

**HIGH EASTER PARISH COUNCIL**

*Clerk to the Council – Oliver Rogers*

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Councillors are hereby summoned to attend the Ordinary Meeting of Parish Council meeting which will be held in High Easter Village Hall on MONDAY 1<sup>st</sup> JUNE 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

26<sup>th</sup> May 2026

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**MEETING AGENDA**

**26/17 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.

**26/18 DECLARATION OF INTERESTS FOR THIS MEETING**

Members to declare interests for items on the agenda.

**26/19 PUBLIC FORUM (Maximum 15 minutes)**

**26/20 MINUTES OF ORDINARY PARISH COUNCIL MEETING** seeking approval for minutes of the previous meeting held on Monday, 11<sup>th</sup> May 2026.

**26/21 COUNTY AND DISTRICT CLLRS REPORT**

**26/22 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

Memorial bench to Rachel Talbot has been installed. Alan Talbot has sent his thanks to the Parish Council for allowing this to happen.

- Footpaths – Cllr O'Connor
- War memorial – Cllr O'Connor/Cllr Robinson
- Uttlesford liaison – Cllr Reeve

- Defibrillator management – Cllr Colgrave/Cllr Lodge

## 26/23 CLERK’S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

- Love Your Bus

26.23.01 Awaiting confirmation of the route and test drive with bus, along with confirmation of press notice and Purchase Order.

26.23.02 Clerk has spoken to Richard Keil about the painting of the phone box and he is preparing to carry out the works.

26.23.03 Clerk has passed the first unit of the CiLCA course - a unit on use of relevant legislation applicable to Parish Council decision making.

## 26/24 PLANNING APPLICATIONS [See APPENDIX A below]

26.24.01 To discuss and decide on the below planning applications.

<b>Parish Council Decision table [Noted/Comment/No Comment]</b>			
<a href="#">UTT/26/0979/FUL</a>	Shorts Barn Shorts Farm Road High Easter Chelmsford Essex	Barn conversion submitted 11 <sup>th</sup> May	
<a href="#">UTT/26/1069/HHF</a>	Tye Cottage The Street High Easter Essex CM1 4QS	Proposed garage conversion submitted 11 <sup>th</sup> May	
<a href="#">UTT/26/1111/DOC</a>	Poplar Farm The Street High Easter Essex CM1 4RB	Application to discharge condition 3 (materials) and condition 4 (heritage details) attached to UTT/25/0902/LB	
<a href="#">UTT/26/1158/DOC</a>	Land South Of Ramseys The Street High Easter Essex	Application to discharge condition 11 (fencing) attached to UTT/26/0068/FUL	
<a href="#">UTT/26/1181/DISBGP</a>	Land South Of Ramseys The Street High Easter Essex	Application to discharge condition 13 (biodiversity gain plan) attached	
<a href="#">UTT/26/1167/TCA</a>	Elm House The Street High Easter Essex CM1 4QS	Reduce 1 no. walnut tree by up to 4 metres	

## 26/25 PLAYGROUND EXTENSION

26.25.01 Works have now been completed. To discuss and decide on an opening event.

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

26.25.03 To discuss and decide on the transfer of £30,000 from the Savings Account to the Current Account for payment of the playground extension.

26.25.04 To Approve outstanding payment of £37,800.01 to Creative Play UK via Faster payment from Coop Bank [No transaction charge]

26.25.05 To Approve outstanding balance payment to Helex Ironworks Ltd of £5,622 for railing works also via Faster payment from Coop Bank [No transaction charge]

26.25.06 Parish Councillors to note a VAT claim will be submitted for £6,300.01 from the Creative Play UK invoice and £1,874 from the Helex Ironworks Ltd invoice [Total amount: £8,174.01] following settlement of the above invoices.

### **26/26 ENFORCEMENT ACTION**

26.26.01 To discuss and consider the planning enforcement action and receive any updates on outstanding cases.

### **26/27 HANDY PERSON**

26.27.01 To discuss and consider a proposal for employing a handy person on a regular basis.

### **26/28 FINANCE [See APPENDIX B below]**

26.28.01 To approve the payment of the below payments

26.28.02 Meeting to note that the current account balance is **£12,750.40** and the saving account balance is **£61,152.63 [Prior to any transfers]** as at 26<sup>th</sup> May 2026. To note: Village Hall Committee has paid £125 into the account [half of Paul Sutton's design fee].

26.28.03 To receive and consider the revised Assert Register valuation document for 2025/26.

### **26/29 AGAR DOCUMENTS**

26.29.01 Complete and sign the Annual Governance Statement

26.29.02 Complete and sign the Annual Accounting Statement

26.29.03 Agree the Clerk/RFO to submit all AGAR documentation [following completion of the internal audit] to the external auditor.

To note: Internal auditor's report to be presented to the Parish Councillors at the next meeting in July.

### **26/30 SUMMER EVENT**

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

### **26/31 ITEMS TO NOTE FOR THE NEXT MEETING**

### **26/32 FUTURE DATES OF NEXT MEETINGS**

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

**26/33 DATE OF NEXT MEETING** Monday, 6<sup>th</sup> July 2026 at 7.30pm at High Easter Village Hall.

## APPENDIX A

<b>REF</b>	<b>ADDRESS</b>	<b>DESCRIPTION</b>	<b>DETAILS</b>
<b>Latest applications</b>			
<a href="#">UTT/26/0979/FUL</a>	Shorts Barn Shorts Farm Road High Easter Chelmsford Essex	Proposed change of use of redundant former agricultural barn, to form a dwelling, and an adjacent building to form short-stay tourist accommodation, including conversion works to buildings, the erection of an extension to the barn to reinstate a previously collapsed structure, erection of a detached garage cartlodge building and associated landscaping.	Delegated Decision
<a href="#">UTT/26/1069/HHF</a>	Tye Cottage The Street High Easter Essex CM1 4QS	Proposed garage conversion	Delegated Decision
<a href="#">UTT/26/1111/DOC</a>	Poplar Farm The Street High Easter Essex CM1 4RB	Application to discharge condition 3 (materials) and condition 4 (heritage details) attached to UTT/25/0902/LB	Delegated Decision
<a href="#">UTT/26/1158/DOC</a>	Land South Of Ramseys The Street High Easter Essex	Application to discharge condition 11 (fencing) attached to UTT/26/0068/FUL	Delegated Decision
<a href="#">UTT/26/1181/DISB GP</a>	Land South Of Ramseys The Street High Easter Essex	Application to discharge condition 13 (biodiversity gain plan) attached	Delegated Decision
<a href="#">UTT/26/1167/TCA</a>	Elm House The Street High Easter Essex CM1 4QS	Reduce 1 no. walnut tree by up to 4 metres	Delegated Decision
<b>Information only</b>			
<a href="#">UTT/26/0886/CLP</a>	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) – due on 15 <sup>th</sup> June – chased with UDC. UDC inspection has taken place.
<a href="#">UTT/26/0577/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. (Variation to application numbers UTT/25/0970/HHF and UTT/25/0971/LB)	Approved with Conditions - 5th May 2026
<a href="#">UTT/25/2829/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	Refused - 15th May 2026
<a href="#">UTT/26/0751/DOC</a>	Two Sticks Barn High Easter Road High Easter Essex CM1 4PZ	Application to discharge condition 3 (materials) attached to UTT/25/1858/HHF	Discharge conditions in full 20/05/26

## **APPENDIX B**

The following financial payments are proposed:

<b>PAYMENT TO:</b>	<b>VALUE:</b>
Oliver Rogers, Parish Clerk [May] includes additional hours worked for CiLCA training.	£718.16
Wicksteed Leisure Ltd – Playground inspection report September 2025	£180.00
Creative Play UK [Payment Tuesday 2 <sup>nd</sup> June]	£30,000.00
Creative Play UK	£7,800.01
Helex Ironworks Ltd	£5,622.00
<b>TOTAL:</b>	<b>£44,320.17</b>