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|  | ***Stanford Rivers*** **PARISH COUNCIL** |  |
| **MINUTES** |
| ***Meeting:*** PARISH COUNCIL | ***Date:*** 7th July 2016 | ***Time:*** 5.30PM |
| ***Venue:*** Toot Hill Village Hall, Toot Hill |

**PRESENT:**

***Councillors* (6)**  John Glover (Chairman), A Buckley, T Saridja, R Jackson, J Gatward

***Also in Attendance* (1) -** Adriana Jones – Clerk

**Members of the Public (1) -** John Adams, Neighbourhood Watch

**Members of the Press(0)**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions.

**P14.216 APOLOGIES FOR ABSENCE** (2)

Cllr Tallon and Cllr Hollington had given their apologies for the meeting, however Cllr Hollington did briefly attend to provide paperwork to the Clerk.

**P14.217 OTHER ABSENCES (0)**

None.

**P14.218 MINUTES**

The minutes of the Parish Council meeting held on 12th May 2016 were ***APPROVED*** and duly signed by the Chairman. Cllr Saridja asked what the procedure was should the Parish Council wish to increase the number of Councillors permitted to sit on the Council. It was ***AGREED*** the Clerk to enquire with Epping Forest District Council. It was confirmed however that the Parish Council are permitted to have sub-committees, and to appoint people to these committees that are not Councillors.

**P14.219 DECLARATIONS OF INTEREST**

None.

**P14.220 NEIGHBOURHOOD WATCH SCHEME**

John Adams, Neighbourhood Watch Co-ordinator gave a brief update, stating that he had submitted an article for the May/June edition of News and Views with a short message about Facebook, however this was included along with other matters concerning policing. The Clerk confirmed that the simple basic message as submitted would be included in the July/Aug edition of News and Views.

John stating that the uptake of the NW Facebook site was a little disappointing for such a useful communication medium, and that out of 600 residents, only 24 people has joined the group. He had spoken with Sue Taylor at Epping Forest Neighbourhood Watch who stated that the Facebook group in Loughton was very well used. John stated that one issue regarding a motorhome parked in the layby at Stanford Rivers was reported via the Facebook Page. Cllr Jackson stated it was important Facebook users understood that although they can report such issues on the NW Facebook page, this did not replace reporting it to the relevant authority, in this case Highways, and that he would report this. It was ***AGREED*** that the Clerk would establish the rules regarding parking and overnight stays in laybys.

John confirmed he had attended a Rural Crime day, and a local Community Meeting at Loughton, both of which were well attended. However, Local Community Meetings as the large towns tend to only deal with crime related to that specific area, and not rural issues. The police's current focus is abuse, harm at home, etc

Cllr Saridja stated he would be happy to complete a leaflet drop through Stanford Rivers residents door in the hope of raising awareness. After discussion it was ***AGREED*** that an A5 leaflet should be inserted into the July/August edition of News and Views.

**P14.221 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT**

Members ***RECEIVED*** an oral report from the Clerk as follows:

* Letter from Essex County Council ref M11 Junction 7a Improvement scheme Public Consultation 11th May - 6thJuly - emailed to Members 9th June.
* Letter from Highways England regarding M11 Junction 7 Upgrade - looking at potential options - further correspondence expected later in 2016 with details of a stakeholder engagement event.
* Notice board at Stanford Rivers - frontage change - The Clerk confirmed she had been informed that EFDC had changed the fronts, and that she had put in an enquiry.
* Letter from EFDC Housing Manager inviting councillors to accompany Housing Manager on annual visit to Housing sites in the Parish.
* Affinity Water Meter Rollout in Essex - Councillors ***NOTED*** that most homes in the Parish would be placed on a meter before 2020, and that a 2 year period of water saving reviews would be taking place. It was ***AGREED*** to place this in news and views.
* Plaque for Ron Hayden
* ECC Winter Salt bag scheme Winter 2016/2017 - ***AGREED*** to join for 2016/2017.
* Email contact list - link on website.
* Consultation on review of Development Management Policies 2016 - For many years Essex has had Development Management Policies to deal with the development pressures of the county which strike the balance between the need for new housing and employment opportunities, the regeneration and growth agenda, and protecting the transport network for the safe movement of people and goods and have the following aims:
• Protect and maintain a reliable and safe highway infrastructure.
• Improve access to services in both rural and urban locations.
• Offer where possible alternative travel options to the private car.
• Support and enhance public transport provision.
• Address the impact of heavy goods vehicles on the highway network and communities.
• Support the aims and objectives of the County Council as the Highway Authority.

This consultation reviews the current policies against the NPPF and runs between 1st July and 14th August. Councillors wishing to view the document or to comment should go to www.essexinsight.org.uk and click on the survey and consultation link. The Clerk confirmed she would look at this document over the coming weeks. Cllr Jackson stated that in light of the possible development around the Ongar area, the traffic flow along the A113 should be monitored closely as it is likely to increase and as such this should be considered as part of any development.

**P14.222 LITTLE END**

Councillors noted that Cllr Buckley received a request from the resident of the Rectory in Church Lane (property adjacent to Jubilee Green and the old congregational church site) asking the Parish Council to lop and trim the trees on the green which are overhanging the property and blocking light. Cllr Buckley has visited the site and states that some of the trees in question are within the confines of the Congregational Church site. The trees are extremely tall and some branches are hanging over the garage roof. Councillors may recall that the Parish Council acquired the congregational church site some years ago, and is currently in the process of trying to acquire an adjacent section of the Green by way of an Asset Transfer with Essex County Council.

Attached to the agenda are were copies of the Title plan for the Rectory, Title plan for the land currently owned by the Parish Council, Sketch Drawn by the resident in the Rectory detailing where the overhanging trees are, and some pictures taken by Cllr Buckley. Councillors were reminded that there is a strip of land bordering the Rectory, and between the Rectory and the land current being acquired from Essex County Council, that does not fall within the ownership of either Essex County Council or the Parish Council.

After discussion Councillors ***AGREED*** to obtain a full inventory of the site and trees that on Little End land that need lopping, and to ask Robert to give a quote to complete the works, the idea being that the trees do not need to be touched again over the next 5 years.

**P14.223 PLANNING APPLICATIONS**

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| 1. To ***CONSIDER*** any planning applications submitted to the Parish Council for comment as detailed below   |
| EPF/1525/16CLD | Bobs Barn, 46 London Road, Stapleford TawneyEssex, RM4 1SPD/L - 18/7 | Certificate of Lawful Development for proposed extensions to dwelling and new garage.***LAWFUL*** |
| EPF/1508/16&EPF/1511/16LB | Weald Farm, Toot Hill Road, Greensted, OngarEssex, CM5 9LJD/L - 18/7 | Single storey extension to kitchen and conversion of stables to annexe***NO OBJECTION, subject to listed building officer consent*** |
| 2. To ***NOTE*** any planning applications that have been responded to via the Clerks delegated powers  |
| EPF/1420/16LB& EPF/1407/16 | Newhouse Farm, Mutton Row, Stanford Rivers | Grade II listed building application for proposed change of roof material from pre-coated metal roofing over single storey side extension approved in application EPF/1443/15) to natural slate.***NO OBJECTION*** |
| EPF/1333/16 | Paigles, Church Road, Stanford Rivers | Erection of detached double garage***NO OBJECTION*** |
| EPF/1289/16 | Long Acre Cottage, School Road, Stanford Rivers | Side and rear extensions, including new pitched roof over existing swimming pool house, located at the rear of the main house.***NO OBJECTION*** |
| EPF/1240/16 | Old Well, London Road, Stanford Rivers | Single storey extension to the rear of the existing house to create kitchen/diner area.***NO OBJECTION*** |
| EPF/1179/16 | Highlands Farm, Old Rectory Road, Stanford Rivers | Change of use of an agricultural barn to a 2 bed dwelling.***The Parish Council OBJECTS to this application on the basis of inappropriate development in the Green Belt. Councillors noted that this application was before EFDC Plans East Committee on 13th July, and that they did not wish for the Clerk to attend the meeting to represent the Parish Council.*** |
| EPF/1317/16 | The Cottage, Toot Hill Road, Stanford Rivers | Demolition of an existing dwelling and large garage outbuilding and erection of replacement dwelling and garage.***NO OBJECTION*** |
| EPF/1325/16 | Colemans Farm, Toot Hill Road, Ongar | Demolition of part of former grain store and change of use and conversion to form two detached dwellings. Demolition of part of barn and conversion to form two garages with associated hard standing and landscaping.***The Parish Council OBJECTS to this application on the basis of overdevelopment in the Green Belt.*** |
| 3. To ***NOTE*** any planning applications upon which EFDC do not normally accept comments |
| EPF/1052/16DRC | Old House, Colliers Hatch, Tawney Common, Theydon Mount | Application for Approval of Details Reserved by Conditions 2 'additional drawings', 3 'slatesample' and 4 'reinstatement of studwork' on planning application EPF/2400/15 (Grade II listed building application for proposed single storey garden room extension).***NOTED*** |
| 4. To ***NOTE*** any enforcement actions or appeals |
| APP/51535/W/15/3141339 | 153 London Road, Stanford Rivers | Appeal against refusal of EPF/2737/15 for a Detached Dwelling - ***APPEAL DISMISSED*** |
| 5. To ***NOTE*** the following **PLANNING DECISIONS** by EFDC |
| EPF/0006/16DRC | Old House, Colliers Hatch, Tawney Common, Theydon Mount, Epping Essex | **Development:** Application for Approval of Details Reserved by Conditions 3 'materials', 4 'details of newwindows' and 5 'hard and soft landscaping' on planning application EPF/1092/13 (Removal of outbuilding and erection of replacement, with ancillary works. (Revisedapplication) **Decision Date:** 15/4/2016 **Decision:** Details Approved |
| *EPF/0723/16**DRC* | Greensted House, Greensted Road, OngarEssex | **Development:** Application for Approval of Details Reserved by Condition 2 'materials', 4 'tree protectionplan' and 5 'landscaping' on planning application EPF/3180/15 (Front gates and railings)**Decision Date:** 5/5/2016 **Decision:** Details Approved |
| *EPF/0841/16**CLD* | *Long Acre Cottage, School Road, Stanford Rivers* | **Development:** Certificate of Lawful Development for proposed single storey rear extension and singlestorey side extension. **Decision Date:** 25/5/2016 **Decision:** Lawful |
| *EPF/0875/16* | *Donkey Hoppit, Toot Hill Road, Ongar* | **Development:** Proposed winter quarter stables for 1x horse and 1x shetland pony.**Decision Date:** 25/5/2016 **Decision:** Grant Permission (With Conditions) |

**P14.224 BUS SERVICE CHANGES**

Councillors ***NOTED*** that a number of meetings were recently held by Essex County Council Passenger Transport concerning a review of the bus services in 2017. The purpose of the meeting was provide details of bus services possibly 'under threat' due to either low numbers or the cost per passenger being too high, and to ask Parish Councils to assist publicise the upcoming consultation taking place between 4th August and 28th September. The bus routes forming part of the consultation include the local routes that affect this parish - the 46 A-F, the 147 and the 381/382.

The 46 runs between Ongar and Chelmsford daily but between 11am and 2.30 pm it uses it's idle time in Ongar to run around the local villages as follows:

* 46A...Ongar/Epping on Mondays
* 46C...Ongar/Moreton on Tuesdays & Saturdays
* 46D...Ongar/Abridge/Epping Wednesdays & Fridays
* 46E...Ongar/North Weald/Epping Wednesdays & Fridays
* 46F...Ongar/Stanford Rivers Thursdays
* 46G...Ongar/Toot Hill/Epping Mondays

The 147 runs through Toot Hill on a Wednesday, and the 381 runs from Ongar to Harlow via Toot Hill.

Cllr Jackson stated there was real concern that these services would be withdrawn unless passenger numbers increase, and that the Parish Council could play a role in publisising the service and raising awareness of the consutlation. The Clerk confirmed that this issue would have three pages dedicated to it, including timetables, in the News and Views for July. Cllr Jackson confirmed that himself and the Clerk had also met with members of Ongar Town Council, who are trying to raise awareness via the Ongar News publication.

This Council will be asked to formally respond at its September Parish Council meeting.

Cllr Jackson also mentioned the Transport for London 375 service which goes from Romford to Passingford Bridge, suggesting that extending this service to Ongar would create a much needed link between Ongar and Romford. This will also be mentioned in the News and Views.

Cllr Buckley referred to the recent news article regarding the Central Lines Ongar to Epping link, in which it was stated that the Major of London, Sadiq Khan stated that "TfL would be happy to co-operate with Essex County Council or others who wish to consider the likely demand for this service and the feasibility of this suggestion in more detail".

**P14.225 REPORTS**

 Members ***RECEIVED*** the following reports

**Chairman's Report** - The Chairman reported that the recent enforcement enquiry had now been satisfactorily dealt with.

**Vice Chairman -** Cllr Buckley confirmed that the email community link has been placed on the Parish Website, and that there were three residents who had signed up.

**County Councillors Report** - None

**Councillors Reports -**  Cllr Jackson reported that whilst conducting the recent speed watch, a large increase in the number of tipper lorries was noted, at one point 10 in one hour. Cllr Jackson had contacted the company who's details were written on the lorries, as was informed that works on a nearby site were due to finish in roughly two weeks. Since that time, there has been a noticeable decrease in the tipper lorries. The Clerk stated that she had not received any further reports, however she had raised this with both Highways and Epping Forest District Council.

**Broadband -** The Superfast Essex broadband programme are inviting Parish/Town Council members, or a person nominated by the Parish/Town Council, and Broadband Champions to attend an information event to hear an update on the progress of the Essex broadband rollout. This event will provide an overview of all phases of the Superfast Essex broadband programme and include a chaired one hour Q&A session. The event will be held at Essex Records Office, Wharf Road, Chelmsford. To register attendance, go to <http://superfastparishevent-july2016.eventbrite.co.uk>. The Clerk stated that she had tried to enquire with Superfast Essex direct (no phone contact available) and Gigaclear regarding when superfast broadband will actually be available in the area around Little End, as the Superfastessex website seems to suggest this area is not eligible for funding, despite the fast that some residents have already signed up with Gigaclear. It was ***AGREED*** that the Clerk would contact the representitive who called regarding the cabinet installation to see if he can clarify the situation.

**Footpaths** - Council ***AGREED*** that the path near the White Bear in Stanford Rivers should be cut again for the summer months. Cllr Gatward requested the owner of Colemans is contacted and asked to ensure the public footpaths along this land are kept clear throughout the summer months.

**P14.226 TOOT HILL SHOW**

Councillors were reminded that this years show would be on Saturday 6th August, and that the Clerk would be unable to attend as she is away. After discussion, it was AGEED that Cllr Glover would manage the stall, with John Adams also attending on behalf of Neighbourhood Watch. the following was also agreed:

* Clerk to print out leaflets (email contact / NW Facebook / Bus consultation) for handing out on the day.
* Clerk to meet with Cllr Glover w/c 11th July to deliver leaflets and gazebo
* Clerk to inform Maurice Harvey that the Parish Council will have a stand

**P14.227 HIGHWAYS**

**a) Local Highways Panel**

Councillors recalled that for the past 18 months, numerous efforts have been made to try and secure agreement from ECC Highways to implement various measures to try and make the A113 through Stanford Rivers a safer road, however this has not been successful. After much pressure, Matthew Valentine from ECC Highways agreed to a site meeting which took place on 24th June with Councillor Jackson, John Adams, ECC Cllr McEwen, another representative of ECC Highways and the Clerk. All present walked the length of A113 between the Woodman and Little End so that the representatives of Highways could see for themselves the issues along this stretch of road. There were two clearly identifiable issues:

1. The narrow and bendy stretch of road between Church Road and the entrance to the sewage works
2. The relatively straight section of road between Church Road and the gateway signs near the Woodman.

Detailed discussion took place on site as to the issues, possible solutions, why certain measures were not suitable, and the constraints of ECC in terms of their own management strategy. During the site meeting Matthew Valentine agreed to initially complete a survey within the 30mph limit (at a suitably identified location), and establish if any traffic calming can be considered including improvements to the current gateway feature. He would also put the possibility of removing the centre line through the more bendy section of the 30MPH zone through the validation process.

Cllr Jackson stated that from Highways perspective, it is important that traffic flows freely through this area as it is a Priority 1 route, and as such any traffic calming measures needed much consideration, however it was clear on the day that many vehicles simply do not observe the speed limit causing a danger to not only themselves but local residents and other road users. If the speed survey concludes that the constant speed averages between 40-50mph, then we need to accept that people are not going to drive slower, and that the potential turns to trying to eliminate overtaking due to people sticking to the 30mph limit. Highways stated larger more prominent gateway signs were an options, however double white lines was not favoured. Roundels (marked in the road) are also a good way to raise speed awareness, and the Parish Council should push for these. At this point, it is simply a case of waiting for the outcome of the speed survey.

*Note: The latest Local Highway Panel meeting was due to be held on 7th June at Epping Forest District Council, however no details are on the website and as such it is thought this meeting was either cancelled or postponed.*

**b) Hedge Cutting**

At the start of the year, Cllr Hollington sent an email regarding the pavement at the top end of Epping Road being overgrown and this causing pedestrians to walk very close to the road on the bend of the road. Cllr Hollington did approach the Golf Club regarding this and was expecting a quote, however has now received an invoice for £150.00p plus vat.  Councillors ***AGREED*** this invoice should be paid.

**P14.228 NEWS AND VIEWS**

Councillors noted that the May/June issue of News and Views was posted to each household at the end of June. The next edition must be with residents by the last week in July. Cllr Glover ***AGREED*** he would manage the collection of the magazines and postage distribution for this edition. The Clerk would ensure everything was ready.

**P14.229 FINANCIAL REPORTS**

**a) List of Cheques & Monthly Statement of Accounts -** The following payments were authorised:

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| **Reference** | **To** | **For** | **Amount** |
| BACS | Archer Safety Signs | Plaque Ron Hayden THVH | **£59.50** (VAT£9.92) |
| BACS | Adriana Jones | Clerk salary June & July 2016 | **£720.00***(paid monthly)* |
| BACS | Epping Forest District Council | Election costs | **£134.50** |
| BACS | RCCE | Annual Membership 2016/2017 | **£66.00** (£11.00) |
| BACS | HMRC | PAYE June & July 2016 | **£180.00***(paid monthly)* |
| BACS | Thornwood Grounds Maintenance | May Grass cutting | **£312.00** (£52.00 VAT) |
| BACS | Adriana Jones | Expenses and Mileage Reimbursement | **£320.61** |
| BACS | Cannon UK Ltd | July edition of News and Views Print | **£164.00** |
| BACS | CPRE | Annual Subscription | **£36.00** |
| BACS | Toot Hill Golf Club | Hedge Cutting Toot Hill | **£180.00** (£30.00 VAT) |

**b) Audit 2015/2016**

The completed external audit was sent off to PKF Littlejohn on 9th June 2016, and the relevant Notice of Conclusion of Audit and the right to inspect the Annual Return has been erected onto the notice boards.

**c) Internal Audit**

The Internal Audit for 2015/2016 has been completed, with no areas of concern being identified.

**d) Public Works Loan Board**

Council agreed to alter the Direct Debit Instruction for the Public Works Loan board to come from the Unity Account.

**P14.230 TOOT HILL VILLAGE HALL**

The Chairman drew members attention to the recent emails that had gone between Councillor, including the Chairman of the Village Hall, regarding the state of the grounds surrounding the village hall and the agreement in place with the neighbouring resident. Concern was expressed that despite the Village Hall Committee agreeing the resident could park his trailer in the Village Hall Car park, he was having to be constantly chased to complete the grounds maintenance at the hall as originally agreed. The agreement in place is informal at this time. The Clerk confirmed she had received an email from Cllr Tallon who had requested this was read out to members. Cllr Jackson stated that he supported Cllr Tallon to a certain degree, however did have concerns that the works had not been completed. The Chairman expressed his concern that the grounds of the hall were not regularly maintained, which led them to be in such a state that the works required to clear the area was immense. After discussion, Councillors ***AGREED*** to put the following suggestion to the Toot Hill Village Hall Committee:

1. That a fee of £10/week per vehicle be levied on any vehicle left in the grounds of the hall, with the agreement of the village hall committee.
2. That this fee be waived with the agreement of the Village Hall Committee for services provided to the Toot Hill Village Hall

It was ***AGREED*** the Clerk would contact Ongar Town Council to ascertain what, if any, agreement was in place in terms of the Ongar Community Bus, and that if no agreement was in place, the same fee would apply unless the bus could be used by residents of Stanford Rivers Parish.

**P14.231 DATES OF NEXT MEETINGS**

 Councillors ***NOTED*** the dates of the next meetings:

* 8th September 2016
* 10th November 2016

 Signed ........................................ Date ............................