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|  | ***Stanford Rivers***  **PARISH COUNCIL** | | |  |
| **MINUTES** | | | | |
| ***Meeting:*** COUNCIL | | ***Date:*** 14th May 2015 | ***Time:*** 5.30PM | | |
| ***Venue:*** Toot Hill Village Hall, Toot Hill | | | | | |

**PRESENT:**

***Councillors* (6)**  John Glover (Chairman), A Buckley, R Jackson (part), B Hollington, T Saridja,

J Gatwood (for part of meeting)

***Also in Attendance* (1)**

Adriana Jones – Clerk

**Members of the Public (3)**

**Members of the Press(1)**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**P14.098 ELECTION OF CHAIRMAN**

Councillor Jackson ***PROPOSED*** Councillor Glover as Chairman, the proposal was ***SECONDED*** by Councillor Saridja. There being no other nominations, Councillor Glover was duly elected as Chairman of Stanford Rivers Parish Council for the current Municipal Year, following which, the declaration of Acceptance of Office of Chairman of the Council was duly executed.

**P14.099 ELECTION OF VICE CHAIRMAN**

Councillor Jackson ***PROPOSED*** Councillor Buckley as Vice Chairman, the proposal was ***SECONDED*** by Councillor Saridja. There being no other nominations, Councillor Buckley was duly elected as Vice Chairman of Stanford Rivers Parish Council for the current Municipal Year.

**P14.100 APOLOGIES FOR ABSENCE** **(2)**

***NOTED*** that apologies had been received from Cllrs Tallon and Gatwood.

**P14.101 OTHER ABSENCES (0)**

None.

**P14.102 MINUTES**

The minutes of the meeting of the Parish Council held on 18th March 2015 were ***APPROVED*** and duly signed by the Chairman.

**P14.103 DECLARATIONS OF INTEREST**

There were no declarations of interest. Councillors noted that attached to the agenda was a flow sheet detailing how Members should decide what interests to declare and the process of how to do this. Councillors were reminded that they should regularly review their Declarations, and that a new form must be completed and submitted to EFDC within 28 days of any change. This is a legal requirement.

**P14.104 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT**

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

* EFDC Waste Collection changes - from 12th May 2015, 4 day collections, with waste being collected on a Thursday in most parts of the Parish. Also, additional recycling options (email sent to Councillors 7th May)
* Special meeting of the EFDC Local Councils Liaison Committee on Monday 15th June reference the Local Plan Green Belt Review. Councillors noted that the Clerk would attend, and that she would give feedback at the next available meeting.
* EFDC 2015/2016 Training Prospectus - Councillor Training Available
* After agreement with the Chairman, the small section of grass near Toot Hill green (by the phone box) has been added to the grass cutting schedule. The Grounds Maintenance contractor had confirmed that somebody is dumping grass in the ditch in this area. Councillors stated they were very happy with the new grounds maintenance contractor, and that the areas looks very smart.
* Toot Hill Village Show 1st August 2015 - This will be on next agenda for further discussion.

**P14.105 REPRESENTATIONS ON OUTSIDE BODIES**

Members ***AGREED*** the following representations on outside bodies / committees:

|  |  |
| --- | --- |
| **Councillor with responsibility for** | **Current Council Representatives** |
| EALC – Local Liaison | Chairman & Clerk |
| Toot Hill Village Hall | Cllr Glover |
| Parish Newsletter | Cllr Buckley & Clerk |
| Highway Issues | Cllr Jackson |
| Website & IT | Cllr Buckley |
| Planning & Enforcement | Chairman |
| Joint Standards Committee | Cllr Glover |
| Environment Agency | Cllr Hollington |
| Speed Watch | Cllr Jackson |

**P14.106 PLANNING APPLICATIONS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Planning applications submitted to the Parish Council for comment as detailed below | | | | | | | | | | |
| EPF/0678/15 LB | Greensted House, Greensted Road, Ongar | | | Grade II Listed building application for internal and external alterations - ***NOTED*** | | | | | |
| EPF/0875/15 | 11 Garden Fields, Stanford Rivers, Ongar CM5 9PL | | | Two storey side extension  ***NO*** ***OBJECTION*** | | | | | |
| 2. ***NOTED*** planning applications which have been responded to by way of the Clerks delegated powers: | | | | | | | | | | |
| EPF/0607/15 LB | | 135 Stanford River House, London Road, Stanford Rivers | | | Grade II listed building application to replace hard cement render with lime hair render. Replace plastic rainwater goods with black metal. Decorate with lime wash. Replace  small porch with oak framed porch. Replace damaged clay plain tiles with new matching tiles (Amended application)  ***NO OBJECTION*** | | | | |
| EPF/0525/15 | | The Cottage, Toot Hill Road, Toot Hill | | | Demolition of part of existing property and extension to provide large open plan living/kitchen/dining area and extension to rear to provide new bedroom and bathroom.  Design amended further to planning refusal ref EPF/2728/14  ***NO OBJECTION*** | | | | |
| EPF/0233/15 ADV &  EPF/0237/15 LB | | *155 The Woodman, London Road, Stanford Rivers, CM5 9QF* | | | Retrospective application for new signage installed at the Woodman Public House  ***NO OBJECTION subject to there being sufficient and safe sight line onto the Highway upon exiting the site.*** | | | | |
| 3. ***NOTED*** planning applications upon which EFDC do not normally accept comments | | | | | | | | | |
| EPF/085015  CLD | | 1 Cumley Road, Stanford Rivers, Ongar  CM5 9SJ | | | Certificate of lawful development for a proposed rear dormer loft conversion and velux windows. | | | | |
| EPF/0508/15 DRC | | Millrite Engineering  151 - 153 London Road, Stanford Rivers  Ongar, CM5 0JJ | | | Application for approval of details reserved by condition 6 'verification report' of planning permission EPF/1008/11 (Redevelopment of site to provide 4 detached chalet bungalows and garages) | | | | |
| EPF/0496/15 CLD | | Hill Crest, Toot Hill Road, Ongar CM5 9LH | | | Certificate of lawful development for a proposed removal of a rear extension and proposed construction of replacement detached curtilage building. | | | | |
| 4. ***NOTED*** any enforcement actions or appeals | | | | | | | | | |
| Enforcement Issue  ENF/0069/15 | | | Officer: Clare Munday  Site: 43 Berwick Lane  Breach: Alterations to a listed building | | | | **Not Expedient to take Enforcement Action** |
| Enforcement Issue  ENF/0071/15 | | | Officer: Dave Thompson  Site: Tall Pines, 69 London Road  Breach: Erection of side & rear extension and fence removed. | | | | **Closed - No Breach** |
| Enforcement Issue  ENF/0543/14 PL/6793 | | | Officer: Simon Cullen  Site: 2 Church Cottages, School Road  Breach: Formation of vehicular access  It was ***AGREED*** that the Clerk would try and establish exactly where this location was, and inform Cllr Buckley. In addition, the Clerk would revert to EFDC who had requested a discussion prior to a site visit, stating that Cllr Glover would be available to discuss this matter. | | | | Update requested - Email. |
| 5. To ***NOTE*** the following planning decisions by EFDC | | | | | | | | |
| EPF/0008/15 CLD | | | Grove Cottage  Epping Road  Toot Hill  Ongar, CM5 9SQ | | | Certificate of lawful development for the proposed two storey rear extension. Certificate of Lawful Development - Proposed Use  **Decision Date:** 2/3/2015 **Decision:** Lawful | |
| EPF/0176/15 | | | 71 London Road  Stanford Rivers  Ongar, Essex  CM5 9PN | | | Two storey rear extension and porch to front elevation - Full Planning Application  **Decision Date:** 19/3/2015 **Decision:** Refuse Permission (Householder) | |
| EPF/0258/15 | | | 11 Garden Fields  Stanford Rivers  Ongar, CM5 9PL | | | Single storey rear and two storey side and rear extension. Full Planning Application  **Decision Date:** 31/3/2015 **Decision:** Refuse Permission (Householder) | |
| EPF/2936/14 | | | Land adj to Longacre cottage, School Road, Stanford Rivers | | | Outline planning application for proposed new 4 bed dwelling with some matters reserved  ***18th March - Referred to District Development Control Committee***  ***8th April - APPROVED (Vote 9 for, 6 against*)** | |
| EPF/0179/15 | | | Stanford River House, 135 London road, Stanford Rivers | | | Listed building consent to reconfigure existing main porch  ***Withdrawn*** | |

The member of the press present stated that there had been a lot of interest in EPF/2936/14 in terms of how this was granted.

**P14.107 REPORTS**

Members ***RECEIVED*** the following reports

**Chairman's Report** - The Chairman gave the following annual report:

*Firstly I would like to thank our Clerk, Adriana Jones, all Councillors and others who have helped ensure the ongoing operations of both the Parish Council and the Village Hall over the last year.*

***Finance***

*The Clerk has produced a detailed financial summary for consideration by the SRPC and this has been distributed to all Councillors with the papers for today. The precept, and therefore the charge to the community, was kept unchanged from the previous year. In conjunction with the SPRC’s ownership of the Village Hall two scheduled repayments were made during the last financial year to the Public Works Loan Board. Following discussion the SRPC has opened an account with the Unity Bank and most financial transactions will be handled through the Unity Bank with 25% of the Council’s General Reserves will remain with Barclays. We have now entered the world of internet banking and this should make the payment process simpler. At 31 March 2015, our year we held a balance of £20,433.19 in our accounts.*

***Village Hall***

*Over the last two years users will have noted ongoing general improvements arranged by the Village Hall Committee and supported by the SRPC. I am the Council’s representative on this Committee and I am very pleased to have Adriana Jones as our Clerk for the Village Hall. Last year we organised a swift “two-hour” external clear-up on a Saturday morning between 1000 & 1200. This was very well supported and a lot achieved. We will be organising a further similar event in the not too distant future. See you there….. Improved lighting is about to be installed in the entrance-way and at the front of the hall and I suspect this will be completed quite quickly.*

*We are working to make the whole external area safe for cars to park on. Currently we are about £10,000 short on being able to achieve this and I am hoping that some works will take place this year. Internally we have replaced almost all the heavy tables and chairs with furniture that can be moved around with greater ease. The hot water/radiator boiler has been fully reliable since being fixed*

***Clubs & Regular Bookings***

*We have worked hard to improve the “offering”. New tables, new chairs, new microwave, fixing the boiler and carrying out initial works to fix potholes and complete the area for disabled parking. I would like to personally thank my neighbour, “Chrissie” McDonald, for maintaining an ever-watchful eye on the Village Hall.*

***Planning***

*The SRPC considers planning applications on receipt from the District Council. The District Council/Parish clerk sends out the agenda with applications. This information can also be found on the District Council website. The latest information will be found within today’s agenda.*

***Greens and Common Land***

***I believe we have two “greens” in Toot Hill and one “green” in Stanford Rivers. The Parish Council takes responsibility for these areas and ground in the immediate area. These will be recognised locally as the areas mowed by our contractor. I have received favourable reports on the work carried out and I hope this conforms to the aspirations of our residents. With regard to the land we own at the junction of Church Road and London Road it is likely that there will be an additional land transfer from Essex County Council to the Parish Council this year. The land itself will not change and the ultimate result will be to better define legal boundaries.***

***Communication***

*Apart from Notice Boards and “New & Views” Cllr Alan Buckley maintains the information on the website. “News & Views” is prepared and published by Paul Rocks, with the support of the Council. The Councillors very much enjoy having the support and dedication of Paul, who also routinely sends out other important messages using his email list.*

***Roads, Traffic and Speeding***

***The organisations ultimately responsible are Essex County Council and the Essex Police. In many ways County seems to be unaccountable and the Police have their heart in the right place but their resources are usually “stretched”, probably 25 times too thin. Issues with County are routinely raised and actions occur with a little more reliability than being hit by lightning. In the last year a number of local roads have been repaired, not just potholes. The Parish Council has no say in what is or is not done. It appears we just have to be grateful for the work that is carried out!***

***With regard to speeding, road markings, and speed limit delineations Cllr Robert Jackson liaises with the Police on a continuous basis and progress is made slowly.***

***Thank You***

*The Council is enormously thankful for the work of the Clerk, the Councillors and our Parishioners in keeping the show on the road. We are fortunate that we have a full-team of Councillors. There are other areas today that find it difficult to recruit Councillors and it is my job to ensure that matters run as smoothly and as uneventfully on a continuous basis.*

*Thank you to all those who help in any way.*

**Vice Chairman's Report** - No report

**County Councillors Report** - No reports

**Councillors Reports**

**Speedwatch** - Cllr Jackson stated that the speedwatch team were out the previous week, with 7 vehicles being caught speeding in the direction on Ongar. They will be out again in approximately two weeks time. The quorum is three people to ensure the process is conducted appropriately. As always, getting volunteers is a challenge. Owners of vehicles caught speeding are sent a letter from the police as a warning. If they are caught again, they are visited by the police. The speedwatch program is a valuable deterrent, reminding people that speed is monitored in this area. Attached to the agenda was a copy of the email thread from Trevor Stubbington, Essex Police, stating that the police had also been out recently, reinforcing the concern regarding speed in this area. The Chairman thanked Cllr Jackson for his persistence and effort in ensuring this issue is brought to the attention of the police, and stays there.

**Police Partnership Conference** - Cllr Hollington gave an update on the Police conference he attended on 25th March, stating that attendees had been informed that the reason police were rarely seen on the streets was that policing methods had changed, with specific areas where the most crime takes place being targeted. There is an increase in internet and computer crime, and domestic abuse crimes take up roughly 25% of their resources. In summary, police now have a 'targeted approach' . Members discussed the fact that fly tipping is the main issue in the Parish, an despite the fact that there are some CCTV signs, more of these would be a good deterrent. The member of the press present suggested that it would be a good idea to establish exactly which properties have CCTV, and it may be useful should there be any instances of crime. Cllr Jackson stated that he would look into this and contact the Police.

**Broadband -** Councillors ***NOTED*** that the Superfast Essex interactive map is now up and running, and that this can be located on the 'when and where' page of the website.

**Asset Checks** - Councillors ***NOTED*** that the Clerk had completed checks on the assets owned by the Parish Council, and there were no issues identified.

**P14.108 HIGHWAYS**

**a) Highway issues** - Councillors ***NOTED*** that the closure of Byway number 29 will be extended for a further 6 months from 10th April 2015 due to an unstable bridge.

Councillors ***NOTED*** that the Clerk had reported the following two issues to Highways:

Missing Stanford Rivers Sign as you enter village envelope just past Woodman Pub

Missing Stanford Rivers sign outside Church Cottages in School Road

**b) Local Highways Panel** - The possibility of a Cycle Path along the A113 (Woodmans pub to Passingford Bridge) was detailed in the agenda for the 29th January LHP meeting, and is currently 'awaiting validation'. The Clerk reported that the Local Highways Panel is also looking at a District Wide cycle strategy.

c) With reference to the A113 Speed Restriction application, it was agreed at the last meeting to set up a separate Sub-Committee/working group to look into this issue, and to invite Matthew Valentine from ECC to attend a site visit so that the sub-committee/working group could explain the Councils concerns. Regrettably, Matthew Valentine stated that he would be unable to attend such a meeting, however requested a location at which to place a 7 day speed survey which would support any LHP request. Cllr Jackson and Cllr Saridja confirmed their suggested location, and this was reported back to Matthew. It is suggested that the results of the speed survey could help support any future application for a speed reduction. The Clerk has formally requested a copy of the results.

Councillors ***NOTED***  that correspondence had been received from a local resident with regard to the speed along Blake Hall Road and Greensted Road. The resident is becoming increasingly frustrated with the lack of response from Essex Highways to make this area safer for all road users. The Chairman invited the local resident (who was at the meeting) to address the Council. The resident expressed his deep concern at the speed of vehicles coming from the railway bridge. This route is slowly being turned into a rat run from Piggots, with many accidents taking place. Many of these accident are probably not reported to the police as they do not involve other vehicles (as many vehicles simply go straight into the ditch). Cllr Jackson stated that the more accidents that are reported at this location, the more the police will be able to have an evidential history to backup an suggested safety measures. In terms of the specific measures that could be enforced, this would be assessed using Essex County Councils Speed Management Strategy which set our clear guidelines in terms of what would be appropriate based on the specific area in question. It was ***AGREED*** that the Clerk and Cllr Buckley would liaise on this issue.

Cllr Buckley requested that the Clerk investigate what's happened in terms of moving the 40MPH signage by the cottages near the Church. This issue was investigated some time back by Cllr McEwen, but nothing has been heard since. The signed should be moved nearer to the gas pipes.

**P14.109 LAND AT LITTLE END**

Councillors were reminded of the email sent to them concerning the possible licence over an area of this land, and the potential issues this could present. After discussion, it was ***AGREED*** to issue a Notice of Intent to the owner of the Land confirming the intention of the Parish Council to terminate the licence.

**P14.110 FINANCIAL REPORT**

**a) List of Cheques & Monthly Statement of Accounts -** Members ***APPROVED*** the list of payments that were made/agreed up to the date of the meeting, and ***NOTED*** the summary of income received and the account balances.

**b) Approval of Final Accounts**

Councillors ***APPROVED*** the accounts for financial year 2014/2015 as attached to the agenda. ***PROPOSED*** Cllr Buckley, ***SECONDER*** Cllr Saridja.

**c) Internal Audit 2014/2015**

Councillors ***NOTED*** that the internal Audit has been completed, and no issues have been identified. The Clerk advised Members that they were able to put forward suggestions for any competent member of the local community who may be willing to complete the internal audit.

**d) Annual Return**

Councillors ***APPROVED*** the 2014/2015 Annual Return, and to approved the annual governance statement ***PROPOSED*** Cllr Buckley, ***SECONDER*** Cllr Saridja.

**P14.111 RIVER RODING FLOOD RISK - PROGRESS**

Councillors noted that the Clerk had requested an update, however the latest as at end of March was the consultants were in the final stages of finishing the modelling for the area. Unfortunately this has taken longer than anticipated.  As a result the EA has no update for this meeting.  As soon as the EA has received the final report and investigated its findings, they will contact the Clerk to arrange a date to visit. The Clerk has provided the EA with dates of the next two Parish Council meetings.

[Cllr Gatwood arrived]

**P14.112 ELECTRONIC AGENDA NOTIFICATION**

Following agreement at the March Parish Council meeting, those Councillors who agreed to electronic agenda notification and delivery were asked to complete a consent form (as attached to the agenda) confirming their acceptance of the receipt of electronic agendas and notifications going forward.

**P14.113 SMALLER AUTHORITIES (TRANSPARENCY REQUIREMENTS)**

Councillors ***NOTED*** that the Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 came into force on 1st April 2015, and makes compliance with the Transparency Code for Smaller Authorities with a turnover of less than £25,000 mandatory. From 1st July 2015 (and thereafter no less than annually and not later than 1st July in the year immediately following the accounting year to which it relates) councils should publish the following information:

* all items of expenditure above £100 (where possible excluding VAT) which confirm the date the expenditure was incurred, a summary of the purpose of the expenditure, the amount and the VAT that cannot be recovered.
* end of year accounts
* annual governance statement
* internal audit report
* list of councillor or member responsibilities
* details of public land and building assets

In addition, councils should also publish draft minutes of Council, Committee or Sub-Committee meetings no later than one month after the meeting has taken place. It was ***AGREED*** that the Clerk would contact Cllr Buckley as and when items needed to be placed on the Parish Website.

**P14.114 TOOT HILL VILLAGE HALL**

The last meeting o f the Toot Hill Village Hall Committee was 27th April 2015. The Committee (Charity) now has five members, meaning it can continue to operate in its current form. Quotes have been received for both the electrical and car park works. The Chairman explained that the original quotes received were for the resurfacing of the existing car park area, however the Committee had requested quotes for the resurfacing of the entire area (which came in at approximately £10,000 more than the funds available).

After much deliberation, it was ***AGREED*** that the original quote should be accepted, and the current car park area resurfaced, with a view to raising funds over the next three years to complete the remaining areas.

**P14.115 LETTER FROM ST MARGARETS CHURCH**

Councillors noted that the Clerk had received a letter from the Treasurer of St Margaret's Church with reference to a request for a grant towards to upkeep of the Churchyard. The Clerk can confirm that £600 was precepted for the 2015/2016 year, and that despite initially not being able to identify it, this amount was also precepted for 2014/2015. Councillors AGREED a grant of £1,200 to St Margarets Church, as per the Precept of 2014/2015 and 2015/2016.

**P14.116 DATES OF NEXT MEETINGS**

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

* 9th July
* 10th September
* 12th November
* 14th January 2016
* 12th March 2016

**Meeting Closed**

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