

HIGH EASTER PARISH COUNCIL

Clerk to the Council – Oliver Rogers

Greenview, High Easter Road, Barnston, Dunmow, Essex CM6 1ND

Telephone 07799 542902 E-mail parishclerkhepc@gmail.com

Councillors are hereby summoned to attend the Ordinary Meeting of Parish Council meeting which will be held in High Easter Village Hall on MONDAY 6th JULY 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

02nd July 2026

MEETING AGENDA

26/34 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.

26/35 DECLARATION OF INTERESTS FOR THIS MEETING

26/36 PUBLIC FORUM (Maximum 15 minutes)

26/37 MINUTES OF ORDINARY PARISH COUNCIL MEETING seeking approval for minutes of the previous meeting held on Monday, 1st June 2026.

26/38 COUNTY AND DISTRICT CLLRS REPORT

26/39 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 – Pothole repair on High Easter Road has been carried out using a spray filling technique. Cllrs to discuss quality of repair work along the High Easter Road.

Clerk has reported the following to Essex Highways: [4047369] Melted tarmac reported and [4047371] Pothole at the bottom of the hill near Hayron's Lane.

- Environment including litter picks – Cllr Boreham

Hardcore fly-tipping at Garnetts Wood car park reported to UDC.

- Village Hall liaison, playing field, Jubilee Meadow – Cllr Robinson

Creative Play UK has replaced the broken wooden part of the climbing frame and removed the skip and palate. Works are now complete on this project, the company has asked for a

review for feedback. New dog signs have been ordered as per Cllr O'Connor's request at the previous meeting.

Next Playground inspection:

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

26/40 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

- Trees

26.40.01 The Clerk has been asked to secure a quote from JCM Services for cutting back and raising the crown of the lime tree on Pump Green. This has been requested from James.

26/41 COUNCIL VACANCY

26.41.01 To discuss and decide on an application from a local resident wishing to join the Parish Council as a new Councillor through co-option.

26.41.02 Signing of Acceptance of Office form and a Declaration of Interests forms for return to Uttlesford District Council's Monitoring Officer.

26/42 PLANNING APPLICATIONS [See below tables]

26.42.01 To discuss and decide on the below planning applications.

Parish Council Decision table [Noted/Comment/No Comment]			
UTT/26/1432/HHF	Shorts Barn Shorts Farm Road High Easter Chelmsford Essex	Erection of a single-storey rear extension to a previously converted barn.	
UTT/26/1476/PAQ3	Agricultural Buildings At Wheats Farm Stagden Cross Road High	Prior Notification of change of use of agricultural building to 6 no. dwellings	
UTT/26/1468/DOC	Poplar Farm The Street High Easter Essex CM1 4RB	Application to discharge condition 4 (details drawings) attached to UTT/25/0902/LB	
UTT/26/1376/HHF	Poplar Farm The Street High Easter Essex CM1 4RB	Erection of glazed link between the existing dwelling and outbuilding along an existing wall including associated works	
UTT/26/1417/HHF	Cherry Cottage The Street High Easter Essex CM1 4QS	Proposed replacement of external modern render with painted timber Weatherboarding	

REF	ADDRESS	DESCRIPTION	DETAILS
Latest applications			

UTT/26/1432/HHF	Shorts Barn Shorts Farm Road High Easter Chelmsford Essex	Erection of a single-storey rear extension to a previously converted barn.	Delegated Decision
UTT/26/1476/PAQ3	Agricultural Buildings At Wheats Farm Stagden Cross Road High	Prior Notification of change of use of agricultural building to 6 no. dwellings	Delegated Decision
UTT/26/1468/DOC	Poplar Farm The Street High Easter Essex CM1 4RB	Application to discharge condition 4 (details drawings) attached to UTT/25/0902/LB	Delegated Decision
UTT/26/1376/HHF	Poplar Farm The Street High Easter Essex CM1 4RB	Erection of glazed link between the existing dwelling and outbuilding along an existing wall including associated works	Delegated Decision
UTT/26/1417/HHF	Cherry Cottage The Street High Easter Essex CM1 4QS	Proposed replacement of external modern render with painted timber Weatherboarding	Delegated Decision
Information only			
UTT/26/1167/TCA	Elm House The Street High Easter Essex CM1 4QS	Reduce 1 no. walnut tree by up to 4 metres	No Objections - 26 th June
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	Discharge conditions in full - 19 th June
UTT/25/3331/FUL	Punch Bowle The Street High Easter Essex CM1 4QW	Proposed conversion of the ground floor restaurant area into ancillary living accommodation to the first floor flat and related internal and external works	Approved with Conditions - 10th June 2026
UTT/26/0886/CLP	High Easter Village Hall The Street High Easter Chelmsford Essex	To extend existing playground area and re locate basket ball hoop and half court	Approved Cert Lawfulness - 8th June 2026

26/43 ENFORCEMENT ACTION

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

26/44 REPORT OF THE INTERNAL AUDITOR

26.44.01 Cllrs to receive the report of the Internal Auditor.

26.44.01 Clerk to confirm submission of the AGAR return.

26/45 INSURANCE REVIEW

26.45.01 To discuss and decide on changes to insurance cover in view of the new playground area.

26/46 FINANCE [See table below]

26.46.01 To approve the payment of the below payments

PAYMENT TO:	VALUE:
Oliver Rogers, Parish Clerk [June] includes additional hours worked for CiLCA training.	£718.16
CouncilWise – outstanding training course from the probation period completed on Saturday 13 th June and agreed at March meeting [25.161.02]	£150.00
Mary Davies, leading and planning seated exercise group	£774

through 9 sessions [Apr to June]	
JCM Services – raising tree crowns at carpark and in front of speed sign	£192.00
TOTAL:	£1,834.16

26.46.02 Meeting to note that the current account balance is **£13,056.74** and the saving account balance is **£23,352.62**.

26.46.03 Parish Councillors to note a VAT claim has been submitted for April to June for a total amount of **£9,330.55**.

26.46.04 Thank you to the 10k Road Run for a donation of **£2,000** to the running costs of Monday Muster Seated Exercise group and received on 24th June. Also, cash from Monday Muster has been banked to the value of £181.95 bringing this up to date.

26/47 PROJECT REVIEW

26.47.01 Cllrs to consider and update the projects list following the completion of the playground extension.

26/48 SUMMER EVENT

26.48.01 A date has been agreed with Lanterns for Monday 10th August for the Summer Event. Discussion on menu and outstanding tasks.

26/49 ITEMS TO NOTE FOR THE NEXT MEETING

26/50 FUTURE DATES OF NEXT MEETINGS

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

26/51 DATE OF NEXT MEETING Monday, 7th September 2026 at 7.30pm at High Easter Village Hall.