

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
held at High Easter Village Hall on Monday, 1st June 2026 at 07:30pm

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

0 members of the public.

The meeting Chair, Cllr Boreham opened the meeting at 7.33pm

26/17 APOLOGIES FOR ABSENCE²

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

Cllrs Robert Lodge and Janet Robinson were away.

26/18 DECLARATION OF INTERESTS FOR THIS MEETING³

None.

26/19 PUBLIC FORUM (Maximum 15 minutes)

None.

County Cllr, Geoff Bagnall arrived at the meeting 7.40pm.

26/20 MINUTES OF ORDINARY PARISH COUNCIL MEETING⁴ held on Monday, 11th May 2026.
The meeting **resolved and agreed** the minutes as a record of the proceedings.

26/21 COUNTY AND DISTRICT CLLRS REPORT

District Cllr Susan Barker had looked into the planning permissions in Leaden Roding woods. She said the woods had been sold in 12 different lots and a development was refused by UDC but went on through appeal.

All the other determinations have not gone near the planning permissions as they were agricultural/forestry determinations and as such are difficult to locate in the UDC planning portal. Cllr Barker supplied a list of references for applications in relation to the woods, which are reproduced below in these minutes. To note: Leaden Roding woods is not within High Easter Parish, with the boundary running immediately before the woodland.

UTT/22/0719/AG - Installation of an inert heavy duty geotextile membrane on the existing bare ground to a width of 3.5m (centred on the middle of the existing tracks), a compacted Pavement (Capping Layer) of 150 mm well-graded, sharp, angular, granular stone material of particle size

UTT/24/1532/AG - Forestry Building

UTT/24/1256/AG - Forestry Building

UTT/25/2375/AG - Alteration to existing forestry building: installation of a small flue/chimney to

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]

Signed
Chair of the Meeting

serve a wood burning stove

Maidens Barn enforcement – Cllr Barker will chase UDC planning on this matter.

New County Cllr, Geoff Bagnall was welcomed to the meeting by the Chair, Cllr Boreham and a discussion on highway maintenance was held.

Cllr Bagnall asked Parish Councillors to nominate a road that would be a candidate for resurfacing. The Parish Councillors quickly agreed that the High Easter Road between Barnston and the Village would be a likely road in need of re-surfacing and action on cliff edges.

Cllr Colgrave raised the issue of diversions when the B184 between Leaden Roding and Dunmow is closed was raised and that traffic is sent down inappropriate side roads causing verge damage. Cllr Boreham was critical of the contractors and diversions around the country lanes during road works.

Cllr Bagnall said his role was to find the money to make a difference for the residents. Resurfacing a road in each part of the District might go some way to alleviating the situation and reducing potholes significantly. Cllr Colgrave said that hedge cutting by Essex Highways was a rarity, but High Easter was fortunate to have taken on this responsibility and is able to secure a grant from ECC each year. Cllr Bagnall said that local people having the power to make decisions for themselves was the best way to ensure money supported local communities.

26/22 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 explained the difficulty with getting the verge markers into hard and dry soil. He has also been to look at the required fittings for the 30mph road sign and scoped the fixing of the sign to the poles.
- Village Hall liaison, playing field, jubilee Meadow – Cllr Robinson

26.22.01 Memorial bench to Rachel Talbot has been installed. Alan Talbot has sent his thanks to the Parish Council for allowing this to happen.⁵

26.22.02 The meeting **resolved and agreed** to accept JCM Services' quote for raising crowns of the lime trees along the Village Hall carpark edge for £95.00.

26.22.03 Cllr O'Connor had inspected the playground area and highlighted that the 'No Dogs' sign required replacing along with the 'No Dog fouling' sign at the entrance to the Playing Field. Cllr O'Connor highlighted a plate has been left by the contractors from the new playground extension. The Clerk said he had reported a fault to Creative Play UK about the new playground extension, the wooden climbing triangle appears to be splintering from use by children and could be a danger. Creative Play UK have said they will fix this with a covering. The next inspection of the playground area due is by Cllr Colgrave.

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

Signed
Chair of the Meeting

26.22.04 Water bowser in the orchard is empty and Cllr Reeve asked if it can be re-filled, Cllr Boreham said he would refill in the next week.

- Footpaths – Cllr O'Connor
- War memorial – Cllr O'Connor/Cllr Robinson
- Uttlesford liaison – Cllr Reeve said on Local Government Reform, several parties are attempting to delay the process and mount legal challenges. However, the clock is running on getting the contracts checked and aligned for next year. Harlow Council, for example, are not engaging in discussions with other councils.
- Defibrillator management – Cllr Colgrave/Cllr Lodge – The Clerk indicated to the meeting that all 3 defibrillators had been checked for the month and are operational.

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]⁶

26.24.01 The meeting **resolved and agreed** to make the following comments and objections to the planning applications considered below.

<i>Parish Council Decision table [Noted/Comment/No Comment]</i>			
UTT/26/0979/FUL	Shorts Barn Shorts Farm Road High Easter Chelmsford Essex	Barn conversion submitted 11 th May	Noted
UTT/26/1069/HHF	Tye Cottage The Street High Easter Essex CM1 4QS	Proposed garage conversion submitted 11 th May	Comment: Garage to remain ancillary to the main property.
UTT/26/1111/DOC	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	Noted
UTT/26/1158/DOC	Land South Of Ramseys The Street High Easter Essex	Application to discharge condition 11 (fencing) attached to UTT/26/0068/FUL	Comment: More evergreen hedging should be included in the proposed plan layout to screen the development around the horse manège.
UTT/26/1181/DISBGP	Land South Of Ramseys The Street High Easter Essex	Application to discharge condition 13 (biodiversity gain plan) attached	Noted
UTT/26/1167/TCA	Elm House The Street High Easter Essex CM1 4QS	Reduce 1 no. walnut tree by up to 4 metres	Noted

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]

Signed
Chair of the Meeting

26/25 PLAYGROUND EXTENSION

26.25.01 Parish Councillors **resolved and agreed** not to have an opening event, as the playground was now operational and children are using the equipment

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

26.25.03 Parish Councillors **resolved and agreed** to transfer of £37,800.01 from the Savings Account to the Current Account for payment of the playground extension.

26.25.04 Parish Councillors **resolved and agreed** to make the outstanding payment of £37,800.01 to Creative Play UK.

26.25.05 Parish Councillors **resolved and agreed** to make the outstanding balance payment to Helex Ironworks Ltd of £5,622 for railing works.

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 Parish Councillors discussed the on-going enforcement cases within the parish. Follow-up cases with Uttlesford District Council's Enforcement Team.

26/27 HANDY PERSON

26.27.01 Parish Councillors discussed the proposal and it was agreed for the Clerk to explore with other parish councils how they manage this resource. Cllr Reeve said that Little Hallingbury employ an individual and to investigate if the Men's Shed in Little Canfield is able to support this. Transparency in work and time sheets needs to be considered.

26/28 FINANCE [See APPENDIX B below]

26.28.01 The meeting **resolved and agreed** to make the below payments.⁷

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 26th May 2026. To note: Village Hall Committee has paid £125 into the account [half of Paul Sutton's design fee].

26.28.03 Parish Councillors received the revised Asset Register valuation document for 2025/26. Cllr Colgrave asked for some modifications to the document.

26/29 AGAR DOCUMENTS

26.29.01 Cllr Colgrave discussed the budget and outlined some of the issues. Cllr Colgrave proposed that the Chair could sign the documents once a minor rounding error was resolved. The meeting accepted and noted the bank reconciliation. Parish Councillors **resolved and agreed** to allow the Annual Statement of Governance to be signed by the meeting Chair following resolution of the

⁷ The Accounts and Audit Regulations 2015 Regulation 4 (1-4) [Category 2 authorities maintain accurate financial records]

budgeting error. This would be done outside of the meeting.

26.29.02 Parish Councillors **resolved and agreed** to allow the Annual Accounting Statement to be signed by the meeting Chair following resolution of the budgeting error. This would be done outside of the meeting.

26.29.03 The meeting **resolved and agreed** for the Clerk/RFO to submit all AGAR documentation [following completion of the internal audit] to the external auditor.

26/30 SUMMER EVENT

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

26/31 ITEMS TO NOTE FOR THE NEXT MEETING

- Internal Auditor's report

26/32 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

26/33 DATE OF NEXT MEETING Monday, 13th July 2026 at 7.30pm at High Easter Village Hall.

CLlr Boreham closed the meeting at 9.28pm.

APPENDIX A

REF	ADDRESS	DESCRIPTION	DETAILS
<i>Latest applications</i>			
UTT/26/0979/FUL	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
UTT/26/1069/HHE	Tye Cottage The Street High Easter Essex CM1 4QS	Proposed garage conversion	Delegated Decision – Ancillary and associated with the main property.
UTT/26/1111/DOC	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
UTT/26/1158/DOC	Land South Of Ramseys The Street High Easter Essex	Application to discharge condition 11 (fencing) attached to UTT/26/0068/FUL	Delegated Decision
UTT/26/1181/DISBG	Land South Of Ramseys The Street	Application to discharge condition 13	Delegated Decision

Signed
Chair of the Meeting

P	High Easter Essex	(biodiversity gain plan) attached	
UTT/26/1167/TCA	Elm House The Street High Easter Essex CM1 4QS	Reduce 1 no. walnut tree by up to 4 metres	Delegated Decision
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) – due on 15 th June – chased with UDC. UDC inspection has taken place.
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)	Approved with Conditions - 5th May 2026
UTT/25/2829/FUL	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
UTT/26/0751/DOC	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:

PAYMENT TO:	VALUE:
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 nd June]	£30,000.00
Creative Play UK	£7,800.01
Helex Ironworks Ltd	£5,622.00
TOTAL:	£44,320.17

Signed
Chair of the Meeting