MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
held at High Easter Village Hall on Monday, 5th October 2026 at 07:30pm

Present: Cllrs Robert Lodge (Chair), Nigel Boreham (Vice-Chair), Lucy O'Connor, Wendy Colgrave, Neil Reeve, Martin Taylor and the Clerk, Oliver Rogers.[1] Also attending District Cllr Susan Barker and County Cllr Geoff Bagnall.

0 members of the public.

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

26/68 APOLOGIES FOR ABSENCE[2]

Cllr Janet Robinson is away.

26/69 DECLARATION OF INTERESTS FOR THIS MEETING[3]

None.

26/70 MINUTES OF ORDINARY PARISH COUNCIL MEETING[4] held on Monday, 7th September 2026. The meeting **resolved and agreed** the minutes as a record of the proceedings.

26/71 PUBLIC FORUM (Maximum 15 minutes)

The Clerk read an email from Olivia Harris to the meeting and confirmed that the Parish Council had not received any further information from Uttlesford District Council's planning department.

Ms Harris's email said: “It is unclear from the Environmental Health response whether they have assumed a particular current lawful use class. Their response seems to indicate that a change of use application may be required in order for Environmental Health to properly assess any potential impacts.

“It would appear from this EH response that UDC have not yet made it clear what they consider the current lawful use class to be despite the fact it is clearly agricultural.”

A request for a bus stop to be implemented in front of the Punch Bowl had been received via email after the publication of the agenda. The Chair deferred this matter for consideration to the next meeting.

Concerns about the sewage treatment plant for Bishops Green Villas was raised by another member of the public and Cllr Susan Barker will follow this up with Uttlesford District Council as the plant is still operated by UDC.

26/72 COUNTY AND DISTRICT CLLRS REPORT

Cllr Barker said enforcement is not a statutory responsibility of the District Council and she would like to see the enforcement function 'beefed up'. Cllr Reeve said that the enforcement team at Uttlesford District Council had gone from half a person to 4 people. UDC does take it very

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

seriously. No point having planning applications if they're not checked.

Local Government Reform has been paused and is off the agenda until next year. And UDC is launching a new food waste campaign and new bags will be provided.

September 15th and picnic benches made for Garnetts Wood are being launched by Cllr Barker and Cllr Reeve with the Barnston Brownies.

Cllr Bagnall updated the meeting on Operation Vanguard, a decision by Essex County Council to deploy private security operatives in Braintree, Chelmsford and Colchester centres.

Cllr Bagnall said he had driven High Easter Road from Barnston to High Easter and there are quite a few patch repairs. The road is scheduled to be closed now for the next 5 weekends for drainage works at Wells-Tye Green. Cllr Barker raised that one of the Saturday closures would impact the local Framers Market at Great Garnetts and that this should be re-considered.

Cllr Lodge asked for a site meeting with Cllr Bagnall to drive some of the road network to Pleshey and locate defects in need of repair. Cllr Bagnall agreed to provide dates. *[This took place on Tuesday 20th October]*

County Cllr Geoff Bagnall and District Cllr Susan Barker both left the meeting at 8.12pm.

26/73 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 – A litter pick was agreed for Saturday, 7th November.
- Village Hall liaison, playing field, jubilee Meadow – Cllr Robinson. Next Playground inspection: Cllr Boreham (inspection in October) Wants some more grass seed near where the mound was moved. New Climbing wall the screws are coming out – Clerk to report to Creative Park for fixing. Rubber swings [baby seats] need to be replaced.
- Footpaths – Cllr O'Connor
- War memorial – Cllr O'Connor/Cllr Robinson
- Defibrillator management – Cllr Colgrave/Cllr Lodge – The Clerk has checked The Snug/Spotted Dog/Punch Bowl equipment and all operational and updated on the website.

26/74 CLERK'S PROGRESS UPDATE and CORRESPONDENCE TO NOTE

- Treecology has submitted a planning application on 27th September for the tree on Pump Green to be pollarded.

- Love Your Bus 2 route has been test driven and submitted to the Traffic Commissioner for approval. Essex County Council has paid across the total funds and work is underway for another mailshot and timetable production.

- Cllrs **resolved and agreed** to Cllr Taylor and Cllr Colgrave's suggestion that a review of Love Your Bus procedures and governance is undertaken to ensure transparency is maintained throughout this process. Clerk to provide background detail in the production of

this document for the next meeting.

- Christmas lunch is agreed for Monday, 14th December and Penny Kelsey has agreed to cook the turkeys. Cllr Colgrave made it clear that the Parish Council should pay for the two turkeys from Great Garnetts, as the local business had made a number of donations of food across the year. This is likely to be in the order of £175 along with a budget of £158.40 for the hire of the warming cupboard. Cllrs resolved and agreed a budget of £333.40 for the Christmas lunch.

- Cllrs **resolved and agreed** to set a budget of £200 as a donation to High Easter St Mary's Church for the Remembrance Sunday wreath being produced by local flower specialists, Tangle & Thyme at Greens Farm.

26/75 WEBSITE DEVELOPMENT

26.75.01 Cllrs **resolved and agreed** to purchase a .org.uk domain for the website at a significantly cheaper price than a .gov.uk domain.

26.75.02 Cllrs **resolved and agreed** to set up their own separate gmail account to receive email using the format <Christian name/surname>hepc@gmail.com this is to meet Freedom of Information requirements.

26.75.03 Cllrs **resolved and agreed** to check with e-voice if they have plans to meet the Web Accessibility requirements of the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 and the standards known as WCAG 2.2 Level AA. If not then it was agreed to set up a new website using Wordpress and a specific design to ensure web pages were compliant.

26/76 EXTERNAL AUDITOR REPORT

26.76.01 The meeting considered and accepted the report of the External Auditors, PKF LittleJohn. Cllr Colgrave said that a schedule was being developed by the Clerk to better plan for this process next year. Cllr Taylor asked for the document to be circulated on email by the Clerk.

26/77 PLANNING APPLICATIONS [See table below][5]

26.77.01 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/26/2358/FUL	Kingston The Street High Easter Essex CM1 4QL	Change of use of land from agricultural/equestrian use to residential garden.	No Objection – Proposed by Cllr Taylor and seconded by Cllr Boreham.
UTT/26/2326/AG	Land At Easter Hall Farm Slough Road High Easter Essex	General purpose agricultural building (resubmission of UTT/26/1833/AG)	Deemed approved
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.	No comment

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]

Signed
Chair of the Meeting

REF	ADDRESS	DESCRIPTION	DETAILS
Latest applications			
UTT/26/2358/FUL	Kingston The Street High Easter Essex CM1 4QL	Change of use of land from agricultural/equestrian use to residential garden.	Delegated Decision (22/09)
UTT/26/2326/AG	Land At Easter Hall Farm Slough Road High Easter Essex	General purpose agricultural building (resubmission of UTT/26/1833/AG)	Delegated Decision (09/09)
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.	Delegated Decision (07/09)
Information only			
UTT/26/1630/HHF	9 Stagden Cross Villas Rehobeth Street High Easter Essex CM1 4QX	Proposed two storey rear extension, front porch and internal reconfiguration	Approved (22/09)
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	Refuse to Discharge Conditions (11/09)
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	Refused (29/09)

To note, the Clerk had circulated Barnston Parish Council's comments on a planning application for UTT/26/2117/OP. This is for a development of 8 dwellings in Barnston Parish on the corner of Martel's Gate on the High Easter Road. Cllrs **resolved and agreed** to support Barnston Parish Council's comments and add that the High Easter Road needs widening and improvement to accommodate such a development.

26/78 INTERNAL CONTROLS POLICY

26.78.01 & 26.78.02 It was decided to defer to the next meeting this item on amendments to Financial Regulations and the adoption of the Internal Controls policy.

26/79 FINANCE [See table below]

26.79.01 Meeting note that the current account balance is £20,510.86 and the saving account balance is £23,352.62 as at 1st October. Cllrs accepted the bank reconciliation following Cllr O'Connor's check of the reconciliation against the bank statements.

26.79.02 The meeting **resolved and agreed** to make the below payments for October.[6]

PAYMENT TO:	VALUE:
Oliver Rogers, Parish Clerk [October] includes additional hours worked for CiLCA training.	£718.16
JCM Services – Annual hedge cutting	£804.00
PKF Littlejohn LLP – External auditor fee	£378.00
TOTAL:	**£1,900.16**

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

Signed
Chair of the Meeting

26.79.03 Cllrs **resolved and agreed** to open a new online saver account with the Saffron Building Society to take advantage of a community account offer of 4% on deposits. A safe guard of this account is that it can only be paid back into the main Parish Council account with the Co-op Bank. Clerk to action and the Chair and Cllr Colgrave to be mandated Cllrs for the account.

26/80 ITEMS TO NOTE FOR THE NEXT MEETING

- Future planning for projects - organise a separate evening at Lodge's museum 6.30pm on Thursday, 12th November 2026.
- Internal Controls policy

26/81 FUTURE DATES OF NEXT MEETINGS

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

26/82 DATE OF NEXT MEETING Monday, 2nd November 2026 at 7.30pm at High Easter Village Hall.

The Chair, Cllr Lodge closed the meeting at 9.50pm.

Signed
Chair of the Meeting