HIGH EASTER PARISH COUNCIL

Clerk to the Council – Oliver Rogers

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Councillors are hereby summoned to attend the Ordinary Meeting of Parish Council meeting which will be held in High Easter Village Hall on MONDAY 2nd NOVEMBER 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

25th October 2026

MEETING AGENDA

26/83 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.

26/84 DECLARATION OF INTERESTS FOR THIS MEETING

26/85 MINUTES OF ORDINARY PARISH COUNCIL MEETING seeking approval for minutes of the previous meeting held on Monday, 5th October 2026.

26/86 PUBLIC FORUM (Maximum 15 minutes)

26/87 COUNTY AND DISTRICT CLLRS REPORT

26/88 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 – Litter pick scheduled for Saturday, 7th November, consideration and approval of the risk assessment.
- Village Hall liaison, playing field, Jubilee Meadow – Cllr Robinson

Next Playground inspection: Cllr Lodge (inspection in November)

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

26/89 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

- Treecology update for the tree on Pump Green to be pollarded.
- Garnetts Wood, the ranger has marked a dangerous tree over hanging the road and instructed contractors. The contractors are also going to remove a few trees adjacent to the car park.
- A natural wreath has been ordered from local business, Tangle & Thyme at Greens Farm in exchange for the Parish Council making a donation to St Mary's Church, High Easter.
- Telephone box painting update and discussion on sign and map.

26/90 PLANNING APPLICATIONS [Cont.]

26.90.01 To discuss and decide on the below planning applications.

Parish Council Decision table [Noted/Comment/No Comment]			
UTT/26/2563/FUL	High Easter Village Hall The Street High Easter Essex CM1 4QR	Proposed Internal alterations to village hall, including the insertion of new windows and door	Delegated Decision (12/10)

REF	***ADDRESS***	***DESCRIPTION***	***DETAILS***
Latest applications			
UTT/26/2563/FUL	High Easter Village Hall The Street High Easter Essex CM1 4QR	Proposed Internal alterations to village hall, including the insertion of new windows and door	Delegated Decision (12/10)
Information only			
UTT/26/2254/PAQ3	Shorts Barn Shorts Farm Road High Easter Chelmsford Essex	Prior Notification of change of use of agricultural building to 2 no. dwellings	Prior Approval Refused (20/10)
UTT/26/2303/HHF	1 Parsonage Farm Barns Barnston Road High Easter Essex CM1 4QZ	Installation of photovoltaic (PV) panels on the roofs of outbuildings and provision of battery storage within the cart lodge.	Approved with conditions (21/10)
UTT/26/2235/PAQ3	Buildings At Swallows Farm Pleshey Essex	Prior Notification of change of use of agricultural buildings to 7 no. dwellings	Prior Approval Refused (13/10)

26/91 INTERNAL CONTROLS POLICY

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

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

26/92 FINANCE [See tables below]

26.92.01 Meeting to note that the current account balance is £75,703.22 and the saving account balance is £23,546.18 as at 26th October.

26.92.03 To approve the payment of £80,000 funds into the new online community savings account paying 4 percent monthly interest rate set up with the Saffron Building Society. This instant access account can only be paid into the Co-op current account.

26.92.03 To approve the payment of the below payments for November

PAYMENT TO:	***VALUE:***
Oliver Rogers, Parish Clerk [November] includes additional hours worked for CiLCA training.	£718.16
Donation to St Mary's Church, High Easter via the Parochial Church Council as requested by Tangle & Thyme for production of a natural wreath for Remembrance Sunday	£200.00
High Easter Village Hall re-charge for services of Paul Sutton in preparation of plans and planning application for Village Hall internal alterations.	£750.00
Barhouse Events BHE-1380 – hire of a warming cupboard for Christmas lunch	£158.40
Payment to Saffron Building Society online community account [4% Gross/AER] an increase on savings account with Co-op Bank [1.96% AER]	£80,000
TOTAL:	**£81,826.56**

26/93 ITEMS TO NOTE FOR THE NEXT MEETING

26/94 FUTURE DATES OF NEXT MEETINGS

2026	**2027**
~~Monday 5th October~~	Monday 4th January
Monday 2nd November	Monday 1st February
Monday 7th December	Monday 1st March
	Monday 5th April
	~~Monday 3rd May~~ – Tuesday 4th May [Due to Bank Holiday]
	Monday 7th June
	Monday 5th July
	Monday 6th September
	Monday 4th October
	Monday 1st November
	Monday 6th December

26/95 DATE OF NEXT MEETING Monday, 7th December 2026 at 7.30pm at High Easter Village Hall.