

MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL
held at High Easter Village Hall on Monday, 11th May 2026 at 07:30pm

Present: Cllrs Robert Lodge (Chair), Nigel Boreham (Vice-Chair), Wendy Colgrave, Neil Reeve, Janet Robinson and the Clerk, Oliver Rogers.¹

3 members of the public.

The Chair, Cllr Lodge opened the meeting at 7.34pm

26/01 ELECTION OF THE CHAIRMAN

Cllr Lodge was proposed as Chairman for the Civic Year 2026-27 by Cllr Colgrave and seconded by Cllr Boreham with all in agreement. The Chairman signed a declaration of acceptance of office, which was witnessed by the Clerk.²

26/02 ELECTION OF THE VICE-CHAIRMAN

Cllr Boreham was proposed as Vice-Chairman for the Civic Year 2026-27 by Cllr Lodge and seconded by Cllr Robinson with all in agreement. The Vice-Chairman signed a declaration of acceptance of office, which was witnessed by the Clerk.³

26/03 APOLOGIES FOR ABSENCE⁴

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

Cllr Lucy O'Connor was away.

26/04 DECLARATION OF INTERESTS FOR THIS MEETING⁵

Parish Councillors **resolved and agreed** to grant a dispensation to Cllr Lodge in relation to Love Your Bus matters.

Cllr Lodge signed a 3-year dispensation form declaring a pecuniary interest in matters related to Love Your Bus items. He will have rights to participate in discussion and, following his own request, will not have voting rights on this topic.

26/05 PUBLIC FORUM (Maximum 15 minutes)

None.

26/06 MINUTES OF ORDINARY PARISH COUNCIL MEETING⁶ held on Monday, 13th April 2026. The meeting **resolved and agreed** the minutes as a record of the proceedings.

A discussion followed on how to display planning application comments clearly on minutes and Parish Councillors asked the Clerk to set this out clearly in the next document.

26/07 COUNTY AND DISTRICT CLLRS REPORT

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

² Local Government Act 1972 Section 15 (1) and (2) [Appointment of a Chairman]

³ Local Government Act 1972 Section 15 (6) [Appointment of a Vice-Chairman]

⁴ Local Government Act 1972 Section 85 (1) [Record of absence for the meeting]

⁵ Localism Act 2011 Section 29 (1) [Record of declared interests]

⁶ Local Government Act 1972 Section 12 Part IV para 41 (1) and (2) [Minutes are a signed and accurate record of the previous meeting]

New County Councillor for Takeley Division, Geoff Bagnall was unable to attend the meeting and sent his apologies due to a meeting of new Councillors at County Hall. District Councillor, Susan Barker had indicated that she would arrive later during the meeting.

26/08 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 The bench in memory of Rachel Talbot as requested by Alan Talbot is due to be installed on Sunday, 17th May in the orchard known as the Jubilee Meadow. Alan Talbot is arranging local residents to install the bench.⁷

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

26/09 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

- Love Your Bus

26.09.01 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 High Easter to Epping route.

26.09.02 Parish Councillors agreed the wording of a press notice for the Love Your Bus 2 grant and Cllr Nigel Boreham agreed to have his photograph taken to promote the new service on the bus.

26.09.03 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.

Cllr Barker arrived at the meeting 7.40pm.

26/07 DISTRICT CLLRS REPORT [Cont.]

Cllr Barker updated the meeting about Local Government Reform and outlined the basic structure of the new unitary authority. Shadow Unitary authorities will go live in April 2028 and the likely ward for High Easter is to be in with Barnston, High Easter and the Rodings. The new authority will have 83 councillors in total with Uttlesford District Council [39] and Essex County Council [78] creating a combined total of 117 councillors. Overall the new authority represents a reduction in 34 councillor positions.

Cllr Barker said that highways and potholes will fill Geoff's inbox and she wished him luck with his new position.

26/10 PLANNING APPLICATIONS [See APPENDIX A below]⁸

⁷ An order made under the Parish Councils Act 1957 Section 1 (1) [Power to provide public seating]

⁸ 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]

Requests from Parish Councillors for updates on the outstanding enforcement cases within the Parish. Clerk to chase these up.

26/11 PLAYGROUND EXTENSION

26.11.01 Update on the likely completion date of the works on the Jubilee Field. The Clerk said that works were behind by around a week and likely to be completed towards the end of May⁹

26.11.02 Uttlesford District Council is still considering UTT/26/0886/CLP an application for a Certificate of Lawfulness (Proposed) [*UDC Planning Officer has visited the site and expects to make a decision on 15th June*]

26/12 FINANCE [See APPENDIX B below]

26.12.01 The meeting **resolved and agreed** to make the below payments.¹⁰

26.12.02 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.

26/13 APPOINTMENT OF INTERNAL AUDITOR

26.13.01 Cllrs **resolved and agreed** the suggestion of the Clerk to appoint Ann Wood as the internal auditor for 2026/27. The Clerk explained that this audit was also a review of governance and minutes and it was felt that this was not quite as straight forward as a standard business accounts audit. Ann has many years experience as a Clerk and Councillor at Black Notley and is working with CouncilWise training centre in Great Dunmow.

26/14 SUMMER EVENT

Clerk to contact Gwen Taylor and understand the facilities available and necessary requirements for the event.

26/15 ITEMS TO NOTE FOR THE NEXT MEETING

- The Pump has an invasive tree growing – Jan Taylor is able to deal with a tree
- Handy man

26/16 FUTURE DATES OF NEXT MEETINGS

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

26/17 DATE OF NEXT MEETING Monday, 1st June 2026 at 7.30pm at High Easter Village Hall.

Cllr Lodge closed the meeting at 8.00pm.

⁹ An order made under the Local Government Act 1976 (Miscellaneous Provisions) Section 19 (1) (f) [Power to provide recreational facilities as necessary]

¹⁰ The Accounts and Audit Regulations 2015 Regulation 4 (1-4) [Category 2 authorities maintain accurate financial records]

APPENDIX A

REF	ADDRESS	DESCRIPTION	DETAILS
Latest applications			
Nil.			
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/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)	Approved - 14 th April

APPENDIX B

The following financial payments are proposed:

PAYMENT TO:	VALUE:
Oliver Rogers, Parish Clerk [March] 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