

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 7th SEPTEMBER 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

28th August 2026

MEETING AGENDA

26/51 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.

26/52 DECLARATION OF INTERESTS FOR THIS MEETING

26/53 MINUTES OF ORDINARY PARISH COUNCIL MEETING seeking approval for minutes of the previous meeting held on Monday, 6th July 2026.

26/54 PUBLIC FORUM (Maximum 15 minutes)

26/55 PLANNING APPLICATION

26.55.01 To discuss and decide on the below planning application.

<i>Parish Council Decision table [Noted/Comment/No Comment]</i>			
UTT/26/1884/FUL	Maidens Industrial Unit Maidens Farm Green Street High Easter Essex CM3 1HU	Section 73A Retrospective application for erection of front and rear extensions to barn. Removal of biomass boiler and associated plant	Awaiting decision

26/56 COUNTY AND DISTRICT CLLRS REPORT

26/57 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

Next Playground inspection: Cllr Robinson

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

26/58 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

- Thank you letter was sent to David and Penny Kelsey for Road Race donation and the latest rota for soup making has been sent out with the first of the Autumn term sessions of Monday Muster taking place on 7th September.
- Purchase Orders for Love Your Bus 2 have been submitted to Essex County Council for payment. A likely start date for the new High Easter to Epping bus route is in November.

26/59 PUMP GREEN TREE WORKS

26.59.01 To discuss and decide on quotes received for pollarding the Lime Tree on Pump Green.

26/60 WEBSITE DEVELOPMENT

26.60.01 To discuss and decide on quotes for production of a new website for High Easter Parish Council.

26/61 INSURANCE QUOTE

26.61.01 To discuss and decide on quote from Zurich Insurance.

26/62 PLANNING APPLICATIONS [Cont.]

26.62.01 To discuss and decide on the below planning applications.

<i>Parish Council Decision table [Noted/Comment/No Comment]</i>			
UTT/26/1884/FUL	Maidens Industrial Unit Maidens Farm Green Street High Easter Essex CM3 1HU	Section 73A Retrospective application for erection of front and rear extensions to barn. Removal of biomass boiler and associated plant	
UTT/26/2040/DOC	Wheats Farm Stagden Cross Road High Easter Essex CM3 1HW	Application to discharge conditions 7 (Bats) 8 (Biodiversity Enhancement Strategy) 9 (Lighting) attached to UTT/23/1059/FUL	
UTT/26/2015/TPO	The Old Vicarage The Street High Easter Essex CM1 4QS	1 no. Copper Beech - propose to carry out a 30% reduction (2.5m) and remove all major deadwood and 1 no. Chestnut - crown reduction of around 2.5m with over extended limbs being brought back by approx. 3.5m.	
UTT/26/1833/AG	Land At Easter Hall Farm Slough Road High Easter	General purpose agricultural building	

	Essex		
UTT/26/1630/HHE	9 Stagden Cross Villas Rehobeth Street High Easter Essex CM1 4QX	Proposed two storey rear extension, front porch and internal reconfiguration	

REF	ADDRESS	DESCRIPTION	DETAILS
Latest applications			
UTT/26/1884/FUL	Maidens Industrial Unit Maidens Farm Green Street High Easter Essex CM3 1HU	Section 73A Retrospective application for erection of front and rear extensions to barn. Removal of biomass boiler and associated plant	Awaiting decision / ITEM: 26/55
UTT/26/2040/DOC	Wheats Farm Stagden Cross Road High Easter Essex CM3 1HW	Application to discharge conditions 7 (Bats) 8 (Biodiversity Enhancement Strategy) 9 (Lighting) attached to UTT/23/1059/FUL	Delegated Decision (12/08)
UTT/26/2015/TPO	The Old Vicarage The Street High Easter Essex CM1 4QS	1 no. Copper Beech - propose to carry out a 30% reduction (2.5m) and remove all major deadwood and 1 no. Chestnut - crown reduction of around 2.5m with over extended limbs being brought back by approx. 3.5m.	Delegated Decision (10/08)
UTT/26/1833/AG	Land At Easter Hall Farm Slough Road High Easter Essex	General purpose agricultural building	Delegated Decision (21/07)
UTT/26/1630/HHE	9 Stagden Cross Villas Rehobeth Street High Easter Essex CM1 4QX	Proposed two storey rear extension, front porch and internal reconfiguration	Delegated Decision (20/07)
Information only			
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	Refused – full planning application is required
UTT/26/1417/HHE	Cherry Cottage The Street High Easter Essex CM1 4QS	Proposed replacement of external modern render with painted timber Weatherboarding	Approved with conditions (10/08)
UTT/26/1181/DISB GP	Land South Of Ramseys The Street High Easter Essex	Application to discharge condition 13 (biodiversity gain plan) attached	Refused. Discharge Biodiversity Gain Plan (06/08)
UTT/26/1432/HHE	Shorts Barn Shorts Farm Road High Easter Chelmsford Essex	Erection of a single-storey rear extension to a previously converted barn.	Approved with conditions (30/07)
UTT/26/1573/AG	Great Garnetts Farm Bishops Green High Easter Road Barnston	Proposed circular store constructed from a concrete base with pre-stressed concrete panels and with covered lid. 15m diameter x 5m high	Deemed refused (22/07)
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	Refused (07/07)

26.62.02 To discuss and decide whether to comment on a licencing application for Road Closures on Sunday, 20th June 2027 for the High Easter 10k road race.

26/63 INTERNAL CONTROLS POLICY

26.63.01 To discuss and decide on amendments to Financial Regulations to allow for the adoption of the Internal Controls policy.

26.63.01 To discuss and decide on adoption of the new Internal Controls policy.

26/64 FINANCE [See tables below]

26.64.01 Meeting to note that the current account balance is £20,510.86 and the saving account balance is £23,352.62 as at 28th August. Cllrs to note the bank reconciliation to the end of August.

26.64.02 To approve the payment of the below payments for August

PAYMENT TO:	VALUE:
Oliver Rogers, Parish Clerk [August] includes additional hours worked for CiLCA training.	£718.16
JCM Services – 4 x Dead tree felling	£804.00
JCM Services – Verge cutting 2/3	£1,773.24
JCM Services – Ground maintenance 2/4	£990.00
ICO – Renewal of the data licence	£52.00
TOTAL:	£4,337.40

26.64.03 To approve the payment of the below payments for September

PAYMENT TO:	VALUE:
Oliver Rogers, Parish Clerk [September] includes additional hours worked for CiLCA training	£718.16
Wendy Colgrave reimbursement for purchase of meat for Summer BBQ event at Lanterns from Great Garnetts	£69.50
Wendy Colgrave reimbursement for purchase of thank you gift for Summer BBQ event at Lanterns	£21.53
Wendy Colgrave reimbursement for purchase of 3 x 10 mini ice creams for Summer BBQ event at Lanterns from Tesco	£19.80
Lodge's Coaches reimbursement for Love Your Bus Chignal Loop half-year of additional journeys [as per the previously agreed budget for project]	£5,200.00
JCM Services – Ground maintenance 3/4	£990.00
TOTAL:	£7,018.99

26/65 ITEMS TO NOTE FOR THE NEXT MEETING

26/66 FUTURE DATES OF NEXT MEETINGS

Monday 2nd February	Monday 6th 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

26/67 DATE OF NEXT MEETING Monday, 5th October 2026 at 7.30pm at High Easter Village Hall.