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|  | ***Stanford Rivers***  **PARISH COUNCIL** | | |  |
| **MINUTES** | | | | |
| ***Meeting:*** ANNUAL COUNCIL | | ***Date:*** 12th May 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, B Hollington

\* *for part of meeting*

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

**Members of the Public (4)**

**Members of the Press(0)**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

John Adams stated that some time ago he gave a spreadsheet detailing suggested speed improvement initiatives to Cllr Jackson, and suggested that in light of the problems experienced by the Parish Council regarding securing a representative of Highways to visit the A113 at Stanford Rivers, perhaps a meeting could be arranged with Mr Valentine at the County offices in Chelmsford. It was agreed that the Clerk would try and secure a meeting.

**P14.198 ELECTION OF CHAIRMAN**

Councillor Buckley ***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.

**P14.199 ELECTION OF VICE CHAIRMAN**

Councillor Gatward ***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.

**P14.200 APOLOGIES FOR ABSENCE** (1)

Cllr Tallon, however these were not received in time to be reported to the meeting. Cllr Jackson had reported apologies for lateness.

**P14.201 OTHER ABSENCES (0)**

None.

**P14.202 MINUTES**

The minutes of the Parish Council meeting held on 10th March 2016 were ***APPROVED*** and duly signed by the Chairman.

**P14.203 DECLARATIONS OF INTEREST**

None.

**P14.204 CO-OPTION OF COUNCILLOR**

As at 5th May (and by notice of 8th April) Councillors Glover, Buckley, Tallon, Jackson, Saridja, and Gatward were duly elected as Councillors for this Parish Council by way of an unopposed election. This Parish Council is permitted to have 7 Councillors, and as such Councillors noted there was one vacancy. In accordance with legal guidelines, as this vacancy falls so close to a Parish Council election, there is no legal requirement to advertise the position. There was one application for co-option from Basil Hollington. By unanimous vote, Cllr Basil Hollington was duly co-opted as Councillor onto the Parish Council.

**P14.205 NEIGHBOURHOOD WATCH SCHEME**

Mr John Adams, Neighbourhood Watch Co-ordinator gave a brief update, stating that the Facebook group had been set up, and that despite some initial teething problems, the group seemed to be working fine, and all that was now needed was an increase in the membership. It was ***AGREED*** that the Clerk would pass the facebook details on to those residents for whom she held email addresses.

A short article was in the April edition of News and Views, and a short simple article promoting the Facebook group would be included within the next edition.

John confirmed he had been attending the local police meetings, despite the fact that they could not really be classified as being 'local', with most of the discussion taking place at these meetings being related to the specific vicinity of the meeting itself.

After discussion it was ***AGREED*** that leaflets should be created promoting the Neighbourhood Watch scheme in the Parish, and that the Clerk would arrange this.

John gave members a summary of the crime figures for the Parish for the preceding 16 months.

Councillors thanked John for his continued work with the Neighbourhood watch programme.

**P14.206 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT**

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

* Cllr Heather Brady duly elected as District Councillor for the Passingford Ward by way of an uncontested election.
* Letter from Chris Neilan, Landscape Office & Arboriculturist for Epping Forest District Council, inviting the Parish Council to participate in a Green Infrastructure Framework consultation as part of the District Councils Local Plan, and to produce a District wide Green Infrastructure Strategy. The Clerk confirmed she would be involved on behalf of this Council if so requested.
* EFDC Training Prospectus - Councillors are asked to contact the Clerk if they would like attend any of the sessions.
* Made ORDER to alter Footpath 27 in Stanford Rivers, as previously discussed at the November 2015 Parish Council meeting.
* The Clerk is liaising with the Councils Solicitors regarding the Asset Transfer of land at Little End, and has received an email from Essex County Council regarding this matter. A further update is awaited.
* Tipper trucks using rural roads - Councillors noted that reports have been received of a large number of tipper trucks going through the Parish, together with details of the roads quoted as being used. Councillors could not see a clear reason as to why such trucks would be using these roads as the path suggested did not seem to be any sort of short cut. The Clerk stated it would be difficult to stop such activity as these tipper trucks are free to use rural roads legally unless there are restrictions in place. The Clerk confirmed she had passed these details on to the complainant who had in turn contacted Essex Highways directly. It was ***AGREED*** the Clerk would contacted Richard Gardiner, Environment and Neighbourhood Manager at EFDC, to see if he could assist or offer any guidance.
* Epping Forest District Council pioneers use of drones to review planning applications.
* Housing and Planning bill current going through the House of Lords / Commons - the introduction of this bill will introduce a number of major changes regarding Planning and Housing.
* EFDC Planning Policy team are holding a series of workshops to which Parish and Town Council representatives are invited to attend.  The purpose of these workshops will be to discuss emerging draft policy considerations covering different aspects of the Local Plan. The next two workshops are Tuesday 24th May, 6:30pm – 9:00pm (Climate Change and Energy), and Tuesday 31st May, 6:30pm – 9:00pm (Transport Accessibility and Parking Standards).
* Superfast Essex email reference Post Code CM16 9PX
* Essex County Council Community Initiatives Fund applications 2016/2017 are now open. John Adams suggested that this may be something that could benefit the Ongar/Cerizey twinning programme, and that he would be trying to establish if there was any interest in extending this twinning to this Parish. It was ***AGREED*** the Clerk would forward the CIF criteria to John.
* Police and Crime Commissioner is Roger Hurst - Clerk to forward contact details to Councillors.

**P14.207 REPRESENTATIONS ON OUTSIDE BODIES**

The following representatives on outside bodies were ***AGREED*** for 2016/2017:

|  |  |
| --- | --- |
| **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 |

**P14.208 PLANNING APPLICATIONS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. To ***CONSIDER*** any planning applications submitted to the Parish Council for comment as detailed below | | | | | | | |
| EPF/0875/16 | Donkey Hoppit, toot Hill Road, Ongar, Essex CM5 9QN - Applicant: Ms Clare Fletcher  D/L - 16th May | | Proposed winter quarter stables for 1x horse and 1x Shetland pony.  ***NO OBJECTION*** | | | |
| 2. To ***NOTE*** any planning applications that have been responded to via the Clerks delegated powers | | | | | | | |
| EPF/0841/16  CLD | | Long Acre Cottage, School Road, Stanford Rivers CM5 9PU | Certificate of Lawful Development for proposed single storey rear extension and single  storey side extension  ***LAWFUL*** |
| 3. To ***NOTE*** any planning applications upon which EFDC do not normally accept comments | | | | | | | |
| EPF/0723/16 | | Greensted House, Greensted Road, Ongar | Application for Approval of Details Reserved by Condition 2 'materials' , 4 'tree protection  plan' and 5 'landscaping' on planning application EPF/3180/15 (Front gates and railings) | | | |
| 4. To ***NOTE*** any enforcement actions or appeals | | | | | | |
| EPF/2737/15  Ref: 3141339 | | 153 London Road, Stanford Rivers | Applicant has appealed. The Clerk read out two letters in support of the application that had been sent to her, however stated that the Parish Councils response which supported the District Councils objection had already been sent to the Planning Inspectorate by the specified deadline. A date had not yet been set for the appeal hearing. | |
| 5. To ***NOTE*** the following **PLANNING DECISIONS** by EFDC | | | | |
| *EPF/0065/16* | | *Hillview, Epping Road, Toot Hill CM5 9SQ* | Demolition of part of existing stables building and erection of bungalow.  **Decision Date:** 10/3/2016 **Decision: Grant** Permission (With Conditions) |
| *EPF/0231/16*  *& EPF/0237/16 LB* | | *Orchard Barn, School Road, Stanford Rivers* | Erection of single storey extension, removal of internal walls and removal, modification and replacement of existing modern windows and openings.  **Decision Date:** 23/3/2016 **Decision: Grant** Permission (With Conditions) |
| *EPF/0465/16* | | *4 Epping Road, Toot Hill, Ongar* | Prior notification of a proposed 5m deep single storey rear extension, height to eaves 2.5m and maximum height of 4m  **Decision Date:** 23/3/2016 **Decision:** Prior Approval Not Required |
| *EPF/0089/16* | | *101 London Road, Stanford Rivers* | Single storey side extension, with two velux roof lights.  **Decision Date:** 9/3/2016 **Decision:** Grant Permission (With Conditions) |
| *EPF/2010/15* | | *103 London Road, Stanford Rivers* | Application for approval of details reserved by conditions 3 (materials), 6 (hard surfacing) 7 (landscape scheme), 9 (wheel washing), 10 (drainage), 11 (site levels) of planning application EPF/0976/15 (Demolish existing chalet bungalow, garage and outbuilding and erection of a replacement dwelling (Amended application to approved EPF/0246/14)).  **Decision Date:** 10/3/2016 **Decision:** Details Partially Approved |

**P14.209 REPORTS**

Members ***RECEIVED*** the following reports

**Chairman's Report** - The Chairman reported that the recent enquiry regarding Enforcement Issues being detailed on the Parish Council agendas had now been resolved, and the previous minutes amended. It was ***AGREED*** that the Clerk would inform Councillors via email of any enforcement issues going forward, and that each Councillor would be responsible for informing the Clerk if they would like an item placed on the next agenda for discussion.

**Vice Chairman -** Cllr Buckley reported on the excellent family service that took place at the Church.

**County Councillors Report** - None

**Councillors Reports -**  Cllr Jackson informed Councillors that he had been liaising with the Police and Crime Commissioner, and the Casualty Reduction Manager at Essex Police regarding a pilot scheme in Stroud , Gloucestershire. A speed camera with Automatic Number Plate Recognition (ANPR) has caught more than 28,000 motorists driving fast enough to be prosecuted in less than four weeks. Since then 277,000 motorists have driven past the camera, which transmits data in real time, with over 97,277 exceeding the 30 mph limit, while 28,234 drove at over 35 mph. The camera allows police to identify speeding drivers in real time, with letters sent to motorists warning them they could be prosecuted if they continue to drive too fast. The response from Essex Police is that the Camera is not Home Office Type approved for enforcement activity within the UK and is only used to monitor vehicle flows and operates similar to the current community speed watch scheme with a warning letter being sent to the registered keeper of an offending vehicle. Cllr Jackson reported that this is something that could perhaps be monitored in case its use becomes a more widespread, accepted scheme.

Cllr Jackson reported that the Speed Watch group were now active, with regular monitoring taking place over the summer months between the twelve volunteers.

The Clerk asked for feedback following the Broadband public meeting held on 20th April, to which it was confirmed it was generally a positive meeting. Cllr Jackson reported that Gigaclear had initially failed to advise members of the public that as with other broadband services, the actual signal itself will diminish within the house and between specific rooms, based on the location from the wireless unit, however it may be that signal boosters could amply any signal if needed. The Chairman confirmed that the box has been installed at Toot Hill, the location of which is acceptable. Cllr Jackson stated that he had queried the location of the box in Stanford Rivers, however had been informed this would not be looked at until August.

**P14.210 TOOT HILL SHOW**

Councillors ***NOTED*** that this year's Toot Hill Show will be taking place on Saturday 6th August. Regretfully, the Clerk is unable to attend the show, however is happy to organise the Parish Councils presence. The previous Clerk stated that she was unable to man the stall this year, and as such any presence would need to be managed solely by the Parish Councillors. After discussion it was ***AGREED*** that the theme of this year's Parish Council presence would be raising awareness about Neighbourhood Watch, and to increase the Parish Councils email contact database. The Clerk will create leaflets to be handed out at the event. The Chairman suggested perhaps some form of incentive would be a good idea to encourage sign up.

Cllr Jackson suggested the Parish Councils website should have a 'sign up' button, which would allow people to register to receive email updates on issues of relevance/importance, and it was agreed Cllr Buckley would organise this.

**P14.211 HIGHWAYS**

**a) Surface Water Flooding - London Road, Stanford Rivers**

The Clerk confirmed that a number of emails had gone between herself, Cllr Heather Brady, and the local resident regarding exactly what action has taken place, and it seems there are discrepancies in the accounts. Cllr Hollington confirmed he had met with the resident who explained that the ditch that used to be present on the opposite side of the road is no longer there and this is what's causing the problem. It was suggested that the land owner (Mr C Padfield) could be contacted and asked for his thoughts on this problem. It was ***AGREED*** the Clerk would write to the owner as such.

**b) Local Highway Panel**

Councillors ***NOTED*** that at the March meeting of the Local Highways Panel, Panel members were informed that Essex County Council budgetary modifications, which were agreed at their Full Council meeting held on 9th February 2016, the expenditure allocated towards the LHP is to be halved. In light of these developments previously approved schemes will now have to be re-examined, and prioritised accordingly:

* Cycling Strategy - deferred to 2017/2018
* A113 Romford Road, Stanford Rivers. – LEPP162024  ***-*** The first site under investigation is where Romford Road meets London Road. It is understood that flooding is occurring on approach to Wash Bridge (Essex Highways asset id 111/42671) at the boundary between the parishes of Ongar and Stanford Rivers, travelling in a south westerly direction. Both topo and drainage surveys have been complete as per the commission in 2015/16. Having analysed the results of each it is suggested that an additional gully and some ditch re-grading be added to the initial feasibility design schedule.

The Clerk had noted that the newly requested works for the Highway Rangers had not been included in the agenda. Matthew Valentine, Highway Liaison Officer, apologised for this omission, and confirmed they would be included within the next meeting. These tasks are:

* Fixing of Finger post on Toot Hill Village Green
* Reinstatement of Finger Post by Green Man Pub, Toot Hill
* Cutting back of vegetation by Gateway sign in Stanford Rivers coming from Ongar
* Approx 50m overgrown weeds by 2 Little Colemans - Highway Rangers to cut back

The next meeting will be held on 7th June.

**c) Other Highway Issues**

Councillors ***NOTED*** that the Gateway Sign at the entrance to Stanford Rivers going towards Ongar had now been installed following Essex County Councils refusal to do so having stated it was not a priority, however the sign was not reflective. As such, Cllr Jackson had purchased some reflective spray which had been placed on the sign, which although not affecting the sign during daylight hours had caused the sign not to be seen during darkness. It was ***AGREED*** to wait 6 months to see if the spray eases, before considering whether or not to replace the sign.

Cllr Hollington asked the Clerk to investigate why there wasn't a Toot Hill directional sign on the signage posts outside where Piggots used to be.

**P14.212 NEWS AND VIEWS**

The April edition of News and Views was completed and posted to each registered house in the Parish at the end of April. Councillors were asked to confirm if there were any items they would like included in the May/June edition.

**P14.213 FINANCIAL REPORTS**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference** | **To** | **For** | **Amount** |
| BACS | Viking Direct (paid to A Jones) | Stationery / stamps for April edition of News and Views | **£272.06** (£8.68 VAT) |
| BACS | EALC | Affiliation Fee (inc NALC) 2016/2017 | **£228.41** |
| CHQ | Canon (UK) Ltd | News and Views April Print , and News and Views Print June | **£328.00** |
| BACS | Thornwood Grounds Maintenance | Grass Cutting March and April and removal of Christmas Tree, replace perspex fronts of 2 notice boards, | **£610.00** (£60.00 VAT) |
| BACS | Adriana Jones | Clerk salary April and May 2016 | **£720.00**  *(paid monthly)* |
| BACS | Zurich Insurance | Insurance 31/3/16 to 30/3/17 | **£251.85** |
| BACS | HMRC | PAYE April and May 2016 | **£180.00**  *(paid monthly)* |
| BACS | D Wickham | Works to supply and install new Fire Exit Door to Toot Hill Village Hall | **£1,150.00** |

**b) Approval of Accounts**

Councillors ***APPROVED*** the 2015/2016 Accounts.

**c) External Audit**

Councillors noted that the date on which the External Audit must be approved by the Parish Council is 30th June 2016. As there will not be Council meeting prior to this time, Council formally ***APPROVED*** the External Audit / Annual Return, approving the Annual Governance Statement and Accounting Statements for 2015/2016.

**d) Internal Audit**

The Clerk is currently making arrangements for an internal audit to be completed.

**e) Unity Bank Fees**

The Clerk has received correspondence from Unity Bank stating that effective 4th June 2016, the bank will be introducing a new Service Tariff, which includes changes to the Unity payment pricing and ceasing to pay credit interest on current accounts. The Parish Council has one Current Account with Unity, ending in \*\*\*\*4775. A summary of the changes are as follows:

* No credit interest paid on account
* £6.00 per month account fee, paid quarterly (£72.00 annual fee)

Councillors ***AGREED*** to continue to bank with Unity, and to accept these costs.

**f) Grant Award**

Councillors ***NOTED*** that the Parish Council has been successful in receiving a grant award from the EALC Transparency fund for the sum of £417.90, for the cost of a computer and scanner in order to ensure the Parish Council complies with the requirements of the transparency code.

**P14.214 TOOT HILL VILLAGE HALL**

The Chairman stated that there was an informal agreement between a local resident and the Toot Hill Village hall Committee for the management of the Village Hall Grounds in return for the parking of 1 trailer on site, however the current state of the grounds was extremely poor, and he would be taking this up with the Toot Hill Village Hall Committee members.

**P14.215 DATES OF NEXT MEETINGS**

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

* 14th July 2016
* 8th September 2016
* 10th November 2016

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