***STANFORD RIVERS***

## PARISH COUNCIL

### Ware Farm, The Street, High Roding, Essex, CM6 1NT

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#### Clerk to the Council.

##### Adriana Jones

##### 7th January 2017

***TO: ALL COUNCILLORS***

You are hereby summoned to attend a **Meeting** of the **Parish Council** which will be held on **Thursday 19th January 2017** in the **Toot Hill, Village Hall**, Toot Hill, at **5.30 pm** to transact the business shown in the Agenda below.

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**Adriana Jones, Clerk to the Council**

***Members of the public and press are invited to attend this meeting***

**AGENDA**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

To ***receive*** questions from members of the public at **5.30pm**.

*In accordance with an agreed procedure, the time allocated for public questions shall be limited to 10 minutes or such other period determined by the Chairman of the Meeting.*

**1. APOLOGIES FOR ABSENCE FROM COUNCILLORS**

To ***RECEIVE*** any apologies for absence.

**2. OTHER ABSENCES**

To ***NOTE*** any absences for which no apology has been received.

**3. CONFIRMATION OF MINUTES**

To ***APPROVE***, as a correct record, the Minutes of the Parish Council meeting held on 10th November 2016 as attached to the agenda.

**4. DECLARATIONS OF INTEREST**

To ***RECEIVE*** any Declarations of Interest by Members.

*Any Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice*

**6. NEIGHBOURHOOD WATCH SCHEME**

To ***RECEIVE*** an update on the Stanford Rivers Neighbourhood Watch Scheme if available.

* Crime Stats November 2016

**7. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT**

To ***RECEIVE*** the oral report of the Clerk on matters which may be of current interest to Members and which require a formal update, and to ***RECEIVE*** such correspondence and communication as the Clerk may place before the Council.

* Invite from Environment Agency to a Risk Management Authority consultation event to discuss the EA watercourse maintenance programme for 2017/18 being held 30th January in Hatfield. Councillors are asked to contact the Clerk for details if they would like to attend.
* Useful contact list ref Passenger Transport (attached to agenda)

**8. LITTLE END TREES**

Councillors are asked to ***NOTE*** that the Tree clearance works on Jubilee Green, Little End has been completed, the total cost being £1,400 as quoted. The resident at the Rectory has written to the Clerk and confirmed he is happy with the works.

**9. EPPING FOREST DISTRICT COUNCIL DRAFT LOCAL PLAN**

Attached to the agenda is the formal response from this Parish Council to the Epping Forest District Council Draft Local Plan consultation. Also attached is a copy of the notes from EFDC from the meeting attended by the Clerk and the Chairman on 22nd November 2016.

**10. PLANNING APPLICATIONS**

Councillors are asked to ***CONSIDER*** the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. To ***CONSIDER*** any planning applications submitted to the Parish Council for comment as detailed below | | | | |
| EPF/3275/16 | 5 Church Cottages, Church Road, Stanford Rivers, ONGAR, CM5 9PS  Applicant: Mr G Parker | | Detached timber carriage house  <http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=590116> |
| EPF/2859/16 EPF/2860/16  LB | Widows Farm, Toot Hill Road, Ongar, Essex  CM5 9QR  Applicant: Mr Cameron  D/L: 6/2 | | Change of use and conversion of former barn from private ancillary living accommodation to separate single dwelling house.  <http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=588894>  **PLUS**  Grade II listed building application for proposed change of use and conversion of former barn from private ancillary living accommodation to separate single dwelling house. |
| 2. To ***NOTE*** any planning applications that have been responded to via the Clerks delegated powers | | | | |
|  |  | |  |
| EPF/3138/16 | Grafton Cottage, 6 Toot Hill Road, Ongar CM5 9QW | | Two storey rear extension.  ***NO OBJECTION*** |
| EPF/3151/16 | Knightlands House, 46 Berwick Lane, Stanford Rivers CM5 9PX | | Single storey side extension to create link between the house and garage. Garage to be converted with kitchenette and bedroom. Internal alterations to existing dwelling.  ***NO OBJECTION*** |
| EPF/3065/16 | Westleigh, Toot Hill Road, Greensted, CM5 9LH | | Demolition of existing conservatory to be replaced with a new insulated extension. Existing roof to be replaced with one of a higher pitch. Front porch to be added. Larger openings. New dormer window to the rear. New material palette on all elevations.  ***NO OBJECTION*** |
| EPF/3105/16 | 4 Epping Road, Stanford Rivers CM59SQ | | Single storey front extension and two storey side/rear extension  ***NO OBJECTION*** |
| EPF/3008/16 | Long Acre Cottage, School Road, Stanford Rivers | | Single storey rear extension.  ***NO OBJECTION*** |
| EPF/3024/16 | Magnolia Cottage, 36 Berwick Lane, Stanford Rivers | | Erection of 1.5m high timber gates across the existing vehicular access to the house, along with two 1.5 m high timber pedestrian gates towards each end of the front  boundary.  ***NO OBJECTION*** |
| EPF/2661/16 | 11 Garden Fields, Stanford Rivers, Ongar | | Roof extension including 1no. rear dormer window, 1no. side and 2no. front facing roof lights to facilitate a loft conversion  ***NO OBJECTION*** |
| EPF/2595/16 | Clarks Farm, Mutton Row, Stanford Rivers, Ongar | | Demolition of existing building, erection of two detached houses and two detached garages, provision of boundary treatment and hard and soft landscaping.  ***NO OBJECTION*** |
| 3. To ***NOTE*** any planning applications upon which EFDC do not normally accept comments | | | | |
| EPF/3063/16  DRC | | 39 Berwick Lane, Stanford Rivers, CM5 9PZ | Application for approval of details reserved by condition 8 'drainage details', 11 'hard and soft landscaping' and 12 'tree protection' on planning application EPF/2832/15 (New dwelling house on land adjacent to 39 Berwick Lane) |
| EPF/3185/15  DRC | | Grain Barn, Colemans Farm, Toot Hill | Application for Approval of Details Reserved by Condition 2 'contaminated land phase 1'on planning application EPF/1846/14 (Prior notification for change of use from an agricultural barn to a residential dwelling). |
| EPF/2761/16  DRC | | Weald Farm, Toot Hill Road, Greensted, CM5 9LJ | Application for approval of details reserved by conditions 2 'materials' and 3 'additional drawings - doors, windows and rooflights' on planning application EPF/1511/16 (Listed Building consent for single storey extension to kitchen and conversion of stables to annexe together with construction of a glass link structure between the main house and the stable). |
| 4. To ***NOTE*** any enforcement actions or appeals | | | | |
| 5. To ***NOTE*** the following **PLANNING DECISIONS** by EFDC - Nil | | | | |

**11. MEMBERS REPORTS**

To Receive Brief Reports from Members and to ***RECEIVE*** any questionsemanating from those reports

* Chairman's Report
* Vice Chairman's Report
  + *Technical changes to Parish Council website*
* District and County Councillor Reports
* Councillors Reports

**12. CHRISTMAS EVENT**

This year's Parish Christmas Event in Stanford Rivers was unfortunately very poorly attended, albeit a great success for those who did attend. It is thought this could be due to the banners not being erected on the green this year. Councillors are also asked to note that a metal cover will be placed over the newly created hole for the Christmas Tree.

**13. FLY TIPPING**

Over recent months, there has been a noticeable increase in Fly-Tipping throughout the Parish. Councillors will be asked to consider if there are any ways the Parish Council are able to assist with dealing with this issue going forward.

**14. HIGHWAYS**

**a) Update on Reported Issues**

Councillors are asked to ***NOTE*** the following update:

* Blocked Gullies along the length of London Road through Stanford Rivers (reported by Cllr Saridja) - Reported to ECC Highways - 2493032 - Update: This issue has been investigated, risk assessed and recorded in line with ECC Maintenance Strategy as not requiring immediate action at this time. This will be considered for inclusion in future planned works. At this stage no specific dates or timescales are available for future works at this location. This issue will continue to be monitored via the ECC regular safety inspections.
* VAS sign by Wash Bridge not working, Stanford Rivers reported directly the M Valentine.

**b) Finger Post**

The Clerk has submitted the following to Essex County Council for repair as part of their Finger Post repair scheme:

* Near Green Man, Toot Hill, opposite Toot Hill Road (old fashioned wooden finger post)
* Toot Hill sign, junction with Barnmead and Toot Hill Road.
* Sign on Smarts Green as it turns in heavy wind
* No finger post at junction of Theydon Mount Road and Banks Lane. This shows the way to Toot Hill and the Green Man.
* There is no sign for Toot Hill outside Piggotts in Stanford Rivers on A113 London Road

**d) Local Highways Panel**

The following two potential schemes were included within the 6th September Local Highways Panel agenda. The minutes of this meeting do not mention these two projects, however Cllr McEwen has confirmed that both schemes remain on the list and she will endeavour to obtain an update.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A113 London road, Stanford Rivers – North of Church road | Remove the centre lining where the width of the carriageway is less than 5.5m |  | LEPP162033 | In Validation |
| A113 London road, Stanford Rivers - | Install a 40mph buffer zone, move the existing 30mph limits to a more appropriate location, carry out the Traffic Regulation Order and formal consultation. | | LEPP162034 | £8,000  Scheme available for consideration |

**15. NEWS AND VIEWS**

Councillors are asked to put forward suggestions for copy for the next edition, as well as considering the future of the News and Views Publication.

**16. BUDGET AND PRECEPT 2017/218**

Councillors are asked to ***CONSIDER*** the budget, and subsequently the precept for 2017/2018. This will be completed on a 'live' basis during the meeting. Councillors are asked to contact the Clerk prior to meeting if they have something specific they would like to be considered.

Notes for Councillors

Councillors should note that following the recent consultation by the DCLG regarding the possible capping of precepts for Parish Councils, the Chairman of NALC (National Association of Local Councils) has released the following statement:

*'I very much welcome the government’s decision* ***not*** *to extend council tax referendum principles to any size of parish or town council in 2017/18. Parishes play an important role in communities and local democracy and I am pleased the secretary of state acknowledged this in his statement and he has listened to the sector’s concerns. I would urge councils to continue to be fiscally responsible and I am keen work with the government on ways to increase transparency and engagement with residents'*

Councillors are also reminded that Epping Forest District Council will be phasing out the Parish Support Grant over the next two years. The grant award for 2017/2018 will be £661, £330 less than 2016/2017.

The District Council has asked to be notified of the Precept request by **31st January 2017** and Members are, therefore, asked to ***CONSIDER***the proposed 2017/2018 precept figures.

**17. FINANCIAL REPORTS**

**a)** Approve payments, and to note the current status of accounts:

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference** | **To** | **For** | **Amount** |
| BACS | Adriana Jones | Clerk salary December and January | **£720.00**  *(paid monthly)* |
| BACS | HMRC | PAYE December and January | **£180.00**  *(paid monthly)* |
| BACS | North Weald Bassett Parish Council | Reimbursement cost to cut grass in Parish Through September | **£312.00** (£52.00 VAT) |
| BACS | Floralux Limited | Christmas Tree | **£160.00** (£32.00 VAT) |
| BACS | Cannon UK Ltd | Nov/Dec edition of News and Views Print | **£164.00** |
| BACS | Thornwood Grounds Maintenance | Grass cutting throughout Parish Oct, collected leaves on grassed areas through Nov, installed new socket, erect and decorate Christmas tree | **£624.00** (£104 VAT) |
| BACS | Woodland Farm and Nursery | Reduce overhanging trees from Green and Neighbouring property, Jubilee Green SR | **£1,400.00** |
| BACS | Ongar Round Table | Grant - F/Christmas SR Event | **£200.00** |
| BACS | Adriana Jones | Reimbursement of expenses for Christmas event Jubillee Green, SR | **£108.49** |
| BACS | Unity Bank | Bank Charges | **£18.00** |

**Bank Balances as at 31st December 2016**

|  |  |
| --- | --- |
| Unity Current Account | £ 3,041.79 |
| Unity Deposit Account | £ 17,901.06 |
| Barclays 90832650 | £ 2,368.35 |
| Barclays 00443549 | £ 2,427.28 |

**18. TOOT HILL VILLAGE HALL**

To receive an update on matters relating to the Toot Hill Village Hall including:

* Broken Lights (Cllr Glover)

**19. DATES OF NEXT MEETINGS/EVENTS**

Councillors are asked to ***NOTE*** the dates of the next meetings:

* **23rd March**
* 11th May
* 13th July
* 14th September
* 9th November

**19.** **EXCLUSION OF THE PUBLIC AND THE PRESS**

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed

confidentially, to ***CONSIDER*** the following motion to be proposed by the Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity

would be prejudicial to the public interest by reason of the confidential nature of the business

about to be discussed.”

There are currently **no** confidential items to be considered