

MINUTES

Meeting: ANNUAL PARISH COUNCIL **Date:** 9th May 2019

Time: 5.30pm

Venue: Toot Hill Village Hall, Toot Hill

PRESENT:

Councillors (4) John Glover (Chairman), Cllr Jackson, Cllr Adams, Cllr Mrs Jackman

Also in Attendance (1) - Adriana Jones – Clerk

Members of the Public (1) – ECC Cllr Maggie McEwen (for part of meeting)

Members of the Press (1)

QUESTIONS FROM MEMBERS OF THE PUBLIC

None

P14.559 ELECTION OF CHAIRMAN

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

P14.460 ELECTION OF VICE CHAIRMAN

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

P14.561 APOLOGIES FOR ABSENCE

Cllrs Tallon, Hollington and Saridja had given their apologies.

P14.562 OTHER ABSENCES

None.

P14.563 DECLARATIONS OF INTEREST

None. Councillors were reminded they needed to review their Members Interest forms on a regular basis, and were asked to confirm with the Clerk that they current published declarations were accurate.

P14.564 MINUTES

The minutes of the Parish Council meeting held on 14th March 2019 were **APPROVED** and duly signed by the Chairman.

P14.565 NEIGHBOURHOOD WATCH SCHEME

Councillor Adams confirmed that the statistics for March had been received, which showed four cases of violent or sexual assault in Toot Hill, all in the same road. Whilst Councillors were concerned at this, it was accepted that the Parish Council has little power in this regard, but that local residents should keep their eye out for any concerning behaviour. Cllr Jackson advised that if it was a sexual offence, anybody can have access to the Sexual Offenders Register. It was **AGREED** to include some useful information in News and Views as to where people can go for help if they are victims of domestic abuse.

Cllr Adams confirmed the NHW Facebook group now had 138 users. Cllr Jackson reported that there didn't seem to be consistency with both the Facebook and Whatsapp groups as some were posted on one site and not the other. Cllr Jackson also reported that there were a number of interesting posts from the Next Door app that potentially may be of interest to local residents. Cllr Adams advised that his inbox was becoming overwhelmed with Next Door notifications. Cllr Jackson agreed he would forward to Cllr Adams any useful information from the Next Door app that he received, and that this could then be posted onto the NHW forums.

Cllr Adams confirmed that crime rates remain low, and that with regard to keeping key fobs safe,

some people are choosing to de-activate to remote locking systems. The latest reported crime was the previous evening at Littlebury Hill.

P14.566 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

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

- The photograph for the community special advert has been sent to Essex Police, together with a short biography of the area, and the completed recruitment poster is awaited. Once this is received, it will be placed in the next available News and Views. There is a 6 week lead time for completion of posters.
- A chaser has been sent to EFDC with regard to the request for changes to parking at Barnmead.
- EFDC is currently completing a consultation on a discussion paper it has created to launch work on a new strategy to support economic development in the district 2019 to 2025. A copy was attached to the agenda. The Clerk read out some the salient points contained within the report including visitors to the EOR, Cycle Paths for rural areas, and the lack of planned infrastructure when considering the number of houses coming to the District. It was **AGREED** that the Clerk would draft a response, and send to Councillors for approval raising these points, plus the issue with the 375 bus.
- New CIF fund with grants of up to £10,000 awarded for either a Capital or Revenue (not core costs) project. One off grant awards will be made in early September 2019. Micro-grants of up to £500 are also available throughout the year and awarded twice a month.
- Clerk has contacted Buckhurst Hill PC with regard to possibility of sharing their Police Special, however the two candidates put forward by Buckhurst Hill for this post are no longer progressing.
- Speedwatch Newsletter April 2019 – attached to agenda
- European elections 23rd May 2019 – on notice boards
- EFDC Local Plan hearings in May – 15th May (AM Session). The Clerk summarised the points the inspector wishes to raise regarding Ongar.
- Letter from The Armed Forces Charity advising that 8th May 2020 is VE day 75. It was **AGREED** that the Parish Council should run an event, probably on Sunday 10th May at 3pm, with the Annual Parish Meeting taking place at 6pm that evening. An article should be placed in News and Views to see if there any veterans or family of veterans who may wish to be involved in the event. The type of event to be agreed.

P14.567 HIGHWAYS AND FOOPATHS

a) Local Highway Panel request – Accident London Road

The Clerk to Stapleford Tawney has confirmed that it was agreed at their last meeting that a letter be sent to Highways from the Council concerning the safety of London Road, however it is understood this has not yet been sent. The Clerk has written to the Clerk suggesting that an approach to the LHP would be the best way of seeing any action, and the Clerk has confirmed she will again put this to Council.

b) Footpaths in Toot Hill

Following on from the last meeting, the three overgrown footpaths have been reported to ECC Highways. There has in addition been a complaint concerning overgrowing foliage on the footpath between Stanford Rivers and Marden Ash which has also been reported to Highways. Cllr Adams advised that there are at least three points along that route where a pedestrian will need to walk in the road as the pavement is blocked with overhanging branches, and it was his understanding that in this case ECC must act. It was noted that the majority of this overhanging was in the Parish of Ongar. ECC Cllr McEwen suggested that the Highway Rangers may be able to assist with this work. It was **AGREED** the Clerk would in the first instance contact Sarah Alcock to establish if the Highway Rangers could complete this work, and also copy in Ongar Town Council so they were aware of the problem. If necessary, if no action is taken, the Clerk should contact the Parish Councils grounds maintenance contractor to see if he is able to cut back any of the foliage.

It was noted there has also been a complaint concerning the state of the footpath itself along this route, with concern that it has become a danger to walk on due to damaged surface. This damaged surface had been reported.

c) A113 LHP request

Councillors **NOTED** that the speed survey had not yet been conducted due budget constraints form last year, however it has been requested and Sarah Alcock will confirm once it is completed. It was noted that a further accidents had taken place along this stretch of road, both within 24 hours, one of which was due to overtaking, and the other involved the driver running off. Cllr Adams suggested three essential measures that the Parish Council should insist upon:

1. 3-2-1 countdown

2. 30mph roundels, painted on the road.
3. Mini roundabout with a hump. The Clerk advised that this was extremely costly, and that there was no hope that this would be considered.

It was **AGREED** that the Clerk and Cllr Adams would review the ECC Speed Management Strategy to see what the requirements were for the above suggested solutions.

It was **NOTED** that speed monitoring cables were currently across School Road Toot Hill, and that the Clerk would clarify with Sarah Alcock what these were for.

P14.568 PLANNING APPLICATIONS

a) Councillors **AGREED** responses to the following Planning applications:

1. To CONSIDER any planning applications submitted to the Parish Council for comment as detailed below			
EPF/0703/19 & EPF/0707/19 LB	Colemans Farm, Dairy Cottage, Toot Hill Road, Ongar, CM5 9QN	Proposed single storey rear extension & alterations to the existing single storey barn conversion including new glazed doors, rooflights & new front door position, and Grade II Listed Building consent for the same NO OBJECTION SUBJECT TO LISTED BUILDING OFFICER APPROVAL	
EPF/0818/19 & EPF/0821/19 LB	Brook Cottage, Mutton Row, Stanford Rivers, Ongar, Essex, CM5 9QQ	Proposed single storey side extension (conservatory), and Listed Building consent for the same NO OBJECTION SUBJECT TO LISTED BUILDING OFFICER APPROVAL	
2. To NOTE any planning applications that have been responded to via the Clerks delegated powers			
EPF/0657/19	Land Adjacent Covars Mead, School Road, Toot Hill, Ongar CM5 9PU	Application for Variation of Condition 2 "approved drawings" for EPF/0841/17 . (Erection of two storey dwelling, complete with cart lodge/studio, infrastructure and associated works, including new access from School Road) to allow various changes including increased gravel track, increase garage width, changes to windows, additional window amongst other changes. NO OBJECTION	
EPF/0508/19	Stanford Rivers Hall, School Road, Stanford Rivers, Ongar CM5 9QS	Application for Grade II Listed Building Consent for the removal of part of a modern wall to open kitchen into back hall & re-open a doorway to the utility room. If you are viewing this report in an electronic format, click on the link below to view related documents including plans NO OBJECTION	
EPF/0649/19 & EPF/0843/19 LB	Widows Farm, Toot Hill Road, Ongar, CM5 9QR	Proposed internal alterations to existing building & proposed single storey extension, and listed building application for the same. NO OBJECTION	
3. To NOTE any planning applications upon which EFDC do not normally accept comments			
EPF/0660/19 DRC	Highlands Farm, Old Rectory Road, Stanford Rivers, Ongar CM5 9PR	Application for Approval of Details Reserved by Conditions 3,4 and 5, Condition 3:- "surveys for bats and barn owls", 4:-"scheme to enhance the nature conservation interest", 5:-"details of foul and surface water disposal" (Proposed rebuilding of barn for use as dwelling- application for variation of condition ref: EPF/0174/18).	
4. To NOTE any enforcement actions or appeals.			
NIL			
5. To NOTE any other planning matters – Planning Decisions			

- **NOTED** that the Section 106 payment with regard to Millrites has been paid to EFDC.

P14.569 REPORTS

Members **RECEIVED** the following reports:

Chairman's Report – The Chairman gave the following report:

As the Chairman of SRPC I have continued to work closely and successfully with our Clerk, Adriana

Jones. Since our previous meeting I attended a meeting with Barclays Bank in Epping together with our current Clerk and our previous Clerk, Susan De Luca. Until arriving at the bank without an appointment Barclays had continuously batted our enquiries into the long grass. After a battle involving our identification and credentials, we are about to recover £2368.35 and I have asked for a further £250.00 to compensate the Council for the banks time wasting. I continue to be the first port of call regarding problems with the VH and a number of items have been dealt with as a matter of course. For the second time Calor Gas turned off the gas supply from the tank and this led to the pilot light extinguishing and no heating. It was a weekend and I was out if the country and others I brought into help were not able to fix the problem. The problem was resolved the following week. I have never had the Calor Gas contact details, but we do need to stop them arriving without notice and we all need the necessary contact details regarding the gas boiler to resolve any issues. Some further electrical work has been carried out in the Village hall and environs and I believe everything is currently in order. We have also had a fly tipped double fridge and I believe this has been resolved by our Clerk.

Vice Chairman's Report – Cllr Jakson reported that he had been advised Community Speedwatch were due to be in the village on 16th May, and that he would pass these details on to Cllr Adams. There had been a number of power cuts recently, and it was **AGREED** notice should be placed in News and Views to establish if people felt this was becoming more frequent. The electric system in the Parish was complex, and it may be that National Grid need to be contacted. Cllr Adams advised that it was his understanding this was a high voltage issue. The Chairman advised he had not experienced an increase in power cuts.

District / County Councillors Report – ECC Cllr McEwen reported that residents should now be in receipt of their Council Tax information. Highways had put an extra £700,000 into footpaths and pavements. Princess Alexander had chosen to relocate to the site by the new Junction 7a of the M11, however it was unclear where the funding was coming from at this stage, and it may be they need to look at borrowing. County Lines is a big issue, and PFCC Roger Hurst is appointing somebody to oversee the coming together of all voluntary and community organisation to try and tackle this issue. When this person is appointed, they will be contacting Parish Councils directly. The biggest problem is at present are the 'middle class drug takers'. It was **AGREED** to detail this in News and Views.

Councillors Reports

- Cllr Adams advised that there had been a number of recent conversions of barns taking place without any permission. The Clerk and Chairman advised that the planning laws had changed dramatically over recent years, and that these new laws should be signposted in News and Views.
- Cllr Adams reported that within the next year the Parish Council must introduce website accessibility and that he was booked to attend an EALC training course on this in June. This is about ensuring for example that the blind are able to access the website via audio description. In addition, Cllr Adams mentioned that an Annual Review was due on GDPR, and asked if this should be happening at this meeting. The Clerk advised that it would take place, but would not be at this meeting.

Cllr Adams advised that at the last meeting it was agreed to consider the use of twitter for both the Parish Council and Neighbourhood Watch. In depth discussion took place as to how these social media mediums operate, and what they are used for, their benefit and down falls. After the discussion, it was **AGREED** the Clerk would set up a Twitter account for the Parish Council and Cllr Adams would do the same for NHW. Both would be reported in News and Views.

P14.570 INTERNAL AUDIT

Councillors **NOTED** the internal audit had been completed on 4th May 2019, and that a full copy would be circulated via email. There were some actions that were needed, all of which were detailed within the report. The Clerk advised that going forward, she recommended that a formal quote be obtained from and specialist auditors who were aware of the Local Government Audit regulations. It was **AGREED** the Clerk would obtain a quote from the Auditor who completes the North Weald Bassett Audit. It was also **AGREED** that the Chairman would write to the current auditor thanking her for her assistance over recent years.

P14.571 APPROVAL OF ACCOUNTS 2018/2019

Attached to the agenda was a copy of the final accounts for 2018/2019. Cllr Glover **PROPOSED**, and Cllr Mrs Jackman **SECONDED** that the accounts be approved as submitted. All present **APPROVED** the

account as submitted. The Chairman provided an update on the issues with Barclays Bank, advising that after numerous hours, a resolution was almost in sight.

P14.572 ANNUAL RETURN 2018/2019

Councillors **NOTED** the date on which the External Audit must be approved by the Parish Council was 1st July 2019. As this Parish Council's gross income and gross expenditure was above £25,000 but less than £200,000 this Council is required to complete a Basic Level Review. The Council therefore:

- a) Carried out a review of the effectiveness of the system of internal control
- b) Considered the findings of this review
- c) Prepared the Annual Governance Statement (Section 1)
- d) Approved the Annual Governance Statement by way of **RESOLUTION – Proposed Cllr Glover, Seconded Cllr Jackson**. This was then signed by the Chairman.
- e) Considered the Accounting Statements (Section 2)
- f) Approved the Accounting Statements by way of **RESOLUTION - Proposed Cllr Glover, Seconded Cllr Jackson**. This was then signed by the Chairman.
- g) Ensured that both the Annual Governance Statement and Accounting Statements was duly signed and dated by the Chairman in accordance with the procedure above.

Councillors **NOTED** the period of public rights and publication of the unaudited annual return was between 17th June and 26th 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.

Councillors suggested the Clerk should look into Microsoft Cloud, and establish if this is something the Council should consider.

P14.573 STANDING ORDERS

Councillors reviewed the updated Standing Orders as attached to the agenda, and these were formally **APPROVED** by the Parish Council.

P14.574 PUBLICATION SCHEME

In accordance with the Freedom of Information Act, the Parish Council **APPROVED** the draft Publication Scheme as attached to the agenda. It was **NOTED** this would also have to be published on the Parish Council's website.

P14.575 TELEPHONE BOX, TOOT HILL

Councillors recalled that the Parish Council owns the red telephone box by Toot Hill triangle, and historically it has been difficult to find a volunteer willing to manage the upkeep despite a request being included in News and Views. This telephone box is aimed at being used as a small tourist information centre, however the box is now in a poor state of repair. A quote has been obtained to complete essential repair works to this box in order to formally create a 'local tourist information box' complete with notice board, which will help promote the social wellbeing of our area. Councillors **AGREED** a formal grant application should be made to EALC for a CIF Microgrant of £500 for this project.

P14.576 SHONKS MILL FLOOD STORAGE AREA

On 7th May, the Environment Agency held a public drop in session at Kelvedon Hatch village hall to provide local residents with information about their plans to build a flood storage area north of Shonks Mill Road with the aim of reducing flooding to over 600 properties downstream in Woodford. In addition, the EA will need to divert public footpath 47 in Stanford Rivers and are asking for public feedback on this proposed diversion. Detail of the website for full details were included within the agenda. Cllr Jackson confirmed he had attended this meeting, and provided those present with an update, advising that the need for this flood storage area goes back some 18 years ago when there was serious flooding near to Charlie Browns roundabout. Over recent years, this has been before this Council a number of times when dredging was stopped further up the Roding, however at this time funding was not available to complete the storage area. Approximately £15m is needed to complete the works, and nearly all of this funding is now in place with a timeline for works now available on the EA website. This timeline suggests that any building works won't begin until 2021/2022, however they have started to discuss their plans with the community and are looking for feedback as they need to agree and achieve Outline Business Case approval by the end of this year. After this time, final plans and business approval takes place, roughly middle 2020. EA is hoping this have the flood storage area operational by 2022. The damaged

caused in Woodford was £60m, with 600 properties being flooded.

The building works that will take place will be straddling Shonks Mill Bridge, and effectively this will not be seen with planting taking place to shield the area from view of Shonks Mill Road. With reference to construction traffic, the EA advised they would be building a dummy road alongside the river to bring the materials. anything East of the flood storage area is likely to flood more after this has been built, with less flooding further along towards Woodford. There will be some need to compensation for local properties who may be adversely affected by this, and the EA have been in direct contact with them and dealing with them directly. This does extend to the Woodman who may be affected when consider a 1/200 event. Cllr Jackson had asked the representatives at the event what this means for other local residents who will have to pay higher premiums for their house insurance due to an increase in flooding risk, and was advised this would be looked at and fed back.

The next stage is for a meeting with local groups / residents, and Cllr Jackson had suggested 18th July – our next Parish Council meeting. The EA want from us as many comments and questions as possible lined up for that date, and it was **AGREED** the Parish Council would subject a list of questions or issues for the EA to consider prior to this meeting, and that Councillors would be asked to submit any questions to the Clerk to put to the EA.

P14.577 NEWS AND VIEWS

News and Views had been delayed this month, however would be going out soon. Items to include are:

- Shonks Mill Flood Storage area and request for questions to submit
- Permitted development rights – barn conversions
- Parking at Mill Hill Triangle
- Banks lane sign - somebody keeps removing Toot Hill sign
- Speeding through Toot Hill
- Duties of the Parish Council and difference between what EFDC do and what ECC do
- EALC Microgrant
- Footpath 47 to be redirected if Shonks Mill Storage area goes ahead

P14.578 TOOT HILL VILLAGE HALL

Councillors **NOTED** that the Village Hall lease with Toot Hill Village Hall Committee Charity expires on 25th December 2019, and that the Clerk had met with Sue Sheppard of RCCE to discuss what the options are going forward. As Councillors will recall, securing Trustees for the Hall has proved extremely difficult, and there are a number of elements of running the hall that aren't being completed correctly. During her discussion with RCCE, the Clerk discussed the possibility of the Parish Council taking on the role of Sole Trustee for the Village Hall Committee Charity, and also whether or not there was indeed any legal requirement to actually renew the lease to the Charity. Sue Sheppard is looking at this after the Clerk sent all the legal documents to her, and a further update is awaited. Councillors noted that if the running of the Village Hall moved to within the responsibilities of the Parish Council, this would mean more work and responsibility, but the hall would be run and managed correctly.

The Chairman stated that he felt this was the best options, not taking anything away from the volunteers who give up their time on a volunteer basis to manage the hall. The Chairman stated that he was very heavily involved with the maintenance of the hall and getting issues resolved, and that there would be a place for the volunteers if they wished to stay involved. The Chairman expressed his concern at the recent Gas issue, when the hall gas was turned off, and we were left to deal with the issue without having any of the contact details.

Councillors agreed that they were happy to explore both options at this stage, and that we would need to wait for further guidance. It was **NOTED** that if the hall came under the umbrella of the Parish Council, we could claim back the VAT.

With reference to the dumped fridge, this has been removed at a cost to the Parish Council.

P14.579 TOOT HIL SHOW

This year's Toot Hill show will take place on Saturday 3rd August, and it was **AGREED** the Council would take part this year, however agreement in terms of what themed presence we would have would be agreed at the July meeting.

P14.580 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	Clerks Salary April and May 2019	£720.00 <i>(paid monthly)</i>
BACS	HMRC	PAYE April and May 2019	£180.00 <i>(paid monthly)</i>
BACS	Thornwood Grounds Maintenance	Various grounds Maintenance in Parish – March and April, plus remove fridge THVH and grass cutting	£990.00 (165.00 VAT)
BACS	EALC	EALC & NALC Affiliation fee 2019/2020	£238.82
BACS	EALC	11 th June Website Accessibility training Cllr J Adams	£78.00 (£13.00 VAT)
BACS	D Wickam	Repair to radiator THVH	£78.00
BACS	Viking Direct	Backup External Hard drive for Clerks computer	£55.77 (9.30)

Bank Balances as at 30th April 2019

Unity Current Account	£ 22,782.12
Unity Deposit Account	£ 22,513.30
Barclays 90832650	£ 0
Barclays 00443549 (dormant)	£ 2,368.35

INCOME: £20,704.00 – Precept EFDC

P14.581 DATES OF NEXT MEETINGS

Councillors **NOTED** the dates of the 2019 meetings:

- 18th July
- 12th September
- 14th November

Signed Date