

# **Stanford Rivers PARISH COUNCIL**

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## **MINUTES**

**Meeting:** ANNUAL PARISH COUNCIL **Date:** 10<sup>th</sup> May 2018

**Time:** 5.30pm

**Venue:** Toot Hill Village Hall, Toot Hill

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### **PRESENT:**

**Councillors (5)** John Glover (Chairman), Cllr Hollington, Cllr Jackson, Cllr Tallon, Cllr Adams

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

**Members of the Public (0)**

**Members of the Press (0)**

### **QUESTIONS FROM MEMBERS OF THE PUBLIC**

None

#### **P14.436 ELECTION OF CHAIRMAN**

Councillor Jackson **PROPOSED** Councillor Glover as Chairman, the proposal was **SECONDED** by Councillor Hollington. 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.

#### **P14.437 ELECTION OF VICE CHAIRMAN**

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

#### **P14.438 APOLOGIES FOR ABSENCE**

Cllr Suridja. Alan Buckley was hoping to attend, however offered his apologies. Cllr McEwen had offered her apologies.

#### **P14.439 OTHER ABSENCES**

None.

#### **P14.440 DECLARATIONS OF INTEREST**

None.

#### **P14.441 MINUTES**

The minutes of the Parish Council meeting held on 8<sup>th</sup> March 2018 were **APPROVED** and duly signed by the Chairman.

#### **P14.442 RESIGNATION OF COUNCILLOR**

Councillors **NOTED** that Cllr Alan Buckley, a long-standing Councillor for over 10 years, had tendered his resignation as Councillor. Councillors joined the Chairman in thanking Cllr Buckley for his very active and involved service to this parish and wished him well for the future. This had now resulted in a Casual Vacancy, for which the Clerk will establish if further notices of vacancy are needed. It was **CONFIRMED** that Cllr Buckley should be removed as a signatory on the Unity Bank Accounts.

#### **P14.443 A113 SPEED WORKING GROUP**

Councillors **NOTED** that the Clerk had informed Sarah Alcock, ECC LHP of the recommendations of the A113 working group regarding the speeding and overtaking issues along the A113 through Little End. Sarah has responded stating that she will liaise with the Network Assurance and Design Team to see if the requests are within policy and guidance, and that as ECC is entering a new financial year, if any of the suggestions are viable then this will need to be considered as a potential scheme to be recommended by the panel for when funding becomes available. The Clerk also advised that the correct way to measure the width of a road is from edge to edge of the carriageway, which is normally kerb to kerb. Cllr Jackson asked if these recommendations would be dealt with collectively or individually, to which the Clerk advised she would check. Cllr Adams stated he would

contact the Clerk with regard to the width of the road along the A113, as he disagreed this was greater than 5.5m.

#### **P14.444 NEIGHBOURHOOD WATCH SCHEME**

Councillors **NOTED** there were only two reported crimes for the March period. In addition, a case of fake news had led to the reporting of a missing school girl being posted on various NHW sites. Cllr Adams reported that he monitored these other sites and could easily have reposted this to the Stanford Rivers site, however thankfully did not. There have also been a number of advertising posts on the Facebook site, which is not acceptable. Cllr Adams stated that he had changed the settings on the page to show that no such posts were permitted and had politely stated this on the thread. The Clerk advised that this goes to prove the site is becoming well used and known as a source of local information, stating this should be handled sensitively. Cllr Adams advised he agreed, stating that a separate site had been set up in the location for people to advertise their services, however he wasn't sure how well this was used.

Cllr Adams enquired as to the Data Protection implications for the NHW site. The Clerk advised that she would email him some draft documents she had, stating that there are strict requirements under the GDPR as to how consent can be obtained.

The Chairman reported on the recent notice concerning the use of Faraday Bags being the best method of storing your car keys for safety. Cllr Adams stated he has reported this to the Clerk, and it would be included within the next News and Views.

Cllr Jackson asked if Cllr Adams had access to other crime statistics around the District, to which Cllr Adams confirmed he did have however he was not authorised to pass this information on, however he may be able to give an overall picture of crime within the district without alluding to specific areas.

#### **P14.445 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT**

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

- Notification received that Mrs Warren, the Parish's oldest resident, had sadly passed away
- The Clerk had responded to the Stapleford Abbots Airport Airspace Change consultation
- Councillors **NOTED** a letter received from a local resident regarding a number of concerns, and it was agreed the Clerk would respond as follows:
  - Clerk will look further into the history of the Stanford rivers sign
  - Annual inspection of wall takes place for safety
  - Brass sign will be cleaned
  - Banner on the green was given permission
  - Clarity needed reference signage around the green
  - VAS sign to be reported to County Councillor
  - Parish Speed Gun used April to October, more volunteers needed
  - No issues with Dog walking
  - Cannot have mini roundabout as no street lights
  - Little End in good state of repair and maintained on a regular basis
- EFDC Grant Aid Scheme – Cllr Adams asked if there were any football pitches or areas of open land that could be used. The Chairman advised that some years back Mrs Padfield had offered to sell a parcel of land, but this was not taken up.
- Chief Constable, Stephen Kavanagh, stepping down in September following 33 years in policing
- Email received from Theydon Mount Parish Council reference Banks Lane, however it was noted this was not within our Parish. Cllr Tallon stated that there are now potholes near this location which causes vehicles to swerve into the path of oncoming traffic, and a possible solution to this problem would be to fill the potholes, place additional signage to identify that road narrow where the railings are. The railings are now smashed, and cars overturn there frequently.
- EFDC Councillor training prospectus.
- Event on 10<sup>th</sup> May to mark the Freedom of the District being bestowed upon 56 Squadron of the Royal Airforce. The event will consist of a march by the 56 Squadron and veterans through a section of North Weald, followed by a free family picnic on the airfield located by the Hawker Hurricane. Councillors were asked to contact the Clerk if they wanted any further information.

**P14.446 PLANNING APPLICATIONS**

1. To <b>CONSIDER</b> any planning applications submitted to the Parish Council for comment as detailed below		
EPF/1099/18	5 Cumley Road Stanford Rivers Ongar Essex CM5 9SJ	First floor rear extension. <b>NO OBJECTION</b>
EPF/1047/18	Meadow Rise 38 Berwick Lane Stanford Rivers Ongar CM5 9PZ	Certificate of Lawful Development for existing use of land as residential garden. <b>LAWFUL</b>
EPF/0760/18	Toot Hill Golf Club School Road Stanford Rivers Ongar CM5 9PU	Proposed demolition of agricultural shed structure and construction of 10 No 2 bedroom apartments to be occupied on short lets for golf or holiday breaks in connection with the golf club, together with associated external works / landscaping.  <b>Council would SUPPORT this application <u>subject to the following:</u></b> <ul style="list-style-type: none"> <li>• <b>Access to the apartments should be via the main Golf Club entrance. The proposed entrance is on an extremely tight bend with poor visibility, and an increase in traffic on this bend would be detrimental to Highway Safety.</b></li> <li>• <b>Increased landscaping should be put in place to act as a green buffer between the road and the North East Elevations to ensure no advert effect on the openness of the green belt.</b></li> <li>• <b>A Condition is attached to any planning permission granted that the apartments must be used as holiday lets <u>in conjunction with the Toot Hill Golf Course ONLY</u>, and not for general holiday lets or in fact let on a long-term basis to any individual.</b></li> </ul> <p><b>It is accepted this proposal would have an effect on the openness of the green belt, however the continued viability of a local leisure facility outweighs any harm.</b></p>
EPF/0863/18	11 Garden Fields Stanford Rivers Ongar CM5 9PL	Proposed detached car port to front garden/driveway <b>NO OBJECTION</b>
2. To <b>NOTE</b> any planning applications that have been responded to via the Clerks delegated powers		
EPF/3199/18 <b>Reconsult</b>	29 London Road, Stanford Rivers	Double storey rear extension and double storey side extension with rear dormer.  <b>The Parish Council OBJECTS to this application. The Parish Council supports the alterations made by the applicant which now increases the space on the front of the property, thus providing greater space in terms of parking and turning (improving Highway Safety), however the proposed extension is located directly at the boundary of the property with number 27 which provides no external access to the rear of the property by the applicant, and would, in addition, appear out of character with the street scene. Way forward: It is suggested that the applicant could reduce the width of the extension providing a</b>

		<i>functional gap between the extension itself and the boundary with number 27.</i>
EPF/0749/18	1 London Road Stanford Rivers Ongar Essex CM5 9PH Proposal	Proposed first floor rear extension and proposed dormers. <b>NO OBJECTION</b>
EPF/0466/18	6 Church Cottages Church Road Stanford Rivers Ongar Essex CM5 9PS	Two storey side and rear extension - as an amendment to EPF/3191/17 (for a two storey side and rear extension) so as to include a first floor rear shower room extension. <b>NO OJECTION</b>
EPF/3441/17	14 Garden Fields, Stanford Rivers CM5 9PL	Erection of boundary timber fencing to front garden. <b>NO OBJECTION</b>
<b>3. To NOTE any planning applications upon which EFDC do not normally accept comments</b>		
EPF/0580/18 CLD	6 Barn Mead Toot Hill Road Ongar CM5 9SE	Certificate of lawful development for proposed loft conversion with rear dormer with 2 juliet balconies to the rear and 4 velux windows to the front elevation.
EPF/0416/18 DRC	Land Adjacent Covars Mead School Road Toot Hill Ongar CM5 9PU	Application for approval of details reserved by condition 19 'contaminated land - phase 2 investigation report ' on planning application EPF/0841/17 (Erection of two storey dwelling, complete with cart lodge/studio, infrastructure and associated works, including new access from School Road).
<b>4. To NOTE any enforcement actions or appeals.</b>		
NIL		
<b>5. To NOTE any other planning matters.</b>		

**EPF/0167/18**

5 Cumley Road Stanford Rivers Ongar Essex CM5 9SJ

First floor rear extension and porch

Decision Date: 20/3/2018 – PERMISSION REFUSED - *Green Belt and loss of open space due to bulk and mass. The Parish Council had not objection to this application.*

**EPF/0172/18**

Knightlands House 46 Berwick Lane Stanford Rivers Ongar Essex CM5 9PX

Proposed 3 bay lofted garage/cart store to garden

Decision Date: 19/3/2018 – PERMISSION REFUSED – *Green Belt. The Parish Council objected to this application for overdevelopment in the Green Belt*

**EPF/3460/17**

Colemans Farm Toot Hill Road Ongar Essex CM5 9QN

Demolition of agricultural buildings, construction of two detached houses, extension to dairy cottage garden, provision of boundary treatment and hard and soft landscaping.

Decision Date: 6/3/2018 – PERMISSION GRANTED

**P14.447 CHANGES TO PLANNING AT DISTRICT COUNCIL**

Councillors recalled the recent consultation conducted by EFDC regarding proposed changes in how planning applications will be considered at EFDC. A copy of the Parish Councils response to this consultation was attached to the agenda. A further letter has been received by EFDC allowing a further window of opportunity for comment, the deadline for responses being 6<sup>th</sup> June 2018. Councillors did not want to make any further comment.

**P14.448 FINGER POSTS**

Councillors noted that a local workman had been asked to repair these finger posts, however discussion was taking place with the Chairman regarding the type of wood that should be used. The Chairman advised on the recent Twitter post from ECC that the Uttlesford District Highway Rangers actually repair finger posts in that District, unlike Epping Forest District Council LHP. The

Clerk had raised this with ECC who state that Uttlesford rangers are managed by the District Council and therefore fingerposts fall within their remit. This is not the case for Epping Forest. It was **AGREED** the Clerk would try and establish the company used by Uttlesford to complete this work.

#### **P14.449 DEFIBRILLATOR**

Councillors **NOTED** that the CCTV had now been installed. With regard to training, it was agreed that this should be raised at the CIF public event, together with the Clerk including an article in News and Views to establish if anybody was interest in having some First Aid / Defibrillator training. Once the Clerk had an idea of numbers, a decision how to progress in terms of what type of training and funding would be agreed. It was agreed that anybody wishing to take part in the training should live within the Parish and possible use the area frequently. It is possible that the Parish Council could subsidise any training.

#### **P14.450 HIGHWAYS**

Councillors **NOTED** that a local resident had sent a copy of a petition to Cllr Jackson concerning the resurfacing works on the A113, who had in turn forwarded this to the Clerk. This same resident had attended just prior to this meeting and advised that without work taking place to solve the drainage issues along this stretch of road, the new surface would be a waste of tax payers money. The Clerk advised that she had liaised with ECC Sara Alcock regarding this and works to resurface the road were still expected to continue, however would be 'cut short' for further works later in the year which could be scheduled taking the drainage works into account. The Clerk advised she would again forward the full details to the resident.

#### **P14.451 REPORTS**

Members **RECEIVED** the following reports:

**Chairman's Report** – The Chairman thanked the Councillors and Clerk for their efforts for the prior year, stating that great work had been achieved with the Toot Hill Village Hall.

**Vice Chairman's Report** – Cllr Jackson advised that at the Speedwatch session on 20<sup>th</sup> April, 14 vehicles were recorded driving at speeds of between 38-47mph. The speedwatch team would be out between April and October, however Cllr Jackson stated that more volunteers were needed. It was **AGREED** this should be featured in News and Views.

**District / County Councillors Report** – No report

**Councillors Report** – No reports.

#### **P14.452 DATA PROTECTION**

Councillors recalled from the previous meetings the impending General Data Protection Regulations (GDPR) that come into effect on 25<sup>th</sup> May 2018. It was noted there remains a lack of clarity in terms of certain obligations upon Parish Councils, with the latest announcement coming on 27<sup>th</sup> April 2018 stating that the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils in England from the requirement to appoint a Data Protection Officer (DPO). This amendment does not exempt the Parish Council from all the other obligations of the GDPR of which there are many. The Information Commissioner has advised that it sees itself as a fair and reasonable commissioner and will look proportionately on organisations who are actively planning to accommodate the GDPR. It was **AGREED** that the Council would put in place an action plan to address these obligations over the coming 12 months. It was **NOTED** this would take some time by the Clerk to complete, and that the Clerk had already purchased a new lockable filing cabinet to store documents etc.

#### **P14.453 NEWS AND VIEWS**

- a) Call for evidence / Data – A113 Speed working group – It was noted a number of responses had been received, however Cllrs Suridja and Jackson would email me directly.
- b) 13<sup>th</sup> or 20<sup>th</sup> June CIF Celebratory event at Toot Hill Village Hall. Refreshments to be available to all who attend.

**P14.454 FINANCIAL REPORTS**

a) **List of payments & Monthly Statement of Accounts** - The following payments were authorised, and the income and account balances were **NOTED**.

Reference	To	For	Amount
BACS	Adriana Jones	Clerk salary April & May	<b>£720.00</b> <i>(paid monthly)</i>
BACS	HMRC	PAYE April and May	<b>£180.00</b> <i>(paid monthly)</i>
BACS	Catalyst Image Solutions	News and Views printing May/June edition	<b>£153.00</b>
BACS	D Wickham	New fence and clearance works at the entrance road to the hall. New decking and repair works to the entrance to the hall.	£3435.99 & £1115.00 <b>TOTAL: £4,550.99</b>
BACS	Viking Direct	Stationery inc ink, stamps, plus filing cabinet etc GDPR	<b>£422.23</b> <i>(£22.04 VAT)</i>
BACS	Unipar Services LLP	Calibration Speed Gun	<b>£243.60</b> <i>(£40.60 VAT)</i>
BACS	EALC	2018/2019 affiliation fee	<b>£236.07</b>
BACS	Zurich	Insurance 18/19	<b>£257.60</b>
BACS	Thornwood Grounds Maintenance	Grounds Maintenance March inc 1 village hall cut, plus White Bear Path full cut	<b>£786</b> <i>(£131 VAT)</i>
BACS	David Wickham	Repair fingers posts Toot Hill	<b>£420.00</b>
BACS	Arbtec (Rodney Hunt)	Remove Stump, cut back trees from Village Hall Perimeter, cut back hedge	<b>£684</b> <i>(£114 VAT)</i>

**Bank Balances as at 30<sup>th</sup> April 2018**

Unity Current Account	£ 26,528.29
Unity Deposit Account	£ 14,932.09
Barclays 90832650	£ 2,368.35
Barclays 00443549	£ 2,428.92

**INCOME:** £20,628.00 – Epping Forest District Council (Precept and Parish Support Grant)  
£ 100.00– RS Tree Services  
£ 11.53 – Interest Unity Deposit A/C  
£ 1.21 – Interest Barclays A/C 3549

**P14.455 ACCOUNTS 2017/2018**

Attached to the agenda was a copy of the final accounts for 2017/2018. Councillors **RESOLVED** to approve these accounts. Proposed Cllr Tallon, Seconded Cllr Glover.

**P14.456 ANNUAL RETURN 2017/2018**

As this Parish Councils gross income and gross expenditure was £25,000 or less, this Council meets the qualifying criteria as part of the new audit regime to be able certify themselves as exempt from a limited assurance review. The Parish Council therefore completed:

- Certificate of Exemption (page 3 of the Return)
- Annual Governance and Accountability Return (Part 2) which is made up of:
  - Annual Internal Audit Report (page 4) to be completed by the authority's internal auditor.
  - Section 1 – Annual Governance Statement (page 5) to be completed by the authority.
  - Section 2 – Accounting Statements (page 6) to be completed by the authority.

Councillors noted the date on which the External Audit must be approved by the Parish Council is 2<sup>nd</sup> July 2018. As there will not be Council meeting prior to this time, Council:

- a) Completed a review of the effectiveness of the system of internal control
- b) Considered the findings of any such review
- c) Prepared and **APPROVED** by **RESOLUTION** the Annual Governance Statement
- d) Considered and **APPROVED** by **RESOLUTION** the Accounting Statements

- e) Ensured the Accounting statements are signed and dated by the person presiding at the meeting

Councillors **NOTED** the period of public rights and publication of the unaudited annual return was between 4th June and 13th July, and that the relevant notices will be erected prior to this date. In addition, smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

**P14.457 WEBSITE**

Due to Cllr Buckley's resignation, the Parish Council's website is no longer being updated. This is an important part of the Council's communication stream, and is necessary for the Council to maintain adherence to the Transparency Code for smaller authorities. Cllr Adams **AGREED** he would manage the Website going forward.

**P14.458 TOOT HILL VILLAGE HALL**

Councillors **NOTED** that the Clerk would be claiming back the CIF grant monies once work was complete. The Chairman advised he would check as to who had painted the fence green. Councillors also discussed the date for the public event to which members of the ECC, EFDC, etc would be invited, and it was **AGREED** it would be either 13<sup>th</sup> or 20<sup>th</sup> June. It was noted that this would need to be published in the News and Views.

With regard to the overhanging tree works, the Chairman advised that works had been completed, however one of the neighbours was unhappy that the trees had not been cut back along their boundary, and that he had asked the resident to advise him of what works they felt were needed.

The Clerk advised that Toot Hill Village Hall had been deemed unsuitable by EFDC to hold a Play in the Park event through the summer.

**P14.459 DATES OF NEXT MEETINGS**

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

- 5<sup>th</sup> July
- 13<sup>th</sup> September

**P14.460 ITEMS FOR NEXT MEETING**

- o Introduction of Policies

**P14.461 EXCLUSION OF THE PUBLIC AND PRESS**

As the Agenda contained Exempt (pink) pages and the item needed to be discussed confidentially, a motion was passed that the public and press be excluded from the meeting.

**P14.462 GIGACLEAR ACCESS TO COUNCIL LAND**

Councillors **NOTED** the documentation that had been received from Gigaclear regarding the triangle at Toot Hill. Councillors **AGREED** the Clerk should advise Gigaclear of a number of amendments that needed to be made to the documentation prior to this Council signing. Cllr Tallon advised that the electricity supply for the Christmas Tree is located around this area, and that he would find out exactly where it was and advise the Clerk.

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