

STANFORD RIVERS PARISH COUNCIL

Ware Farm, The Street, High Roding, Essex, CM6 1NT

Tel: 077 377 36365

Fax: 01992 524756

Email: stanfordriverspc@gmail.com

Adriana Jones
Clerk to the Council

TO: ALL COUNCILLORS

You are hereby summoned to attend a Meeting of the **Parish Council** which will be held on **Thursday 10th September 2020** at **5.30pm** to transact the business shown in the agenda below. In accordance with the Coronavirus Act 2020, this meeting will be held **remotely using Zoom** technology. The public and press are invited to join this meeting using the internet link published three clear days prior to the meeting.



Adriana Jones, Clerk to the Council

AGENDA

QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public at **5.30pm**.

In accordance with an agreed procedure, the time allocated for public questions shall be limited to 10 minutes or such other period determined by the Chairman of the Meeting.

1. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

3. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

Any Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice

4. CONFIRMATION OF MINUTES

To **APPROVE**, as a correct record, the Minutes of the Parish Council meeting held on 16th July 2020 as attached to the agenda.

5. NEIGHBOURHOOD WATCH SCHEME

To **RECEIVE** an update on the Stanford Rivers Neighbourhood Watch Scheme.

6. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

To **RECEIVE** the oral report of the Clerk on matters which may be of current interest to Members and which require a formal update, and to **RECEIVE** such correspondence and communication as the Clerk may place before the Council, which at the time of printing the agenda includes:

- EALC AGM taking place on 24th September – Councillors are asked to advise the Clerk if they wish to attend.
 - Council is asked to consider if the Xmas tree event at Stanford Rivers will take place this year and if so on what date. Santa is assisting the EOR this year, and needs to agree a date as soon as possible.
 - The Clerk has contacted Juliet Burr, Clerk to Stapleford Tawney Parish Council, concerning both the Mole Trap and the accident hot spot at Epping Road. Juliet advised that with regard to the Mole Trap
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the councillors maintained their decision that they did not want to submit an ACV application or take any further action. With regard to Epping Road, Juliet had emailed Cllr McEwan following advice from Sarah Alcock, and had been advised by Cllr McEwen that she would submit an LHP in January. The Clerk contacted Cllr McEwen who advised that due to computer issues she feels this may have slipped through the net, however Cllr McEwen has now resent this (July).

- The External Audit (AGAR) was sent to the external auditor on 28th July, with confirmation of receipt having been received.
- At the July meeting, Councillors asked for clarification concerning the cutting of hedges and the law – details can be found at <https://www.rspb.org.uk/birds-and-wildlife/advice/gardening-for-wildlife/plants-for-wildlife/garden-hedges/hedge-law/?ch>
- Councillors are asked to note that uploading a copy of the Zoom link of the last PC meeting onto the Parish Councils website has not been possible.
- The Environment Agency has issued a project update dated August 2020, details of which are attached to the agenda.

7. COUNCILS AND DEVOLUTION

The Government had indicated its intention to publish a white paper in September concerning Devolution. Peter Davey, Chairman of the EALC, has written to all Parish and Town Councils advising that “*while we await the detail of the White Paper Cllr. David Finch, Leader of the Essex County Council, has requested me to share with you through our newsletter and website the update following initial discussions on the matter among Essex’s local authority Leaders and Chief Executives. Through collaboration with the ECC Cllr Finch looks forward to further engagement with the EALC Membership when he is able to share more details in the coming months and I would encourage Town and Parish Councils to share this update with all Cllrs. and residents through their individual websites and local Autumn newsletters.*” Attached to the agenda is a copy of the Press Release issued by Cllr Finch earlier this month concerning this matter. At this stage, it is not yet clear what role Town and Parish Councils will play, or indeed what the changes to our District and County Council may be. Further updates are expected in the coming months.

8. HIGHWAYS / FOOTPATHS

- a) Layby on A113:
 - i. Fallen CCTV signs - The Clerk has contacted EFDC concerning this matter, and has been advised that a request had already been made to move both signs forward due to the foliage. Both the old signs are being disposed of as they are defunct in terms of what they say including ECC crest, and it is not recommended that these are used by the Parish Council. It is understood that the new signs have been delivered, and installation is imminent.
 - ii. Hedge between A113 and layby – the Clerk has contacted ECC to ascertain if the possible removal of this hedge can be considered as a project suitable for the LHP. Pictures have been sent to ECC at their request for them to ascertain ownership of the land, and consider suitability for such a scheme. Councillors are asked to **CONSIDER** whether or not they would like to put forward an LHP request if this is deemed possible.
- b) Footpath Obstruction – at the July meeting Councillors received an update on the obstruction of footpath 62 running alongside the White Bear. Since this meeting, Cllr Jackson has sent pictures of the obstruction to the Clerk, who in turn requested Cllr McEwen raise this issue directly with ECC via member services. The response is below:

I am pleased to confirm that works to reinstall the finger post are listed and scheduled for later in the year. Although the path is on our cutting schedule, the growth coming in from the sides may not have been cut as normally side growth from hedges and trees are the responsibility of the landowner. That being said, we hope to get a volunteer team to install some waymarkers to help aid the public to follow the definitive line and they could also possibly help clear some side growth whilst they are there. The mound of rubbish in the picture is not on the definitive line but the public may be using that line. This is why we will be getting more waymarkers installed. With regard to the wood and other materials that have been deposited on the footpath, the Public Rights of Way Inspector will contact the landowner to request removal.
- c) LHP Request A113 – update on if request has been validated after delay due to COVID-19.
- d) Pavement between Stanford Rivers and Marden Ash – The Clerk received notification that this pavement is proving increasingly difficult to navigate safely. Councillors will recall that last year, at the Councils request, the vegetation along this route was cleared. However since this time the Clerk has received a number of complaints concerning the state of the footpath. This issue was passed to Cllr McEwen to raise directly with Member enquires, and the response received is below:

Our Footway Resurfacing Programme is currently developed based on the overall condition of a footway that is deemed to require improvement and the number of outstanding defects. This assessment is undertaken by our Highway Inspectors on an annual basis. The overall footway budget is then divided between each of our 12 districts. At the moment, the pavement between Stanford Rivers and Marden Ash has not been selected for resurfacing. You can view our current resurfacing programmes by visiting our Interactive Map and selecting 'programmes' on the left hand side of the map. In the absence of resurfacing at this location, our Highways Inspectors will of course respond to reports of individual defects and this includes any areas of overgrown vegetation. If there are any defects of particular concern, please report these via our dedicated Reporting Tool. We can then carry out an assessment to see whether a repair or vegetation clearance is required.

It is therefore suggested that more specific locations and issues are reported to either ECC directly or to the Clerk.

9. PLANNING APPLICATIONS

a. Councillors are asked to **CONSIDER** the following matters:

1. To CONSIDER any planning applications submitted to the Parish Council for comment as detailed below			
EPF/1660/20	6 Church Cottages Church Road Stanford Rivers Ongar CM5 9PS	Proposed detached garage. http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=640154	
2. To NOTE any planning applications that have been responded to via the Clerks delegated powers			
EPF/1638/20	Vine Cottage, 7 Toot Hill, Epping, Essex, CM5 9QW	Part two storey part single storey rear extension. NO OBJECTION	
EPF/1676/20	Traceys Farm, Owls Barn, 26 London Road, Stanford Rivers, Ongar	Proposed extension of an existing garage. (Revised application to EPF/0039/20) The Parish Council has NO OBJECTION to this application, however asks that if permission is granted, any permitted development rights for this property are removed, so as to ensure any future alternations to the property, which is within the green belt, are given due consideration.	
EPF/1685/20 & EPF/1699/20 LB	1 Little Colemans, Romford Road, Stanford Rivers, Ongar CM5 9PQ	Retrospective Listed Building and Planning Application to formalise minor differences between consented scheme for rear addition, internal alterations and a reduced porch addition to a shallower open canopy porch NO OBJECTION subject to listed building officer consent.	
EPF/1603/20	Oak Lodge Stud, Mill Lane, Stanford Rivers, Ongar, CM5 9SF	Demolition of existing stables, menage, round pen and field shelters and consolidation of surrounding areas to create one new residential dwelling with prescribed domestic curtilage. The Parish Council OBJECTS to this application for the following reasons: 1. The alteration to a residential dwelling, taking into account the application site boundary and the proposal to include all the small field stables, could give rise to barriers being put in place for access to the adjacent paddocks, of which there are many. It is not clear how the relationship between the proposed new dwelling site and these adjacent paddocks would work, and as such could cause problems in the future. 2. The proposed new dwelling would represent a greater impact on the green belt than the current use and buildings on the site.	

Meeting: ANNUAL PARISH COUNCIL*Date* September 2020

EPF/1524/20 & EPF/1531/20 LB	38 London Road, Stapleford Tawney, Romford, RM4 1SP	Proposed single storey extensions; replacement of uPVC windows with timber and listed building application for the same. NO OBJECTION, subject to listed building officer consent
3. To NOTE any planning applications upon which EFDC do not normally accept comments		
EPF/1555/20 DRC	Land Adjacent to Covars Mead ('Millbank'), School Road, Toot Hill, Ongar CM5 9PU	Application for Approval of Details Reserved by Condition 21 "a verification report that demonstrates the effectiveness of remediation" for EPF/0841/17. (Erection of two storey dwelling, complete with cart lodge/studio, infrastructure and associated works, including new access from School Road).
4. To NOTE any enforcement actions or appeals.		
ENF/0250/20 – Land opposite Stewarts Farm – The Clerk has been liaising with Sharon Hart, EFDC Enforcement Officer, who visited site mid August. Sharon feels that potentially this is more of an Environmental Health issue, rather than planning, and advised she would be raising this with other parties. It is hoped an update will be available in time to be reported at the meeting.		
5. To NOTE any other planning matters – Planning Decisions		

EPF/0743/20 - 67 London Road, Stanford Rivers, Ongar

Development: Proposed first floor side extension and car port.

Decision Date: 1/6/2020 Decision: Refuse Permission (Householder)

The Parish Council had NO OBJECTION to this application. Refusal reasons included overdevelopment in green belt, and scale bulk and mass would be over dominant.

EPF/0821/20 - Cedar Lodge, 37 Berwick Lane, Stanford Rivers

Development: Proposed front / side extension (Amended application to EPF/0218/20).

Decision Date: 15/6/2020 Decision: Grant Permission (With Conditions)

The Parish Council had NO OBJECTION to this application

EPF/0890/20 & EPF/0918/20LB - Puddleduck Cottage, 40 London Road, Stapleford Tawney

Development: Proposed side extension & a new pitched roof.

Decision Date: 11/6/2020 Decision: Grant Permission (With Conditions)

The Parish Council had NO OBJECTION to this application

EPF/0893/20 - Woodside Farm, Berwick Lane, Stanford Rivers

Development: Proposed demolition of an existing dwelling & garage & construction of a new detached dwelling (Amended application to EPF/2777/19).

Decision Date: 24/6/2020 Decision: Grant Permission (With Conditions)

The Parish Council had NO OBJECTION to this application

EPF/0896/20 - Land adjacent to Maybanks Farm, Epping Road, Toot Hill

Development: Removal of existing barns and construction of detached dwelling.

Decision Date: 22/6/2020 Decision: Refuse Permission

The Parish Council had NO OBJECTION to this application. Refusal reasons include overdevelopment in the green belt, scale bulk and mass, insufficient information to prove it wouldn't have an adverse effect on Epping Forest SAC, and drawings are inconsistent and misleading.

EPF/2452/19 - Bobs Barn, 46 London Road, Stapleford Tawney

Development: Replacement dwelling.

Decision Date: 1/6/2020 Decision: Grant Permission (With Conditions)

The Parish Council had NO OBJECTION to this application

10. PLANNING FOR OUR FUTURE

On 6th August, the Government released a Planning White Paper entitled 'Planning for the Future'. A copy of the 'web accessible version' can be found at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907956/Planning_for_the_Future_web_accessible_version.pdf. The paper proposes a major overhaul of how planning is dealt with across the country, and is seeking views from all communities, families, groups and individuals on the

proposals. These changes will undoubtedly have an impact on how planning is dealt with at a local level, with a greater emphasis being placed on community engagement being at the start of the Local Plan process, rather than at the time of individual applications. The content of the White Paper is wide ranging and vast, and it is recommended that Councillors take the time to review the document. A summary of some of the proposed changes are as follows:

- Local Plans would need to be created within a 30 month period, with public consultation taking place at the start and end of the process, with residents being asked to put forward suggested areas for development.
- The Government will impose a 'binding' housing figure to the Local Planning Authority by way of a standard method for assessing local housing need
- New Local Plans would set out three categories of land – Growth Areas, Renewal Areas, Protected Areas – with some of the areas being granted 'permission in principle' at the time the Local Plan is made.
- Day to day planning decisions would be covered by national, not local, policy
- Great emphasis on good design, creating beautiful homes reflecting local character
- Move to make the entire planning system fit for modern electronic age, engaging with the PropTech sector to make it easier for people to access the data and express their views
- System will be driven by Data, and will be visual and map based, with the need for numerous lengthy reports accompanying planning application being restricted and no longer needed
- Greater emphasis to improve the energy efficiency standards for buildings
- Enforcement powers and sanctions to be strengthened.
- New development needs to create 'net gain' not just 'no net harm'
- Sec 106 and CIL to be combined into one 'Infrastructure Levy'

This Planning White Paper comes shortly after a number of changes have been made to Permitted Development Rights, which includes:

- Upward Extensions:
 - A right to add new storeys to your home
 - A right to construct new dwellings
 - Construction of new flats on commercial / mixed use or residential terraces and detached buildings
- A right to demolish & construct new dwellings.

A summary of these rights is attached to the agenda. Councillors are asked to note that a campaign group has secured a High Court hearing for a legal challenge on these rights. Further details will follow at a later date.

The paper is being consulted on at the same time as another consultation entitled 'Changes to the Current Planning System', which sets out proposals for measures to improve the effectiveness of the current system, including changes to the Standard Method for assessing local housing need, securing First Homes, temporarily lifting small sites threshold for affordable housing units and extending the current Permission in Principle to major developments. A full copy of this consultation can be found at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907215/200805_Changes_to_the_current_planning_system_FINAL_version.pdf. The Council is now asked to **CONSIDER** if it wishes to formally respond to either of these consultations. The deadline for responses to the White Paper: Planning for the Future is 29th October 2020, and for the 'Changes to the Current planning System' is 1st October 2020.

11. BARNMEAD

Councillors will recall that Cllr Tallon advised during the last meeting that the pathway around the green was damaged and unsafe, with one resident having already fallen. The Chairman visited site and couldn't identify where the problem areas were. Pictures were sent to EFDC Estates, and it was confirmed that an inspection would be taking place. EFDC Cllr Brady has already visited site, and whilst she could see issues with weeds and some cracks, she was not sure EFDC would agree to any repair works. A further update from EFDC is awaited.

12. MEMBERS REPORTS

To Receive Brief Reports from Members and to **RECEIVE** any questions emanating from those reports

- Chairman's Report
 - Vice Chairman's Report
 - District and County Councillor Reports
 - Parish Councillors Reports
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13. CCTV

Councillors will recall that this issue was raised at the last meeting. Councillors are asked to formally **CONSIDER** if they feel there is a need for CCTV in the Parish, and if so where. Councillors are reminded that the cost of installation and management of the CCTV can be extremely expensive, alongside the strict rules that would need to be adhered to.

14. TOOT HILL VILLAGE HALL

Councillors are asked to **NOTE** the following:

- a) The RCCE continues to progress an application to the Charity Commission to transfer ownership of the Toot Hill Village Hall to the Parish Council. The Council has been asked to provide the following:
 - Figure of Monetary assets transferred to the PC
 - Figure of Non monetary assets transferred to the PC
 - Confirmation that the monetary assets will be kept in a restricted fund for VH use only
 The Clerk is currently dealing with these matters.
- b) Considerable works have been undertaken to ensure that the Village Hall has been able to open under the banner of being COVID secure. This has included the creation of COVID hire regulations, installation of sanitizing equipment, erection of social distancing signage, along with numerous other actions completed by the Clerk. This has allowed the hall to reopen safely. There is currently only one 2 hour regular hirer, with a small number of additional hires having been booked. It is expected a further regular hire will start in October. The Clerk is liaising with Vicky who manages the bookings to ensure a consistent approach is taken.
- c) The five year electrical inspection / test took place on 30th July, with only one issue being identified, which has already been instructed to be fixed.
- d) A full Health and Safety and Fire Risk Assessment was conducted by the Clerk on 30th July 2020, and a number of actions are required as a result. A copy of the report is attached to the agenda. There are a number of specific H&S and Fire actions that are urgently needed, and the Council is asked to approve these. There are also a number of other actions that will be required to be completed once the Parish Council has taken over the hall.
- e) The Council is required to hold a Register of Assets, which it currently does. However, as reported at the last meeting, the rules concerning assets are extremely complex for Local Councils, and for the purposes of the External Audit, professional advice was needed to establish the value at which the Toot Hill Village Hall should be brought into the Councils accounts. Please note, for the purposes of the Asset Register, the value will be completely different to the insurance value. The advice received was as follows:

Your acquisition of Toot Hill Village Hall, by way of Reversionary Interest as Freeholder of the land on which it is built is effectively akin to your receiving the Hall as a gift. Whilst the Practitioners' Guide permits councils to value their Fixed Assets on "any reasonable basis", not only acquisition cost, the overwhelming recommendation is that such Assets be valued at a nominal £1 for inclusion in both the council's Asset Register (F A R) and also for AGAR reporting purposes so I would suggest that is what you should do. Regardless of accounting and reporting requirements, it is also imperative that the council obtain a realistic (replacement basis) valuation for the purposes of effecting insurance of the building (not forgetting also its contents). Our recommendation is also that the F A R should record both the current and previous year's Insurance Values.

The cost of this advice was £100. The Clerk will also need to obtain a professional valuation of the Hall for insurance purposes.

15. FINANCIAL REPORTS

To Approve payments, and to note the current status of accounts:

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary August and September 2020	£720.00 (paid monthly £360)
BACS	HMRC	PAYE August and September 2020	£180 (paid monthly £90)
BACS	SK Automotive	Grounds Maint May (2 cuts)	£453.00 (£75.50 VAT)
BACS	DCK Beavers	Professional advice Toot Hill Village Hall	£100.00

Meeting: ANNUAL PARISH COUNCIL**Date** September 2020

BACS	AC Mechanical	THVH Electrical Inspection test, and Phone Box test	£240.00 (£40.00 VAT)
BACS	Viking Direct	Items for THVH – COVID secure items	£351.42 (£58.57 VAT)
BACS	David Wickham	Repairs to broken pathway at fire exit at Village Hall	£275.00 (£0 VAT)
D/D	PWLB	Public Works Loan Payment	£1,527.63

Bank Balances as at 31st August 2020

Unity Current Account 4775	£ 6,330.18
Unity Deposit Account 4788	£ 48,652.88
Barclays 90832650	£ 0
Barclays 00443549	£ 0

INCOME: £80.00 – Forest Veterinary, N&V AdvertCouncillors are asked to **NOTE** Bank Reconciliation which will be emailed prior to the meeting.**16. DATES OF NEXT MEETINGS/EVENTS**

A decision as to if meetings will be held remotely or in person will be considered at least 1 clear week before the meeting, and will be based on Government guidance and advice at that time. Councillors are asked to **NOTE** the dates of the next meetings:

- 12th November
 - 14th January
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