter Parish Clerk is becoming Little Canfield's Clerk after successfully being offered the position.

Two posts adjacent to the highway and causing an obstruction at Bishop's, Bishop's Green have been reported to Essex Highways [*Clerk can confirm that Highways has been to inspect*]. These posts are not the correct distance from the highway edge (Must be 600mm). Cllr Barker to follow-up and Clerk to chase Essex Highways for more information.

Leaden Woods a brief discussion on the encampments in the wood, some of which have received planning permission.

Lower Farm – Cllrs commented that a section of the hedge has been removed and no splays for views. To be followed-up by the Clerk.

Affinity Water leak on the road by the Water Tower. [*The Clerk reported on 16th April a leak on the road outside Poplars and this has been investigated and a leak has been identified and is scheduled for repair Leak128053. In a separate repair, Affinity Water fixed a leak at Poplar Farm on 28th April.*]

25/177 PLAYGROUND EXTENSION

25.177.01 The meeting **resolved and agreed** to pay for the additional funding to install a new section of fencing and to pay for groundworks to enable the playground extension works to be carried out successfully. Councillors agreed to pay **£9,370 excl. VAT** to Helex Ironworks Ltd with the works being carried out by village resident, Alex Connett. This will take the total cost of the playground extension to £40,944.50.⁷

25.177.02 The meeting **resolved and agreed** to pay the deposit of £5,622.00 to Helex Ironworks Ltd.

25.177.03 The meeting **resolved and agreed** to pay the reduced cost of £74.50 to Uttlesford District Council for a Certificate of Lawfulness (Proposed) for the playground extension.

25/178 FINANCE [See APPENDIX B below]

25.178.01 The meeting **resolved and agreed** to make the below payments.⁸

⁷ An order made under the Local Government Act 1976 (Miscellaneous Provisions) Section 19 (1) (f) [Power to provide recreational facilities as necessary]

⁸ The Accounts and Audit Regulations 2015 Regulation 4 (1-4) [Category 2 authorities maintain accurate financial records]

25.178.02 Meeting to note that the current account balance is **£14,920.80** 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.

25.178.03 Cllrs **resolved and agreed** the following Earmarked Reserves for the forthcoming year:

- War Memorial maintenance
- Fingerposts maintenance and replacement
- Village Hall re-development funding
- Election expenses
- Website design and development

25.178.04 VAT claim submitted for £1,709.59 (October 2025 to March 2026) – *[this has been received on 13th April 2026]*.

25/179 APPOINTMENT OF INTERNAL AUDITOR

25.179.01 Cllrs **rejected** the suggestion of the Clerk for the appointment of an internal auditor and Cllr Robinson proposed asking Keith Walters of Walters and Co, Dunmow, and a local High Easter resident to provide the internal auditing service. Clerk to approach.

25/180 ANNUAL PARISH MEETING AND AGM

Annual meeting of the Parish Council and the Annual Parish Assembly to take place on Monday, 11th May from 6.30pm.

25/181 POLICY REVIEW

25.181.01 The meeting **resolved and agreed** to review and continue with the following policies:

- 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

Clerk to review the Safeguarding policy and necessary checks that are required for Parish Council contractors.

25/182 ITEMS TO NOTE FOR THE NEXT MEETING

- Spring litter pick is taking place on Saturday, 18th April 2026 – Coffee and snacks to be provided afterwards at the Snug, Councillors **resolved and agreed** a small budget of £50 to provide these refreshments.
- Handy man
- Date for summer tea party for the elders of the village

25/183 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 13 th April	Monday 5 th October
Monday 4 th May Monday 11 th May	Monday 2 nd November
Monday 1 st June	Monday 7 th December

25/184 DATE OF NEXT MEETING Monday, 11th May 2026 at 6.30pm at High Easter Village Hall.

Cllr Lodge closed the meeting at 9.25pm.

APPENDIX A

REF	ADDRESS	DESCRIPTION	DETAILS
Latest applications			
UTT/26/0564/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/26/0736/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 No comment.
UTT/26/0424/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 No comment.
UTT/26/0815/PAQ3	Buildings At Swallows Farm Pleshey Essex	Prior Notification of change of use of agricultural buildings to 7 no. dwellings 8.15pm Cllrs Lodge and Boreham – Neil Reeve chaired the discussion.	Delegated decision Full planning application is required as UDC has said before and attach previous comments.
UTT/26/0577/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 – variation only Moving the kitchen to the new location internal – no comment.
Information only			
UTT/26/0068/FUL	Land South Of Ramseys The Street High Easter Essex	Creation of an outdoor horse exercise arena with associated access and circulation space.	Approved with Conditions - 13th March 2026
UTT/26/0110/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)	Refused - 9th March 2026
UTT/26/0112/LB	Cock And Bell House The Street High Easter Essex CM1 4QW	Repairs to chimney	Approved with Conditions - 9th March 2026
UTT/26/0288/CLP	Lanterns The Street High Easter Chelmsford Essex	Construction of a hard standing area of dimensions 10m x 20m. Area to be	Approved Cert Lawfulness - 30th March 2026.

		<p>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.</p>	<p>Planning officer confirmed that Article 4 is in operation for the Conservation Area in the centre of High Easter.</p>
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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	£5,622.00
NALC/EALC – membership fees	£271.69
Certificate of Lawfulness for playground extension	£74.50
TOTAL:	£11,592.35