

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
held at High Easter Village Hall on Monday, 6th July 2026 at 07:30pm

Present: Cllrs Robert Lodge (Chair), Nigel Boreham (Vice-Chair), Lucy O'Connor, Wendy Colgrave, Janet Robinson, Neil Reeve and the Clerk, Oliver Rogers.¹ Also attending District Cllr Susan Barker.

2 members of the public.

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

26/34 APOLOGIES FOR ABSENCE²

None.

26/35 DECLARATION OF INTERESTS FOR THIS MEETING³

Cllr O'Connor declared a pecuniary interest in planning application UTT/26/1417/HHF (item 26/42)

26/36 PUBLIC FORUM (Maximum 15 minutes)

Neighbours of the Wheats Farm development raised the issue [UTT/26/1476/PAQ3]. The residents believe this latest planning application fails to address previous concerns and the plans are very similar to December 2025.

County Cllr Geoff Bagnall arrived at the meeting at 7.35pm.

26/37 MINUTES OF ORDINARY PARISH COUNCIL MEETING⁴ held on Monday, 1st June 2026.
The meeting **resolved and agreed** the minutes as a record of the proceedings.

26/41 COUNCIL VACANCY

26.41.01 Cllr Colgrave proposed the co-option of Martin Taylor as a new Parish Councillor to fill the vacancy. The motion was seconded by Cllr Reeve. The meeting unanimously **resolved and agreed** to electing Martin Taylor to the position of Parish Councillor.

26.41.02 Acceptance of Office documents were then signed by Cllr Taylor and High Easter Parish Council now has 7 Parish Councillors.

26/38 COUNTY AND DISTRICT CLLRS REPORT

Cllr Barker asked if there had been any update on the planning enforcement at Maidens Farm. The Parish Clerk provided a short update on some information received by the Parish Council. Forest Contracts were leaving the site.

Cllr Reeve updated on Greenbelt development at Birchanger that's been called in by Secretary of State and likely now to be given approval after UDC's Planning Committee rejected the application. Cllr Reeve said that he felt UDC was being held to ransom by the Government through the

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

Department for Housing, Communities and Local Government NOT publishing the official 5 year housing supply test for Uttlesford.

Community Infrastructure Levy (CIL) – is coming into force and will make sure that small numbers of houses pay something towards community infrastructure through a per square metre charge. Parish Councils will get a share of this charge.

Cllr Barker said that road repairs were not of a good quality and seem to stop at the Barnston border. A discussion followed on the procedure of keeping the road open whilst carrying out road repairs.

Cllr Barker said we shouldn't be wasting money on repairs that aren't good enough. She added 3 years ago, Essex Highways did 79 potholes and closed the road and properly cut out and patched the potholes.

Cllr Colgrave said the road repair quality was something that everyone was talking about and Cllr Bagnall said it was a shame how it had turned out. Cllr Taylor said there was bits done outside in The Street, High Easter.

Cllr Bagnall said he had his locality fund and was encouraging parishes to reach out to local groups that might want funding and to let him have details.

County Cllr Geoff Bagnall left the meeting at 7.55pm.

Walnut Tree Cottage update from Cllr Reeve and Building Control has moved forward with outstanding elements. The Clerk confirmed there had been activity on-site and plans had been displayed. However, the hoarding did remain.

26/39 COUNCILLORS REPORTS

To receive reports on the following from lead Cllrs.

- Planning including Local Plan – Cllr Colgrave
- Highways including highway safety – Cllr Lodge

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. New dog signs have been installed as per Cllr O'Connor's request at the previous meeting.

Discussion took place on children climbing on top of the new tractor play equipment. Cllr Robinson confirmed that signage cannot limit the liability of the Parish Council. Signage is required that reminds adults that the equipment is for age-appropriate use.

Signed
Chair of the Meeting

Next Playground inspection: Cllr O'Connor

- Footpaths – Cllr O'Connor
- War memorial – Cllr O'Connor/Cllr Robinson - Plants have not been replaced, Cllr O'Connor puts them in twice a year but not at the moment as the plants will die.
- Uttlesford liaison – Cllr Reeve – Cllr Reeve has been appointed to Chair the Essex Waste Board.
- Defibrillator management – Cllr Colgrave/Cllr Lodge – Spotted Dog unit has been checked.

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

The Clerk provided a brief report on the All Parish Forum held by UDC at it's premises in Little Canfield.

26/42 PLANNING APPLICATIONS [See table below]⁵

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

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.	No comment.
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	Clerk to circulate the original comment with amendments for submission.
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	No comment.
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	No comment.

Cllr O'Connor left the meeting at 8.28pm.

UTT/26/1417/HHF	Cherry Cottage The Street High Easter Essex CM1 4QS	Proposed replacement of external modern render with painted timber Weatherboarding	A discussion followed on weatherboarding and how that had been discovered under the render. Cllr Lodge said that Listed Buildings are controlling the detail of the application. Better insulation and better up kept. Timber has to breath. No objection.
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Cllr O'Connor returned to the meeting at 8.36pm.

⁵ 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]

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
UTT/26/1573/AG	Great Garnetts Farm, Bishop's Green	Slurry tanks at Great Garnetts for pig manure	Mentioned <i>[Now deemed refused]</i>
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 Discussion took place on outstanding planning enforcement action around the Parish.

District Cllr Susan Barker left the meeting at 8.04pm.

26/44 REPORT OF THE INTERNAL AUDITOR

26.44.01 Cllrs received the report of the Internal Auditor and discussed the report findings.

26.44.02 The Clerk confirmed that the AGAR documents had been submitted to the External Auditor and published on the Parish Council website.

26/45 INSURANCE REVIEW

26.45.01 Parish Councillors discussed the renewal of Zurich Insurance in view of the expansion of the playground equipment. The meeting **resolved and agreed** to spend up to a limit of £850 on a renewal of the insurance.

26/46 FINANCE **[See table below]**

Signed
Chair of the Meeting

26.46.01 The meeting **resolved and agreed** to make the below payments.⁶

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 through 9 sessions [Apr to June]	£774
JCM Services – raising tree crowns at carpark and in front of speed sign	£192.00
CouncilWise – Internal Audit 2025/2026	£162.00
JCM Services – Grounds maintenance 1/4 PAID via STANDING ORDER	£990.00
JCM Services – Verge cutting 1/3 PAID via STANDING ORDER	£1,773.24
TOTAL:	£4,759.40

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. Cllr Lodge proposed a thank you letter to David Kelsey. Clerk to action.

26/47 PROJECT REVIEW

26.47.01 A review and update took place of the Project List document in light of the completion of the Playground project.

The meeting **resolved and agreed** to Cllr Lodge's request to change the Village Hall parking sign to 'High Easter Village parking'.

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

- Venezuelan earthquake fund raiser to be held in September

26/50 FUTURE DATES OF NEXT MEETINGS

Monday 2nd February	Monday 6 th July
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⁶ The Accounts and Audit Regulations 2015 Regulation 4 (1-4) [Category 2 authorities maintain accurate financial records]

Signed
Chair of the Meeting

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

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

The Chair, Cllr Lodge closed the meeting at 9.55pm.

Signed
Chair of the Meeting