

**MINUTES**

**Meeting:** PARISH COUNCIL

**Date:** 12<sup>th</sup> November 2020

**Time:** 5.30pm

**Venue:** Zoom Meeting held remotely in accordance with Government Guidance due to COVID-19 Pandemic

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**PRESENT:**

**Councillors (5)** Cllr Glover (Chairman), Cllr Jackson, Cllr Mrs Jackman, Cllr Saridja, Cllr Adams

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

**Members of the Public (1)**

**Members of the Press (1)** – Everything Epping Forest

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

One member of the public was present and he made a number of comments via the Zoom chat function throughout the meeting.

**P14.729 APOLOGIES FOR ABSENCE**

None.

**P14.730 OTHER ABSENCES**

Cllr Tallon and Cllr Hollington [subsequent to the meeting, Cllr Hollington advised via email that he had been trying to access the meeting via Zoom, however had been asked for a personal link which he did not have. There was no notification on the Clerks computer to advise that anybody was in the waiting room. Cllr Hollington had been unable to join the meeting, and formally requested this was recorded in the minutes].

**P14.731 DECLARATIONS OF INTEREST**

None.

**P14.732 MINUTES**

The minutes of the Parish Council meeting held on 10<sup>th</sup> September 2020 were **APPROVED**. These minutes will be signed by the Chairman at the next available opportunity due to COVID-19 restrictions.

**P14.733 NEIGHBOURHOOD WATCH**

Cllr Adams reported there had been very little activity in Stanford Rivers over recent weeks, albeit some activity on the periphery of the Parish. There is normally an increase in incidents over the festive period, however perhaps COVID restrictions had had an effect on this.

**P14.734 CHRISTMAS TREE AND EVENTS FOR 2020**

Due to the COVID lockdown, it was **AGREED** this year's public Christmas Tree lighting event in Stanford Rivers would not take place. However, a Christmas Tree for Jubilee Green has been ordered, with delivery expected the last week of November. The Clerk had liaised with the contractor who erects the tree, as well as the neighbour who kindly provides electricity for the lights. At the September meeting, it was suggested that a virtual lighting could take place, however the mechanism could not be agreed. It was suggested that perhaps the Chairman could be present when the lights were turned on, and that the Clerk and Chairman would liaise.

**P14.735 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT**

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

- No further update on Community Police Officer – agreed to put in News and Views again.
- Clerk has confirmed with D Wickham that the phone box should continue to be 'tidied' once per month, even during lock down.
- Clarification on one item concerning the PWLB payments had been requested by the external auditor, and this information had been provided by the Clerk. Also noted that confirmation of an unqualified audit had been received via email on the date of this meeting, and that notice of

conclusion of audit has been passed to Cllr Adams to place on the website and would also be erected onto the parish notice boards.

- The Chairman laid a wreath on behalf of the Parish Council at St Margaret's Church for Remembrance Sunday. Councillors noted the actual service was pre-recorded and streamed on Remembrance Sunday.
- Clerk has started her CiLCA qualification course, organised by the EALC and SLCC, and although the Clerk works for two Councils, it was suggested the qualification should be funded by Stanford Rivers as this Council would qualify for a 75% bursary on completion of the qualification. The Clerk had liaised with the Chairman who confirmed he was happy for this to take place. This was **AGREED** by all present.
- St Margaret's church has been awarded £2,500 grant funding towards the rebuilding of the Church wall. Cllr Mrs Jackman asked who provided the grant, asking the Clerk to confirm this did not come from the Parish Council, which the Clerk confirmed it did not, however she was unaware where the grant had come from.
- EFDC currently consulting on their Licencing policy – deadline for responses 16<sup>th</sup> November 2020.
- The Clerk has purchased a new computer due to the current computer no longer working.

## P14.736 HIGHWAYS AND FOOTPATHS

- a) Fallen CCTV signs / Hedge at this layby – two new signs have now been erected. Thanks have been sent on behalf to the Council to both Kim Durani and Trevor Baker at EFDC for their support with this matter. Cllr Jackson advised that subsequent to this a massive pile of fly tipping had been dumped two days after the erection of the signs, and raised the issue of the hedge between the layby and the A113 being waist height which doesn't help. The Clerk advised that she had been liaising with Sarah Alcock to establish if the hedge was in fact on land owned, and the responsibility of, ECC, however no response had been received. The Clerk had also liaised directly with Cllr McEwen who had responded to state that ECC had advised her that the local farmer cuts this hedge, and the Clerk confirmed she would liaise with the District Council to establish if they organise for this hedge to be cut. Cllr Jackson stated that there needs to be a discussion about what the best options are, and as he sees it it's either cut the hedge lower (but not too low) or completely remove the hedge and install reflectors on the island. Cllr Jackson stated that he reports fly tipping at this location at least once a week, and that whatever happens this Parish Council should have some input in the solution, and that his suggestion would be to remove the hedge and install reflective barriers.
- b) Councillors will recall a local resident was involved in an accident at the Junction of Epping Road and the A113 near Passingford Bridge last year. An LHP request for additional lighting and signage was sent to ECC by Stapleford Tawney PC for consideration, however at the last meeting Cllr Mrs Jackman asked if there were other methods by which action could be taken due to the slow LHP process. The Clerk wrote to ECC Cllr McEwan regarding this and was advised that this was the only route from a Council perspective but if there are a number of reported accidents at a particular place, then Highways do step in and deal with it as a road safety issue. However, as Councillors are aware accidents are often not reported to the police, only serious ones involving injury. The Clerk has checked the 'Crashmap' site which shows that there have been four reported accidents at this location in the last 5 years, three of which are classed as serious. The Clerk chased Sarah Alcock regarding this LHP request and has again been advised that all the funding for 20/21 has been allocated, and that this won't be considered until March 2021. As a result, the Clerk has written to Cllr McEwen, Cllr Keska, and Cllr Scruton (all of whom sit on the LHP Panel) asking that they support this application when it comes before them in March. An email has also been received from the Vice Chairman of Stapleford Tawney Parish Council confirming that this issue has been raised on a regular basis by their Parish Council for the past 20 years. Cllr Mrs Jackman stated that she really feels this Council needs to do something active regarding this, and after discussion it was **AGREED** the Clerk would write to the Leader of Essex County Council and express the importance of addressing this issue. Cllr Jackson also suggested the MP should be copied in, which was agreed.
- c) Footpath 62 Obstruction near White Bear – Cllr Jackson advised that the entrance to the footpath has been cleared by a volunteer group, however the massive pile of wood is still present as well as a large pile of rubbish which is now much higher. In between these two piles is the path of the footpath, however the grounds is extremely muddy and churned up and as such unsafe to navigate. Cllr Jackson confirmed he would send some up to date photo's to the Clerk, and it was agreed to keep an eye on this to ensure that people are able to walk it. It was noted that the wood still needed to be removed. The Clerk would obtain an update for Councillors.

- d) LHP Request A113 Roundels and Gateway Signs – This item now appears on the list of items for consideration in the Local Highway Panel agenda, reference LEPP192054, and it is expected this will be on the March LHP agenda for consideration. Cllr Adams asked that this was monitored as it would be very easy for this to fall off the list. The Clerk confirmed that she had emailed Cllr Paul Keska and Cllr Barbara Scrutton who sit on the LHP asking for their support with this request. Cllr Jackson asked that thanks were passed on to Cllr McEwen for her support over the years. Cllr Adams confirmed he would speak with Cllr Keska regarding this. Cllr Mrs Jackman stated that she felt there were a number of problems with the Local Highway panel with items seemingly dropping off the list or taking years to be actioned. The Clerk confirmed she would raise this with Cllr Chris Whitbread at the next Councillor surgery.
  
- e) Surface Water Flooding outside Tracey’s farm continues to be a problem, with the road being closed twice in the past two weeks. Cllr Jackson advised there had been another accident in recent weeks, during a time where there was a lot of surface water flooding, stating that local people know the roads and that this is an issue, however if you don’t know the road very well it’s very easy not to notice the surface water. Cllr Jackson stated that the issue with the culvert still needs to be addressed, as every time it rains the road floods at this location. The Clerk confirmed that she had again reported this via the online reporting tool together with photo’s of the two cars who crashed, stating that it wasn’t sufficient that somebody just turns up and has a look at the problem, but that a full investigation needs to take place to establish what action needs to be taken, and that they report back to the Clerk with their findings. The Clerk also asked that if they could not address this, somebody needed to contact the Clerk to advise whom she needs to speak to about this matter. Cllr Jackson stated that there is a stream local to this area which had been running full force for some weeks now.
  
- f) There have been at least two instances of large fly tipping on the roads over recent weeks – one of which thankfully included personal details so it is hoped the identity of the fly tipper could be ascertained. Both were reported to EFDC by Cllr Jackson. The Clerk had requested an update to establish if the culprit(s) were identified and if any fine has been levied, however due to COVID restrictions there had been changes as to how the process works, and instead of individuals being asked to come in to the Council offices for an interview, they are being asked to provide information by post in the form of a written statement, which she would action. At this stage there is no update ref: WK/202041266 - FS-Case-270140567.
  
- g) The Clerk advised that she had spoken to a representative at EFDC concerning the large pile of rubbish near Stewarts Farm that was being investigated by EFDC Planning Enforcement, who had subsequently advised that this was more of an Environmental concern and had been passed over to the relevant department, however upon speaking with the representative this had clearly not happened. The Clerk had therefore subsequently reported this again at the request of EFDC (ref: WK/202041318 - FS-Case-270313294).

**P14.737 PLANNING APPLICATIONS**

Councillors **CONSIDERED** the following matters:

1. To <b>CONSIDER</b> any planning applications submitted to the Parish Council for comment as detailed below		
EPF/2380/20	Woodside Farm Berwick Lane Stanford Rivers Ongar CM5 9PZ	<p>Construction of entrance gates, piers and perimeter walls.</p> <p><b><i>The Parish Council OBJECTS to this application. The design of the high walls, together with the pillars and the gates, are out of keeping with the rural setting, and would detract from the rural nature of this particular area of the Parish. In addition, a public footpath currently runs through this property, and whilst we understand there may be possible applications to alter this in the future, we could not at this time support a planning application which would effectively block a public right of way. A member of the Parish Council is willing to attend a meeting of Plans East should this application be recommended for approval.</i></b></p>

EPF/2129/20 PN  &  EPF/2158/20 PN	Willows End Cumley Road Stanford Rivers Ongar CM5 9SJ	Prior approval for the addition of one storey to the existing bungalow. & Prior approval for the addition of one storey to the right hand side of the existing bungalow. <b>EPF/2129/20 – After having reviewed the requirements of this permitted development right, the Parish Council has some concern that a second storey running the full length of the property could possibly cause an issue of overlooking and loss of amenity to the neighbouring property, Elm Cottage.</b> <b>EPF/2129/20 – The Parish Council raises no concerns regarding this application.</b>
EPF/1662/20	151-153 Millrite Mews London Road Stanford Rivers Ongar CM5 9QF	Erection of detached dwelling. <b>The Parish Council has NO OBJECTION to this application, subject to the Local Planning Authority receiving evidence that there are sufficient visibility splays along the A113 London Road (this was not evident from the plans provided), and subject to no concerns being raised by the Highway Authority concerning safe access to and from the property on this Priority 1, busy route, especially considering its proximity to both the Woodman, and White Bear Lane.</b>
EPF/2060/20	Land adjacent to Maybanks Farm Ongar Toot Hill CM5 9SQ	Removal of existing barns and construction of a detached dwelling (Revised application to EPF/0896/20). <b>The Parish Council has NO OBJECTION to this application, but asks that a specific condition is included which confirms that all three barns on site must be removed within a certain timeframe</b>
EPF/2163/20	Colemans Farm Toot Hill Road Stanford Rivers Ongar CM5 9QN	Application for Variation of Condition 3 (driveway material) for EPF/3460/17. (Demolition of agricultural buildings, construction of two detached houses, extension to dairy cottage garden, provision of boundary treatment, and hard and soft landscaping). <b>The Parish Council has NO OBJECTION to this application</b>

**2. To NOTE any planning applications that have been responded to via the Clerks delegated powers**

EPF/1695/20	16 Epping Road, Stanford Rivers, Ongar, CM5 9SQ	Proposal: Proposed extensions to first floor rear elevation and ground floor extension. (Amended application to EPF/1870/18) <b>The Parish Council has NO OBJECTION to this application, subject to the adjacent neighbour having no objection</b>
EPF/1883/20  &  EPF/1888/20	Widows Farm, Toot Hill Road, Ongar, CM5 9QR	Proposed alteration and conversion of former blacksmiths workshop within curtilage of listed building to a single dwelling house, and listed building application for the same <b>The Parish Council has NO OBJECTION to this application, subject to listed building officer consent</b>
EPF/1826/20	Land at The Rear of The White Bear P.H. 149, London Road, Stanford Rivers, Ongar, CM5 9QF	<b>Proposal: Proposed bungalow.</b> <b>The Parish Council OBJECTS to this application for the following reasons:</b>

		<ul style="list-style-type: none"> <li>• The level of amenity space being provided to this proposed dwelling is insufficient</li> <li>• The design of the dwelling, with numerous 1.8m fencing panels being located so close to the dwelling but being necessary for privacy will create a feeling of enclosure and may fail to provide adequate sunlight, daylight and open aspects to all parts of the development. Taking account the design and location of the proposal building, the proposals to the south and east conversely fail to avoid overlooking and loss of privacy which may be detrimental to the living conditions of the residents of the proposed development.</li> <li>• The volume calculations includes the demolition of 3 green houses which are not on the site, which accounts for 31.1m<sup>3</sup> of calculated space, and this Council questions the inclusion of these greenhouses as being reasonable in terms of calculating volume. Without these, the volume of the proposed building will be 48m<sup>3</sup> greater than the three outbuildings to be demolished.</li> <li>• There are two conflicting Heritage Statements accompanying the application – one dated 5<sup>th</sup> August 2020 and one dated 6<sup>th</sup> August 2020. The latter refers to two buildings being proposed for demolition, however the application proposes 3 buildings within the curtilage of the listed building as well as 3 green houses.</li> <li>• It is unclear if the third building has also been assessed to establish if there is any historical merit.</li> <li>• There seems to be conflicting details as to what materials will be used, with one statement saying render and slate pitched roof, however the application form stating black timber cladding and red tiles. This needs to be clarified.</li> <li>• This Parish Council finds the design odd, especially the location of the parking spaces versus access to the dwelling, and views this application as inappropriate back yard development in the green belt.</li> <li>• This application would result in an additional two vehicles needing to access the very busy and dangerous junction with the A113.</li> </ul> <p><b>If permission is granted, access to the electricity sub station close to the proposed two parking spaces should not be hindered.</b></p>
<p>EPF/1603/20 Re- Consultation</p>	<p>Oak Lodge Stud, Mill Lane, Stanford Rivers, Ongar, CM5 9SF</p>	<p>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.</p> <p><u>Email consultation response:</u> I can confirm that Councillors have considered the alterations to EPF/1603/20, and are happy to change their comments to <b>NO OBJECTION</b>. However, they do still have concerns as to how the paddocks will operate, being as</p>

		there doesn't seem to be any access to them, either from the new dwelling or from any other access point around the paddocks. It all just seems a little odd, as technically that particular area could end up being land locked. The applicant hasn't really address it sufficiently in their email response. I'm not entirely sure if this is a planning matter to address, but we wanted to raise it with you in the hope that perhaps you could try and address it some way through condition.
<b>3. To NOTE any planning applications upon which EFDC do not normally accept comments</b>		
EPF/2336/20 DRC	1 Little Colemans Romford Road Stanford Rivers Ongar CM5 9PQ	Application for Approval of Details Reserved by Condition 2 " photographic details of the types and colours of all the external finishes" for PF/1699/20. ( Grade II Listed Building application to formalise minor differences between consented scheme for rear addition, internal alterations and a reduced porch addition to shallower open porch canopy).
<b>4. To NOTE any enforcement actions or appeals.</b>		
ENF/0250/20 – Land opposite Stewarts Farm – updated requested		
ENF/0595/17 Land at the rear of The White Bear PH 149 London Road Stanford Rivers Ongar Essex Alleged Breach Land used as storage yard for scaffolding - Breach ceased 13/10/2020		
<b>5. To NOTE any other planning matters – None</b>		

**P14.738 REPORTS**

Members **RECEIVED** the following reports:

- Chairman's Report – The Chairman stated that there were three areas in the Parish that seemed to be under terrible threat, and he had received visits and been contacted by local residents who were expressing concern:
  - New entrance way on Toot Hill Road, close to Widows Farm. It is understood there was a 2 year farming agreement on this land, however somebody else has now moved there and an access way has been created. In addition there is talk of polytunnels being erected. It was understood there was no planning permission in place for the access road, and this has been reported to Enforcement by the Chairman.
  - Speeding Vehicles Colemans Farm – there are now four properties at this location, and it was believed there are around 5 glamping facilities. There have now been complaints about cars speeding up and down the access road. The Clerk advised that she was not aware planning permission had been granted yet for the glamping facilities, however the Chairman advised that these glamping buildings have been erected. The Chairman stated that he had been advised by neighbours that this council could expect further planning applications for this site. Cllr Saridja provided Councillors with a link to a website which showed the available glamping at this location. The Chairman stated that he recalled this Council did not object to the application subject to the access coming from School Lane. The Clerk stated that she would establish what the site currently had permission for and as such ascertain if there may be an enforcement issue.
  - Advert for wedding venue Mutton Row – The Chairman advised that a property in Mutton Row had been advertising locally and in the press to open as a Wedding Venue, with up to 100-200 guests. The Council had not received any planning application for such a venue or business operation at the site, and questioned how the cars would be managed. It was understood this had been reported to Enforcement.
  
- Vice Chairman's Report – Cllr Jackson advised that a local resident had contacted him concerning BT Openreach and the fact they were erecting telegraph poles instead of placing fibre into the ground along Blake Hall Road. The Clerk had spoken with both Openreach and EFDC and advised the Council that as a statutory undertaker they had certain rights. The Clerk read out the response from Openreach which advised that it was much cheaper to provide fibre overhead as opposed to underground, and that if additional overground poles were needed they would have obtained the relevant permits and permission. The resident had also spoken with various organisations, including his MP, and had it confirmed that no additional overground poles would be erected other than replacing existing poles. Cllr Jackson stated that he had spoken to the residents and advised him of what action he could take, and that this issue was for noting. Cllr Jackson asked if any Councillors were aware if residents could change supplier from Gigaclear to another provider, to which the Clerk advised she would find out and revert.

- District and County Councillor Reports – None.
- Parish Councillors Reports – The Clerk advised she was hoping Cllr Tallon could give an update on Barnmead, stating she was aware that a site visit had taken place by EFDC however had not received a response.

Cllr Adams advised that the Clerk had asked him to provide at least two years worth of minutes on the website, stating that he had spent a considerable amount of time removing old minutes and agendas from the website and instead placing a statement which advises residents to contact the Parish Council if they would like a copy of any previous or historical minutes. Cllr Adams stated that he felt this would suffice, and that he did not want to clog up the website. Cllr Adams stated this was also the case for the audit paperwork with many years worth of audits being on the website, and felt the same should apply. The Clerk stated that if the Parish Council had a website then there were certain things that needed to be published on them, however the suggestion of two years worth of minutes was for the purpose of good practice and transparency, however stated that she should clarify exactly what the legal obligations were and what was good practice so the Council could make an informed decision. Generally, Councillors supported Cllr Adams suggestion, with Cllr Mrs Jackson confirming that if requested the Council could produce any requested items. The Clerk stated that other than the legal obligations, it is up to the Council to decide what information it wished to publish, and how often.

### P14.739 TOOT HILL VILLAGE HALL

Councillors **NOTED** the following:

- On 24<sup>th</sup> October 2020, the Charity Commission formally confirmed to the RCCE the closure of the Toot Hill Village Hall Charity, meaning from this date the responsibility for the hall now lies with the Parish Council. There will now be a process of transition to ensure the Clerk is in receipt of any legal documents, transfer of funds, filing etc. The Clerk has requested a meeting between the charity treasurer, hall booking representative, the charity Chairman and Cllr Glover to plan the transition and agree what needs to be done. The Parish Council's insurance already includes the Village Hall. A date for this Zoom meeting was scheduled for November, however this has been postponed and will take place at a later date.
- Following a further period of lock down due to COVID-19, the hall is closed at this time and there are no bookings. A reassessment will take place after 2<sup>nd</sup> December 2020 to establish how to move forward.
- Works to fix the Fire Exit light, exposed wires by the entrance lights, cracked pavement by the side Fire Door, and maintenance of the Toot Hill Village Hall sign had now taken place.
- Cllr Tallon advised the Clerk that there was a problem with the Boiler with water leaking, and that he had obtained a quote to completely replace the boiler, the quote being £2,500. The Clerk suggested another couple of quotes should be obtained. The Chairman asked if the normal contractors, Hellaby's, who maintain the boiler have looked at it, stating that most of the faults with the boiler are actually fixable. It was **AGREED** the Clerk would contact Hellaby's to complete a service and provide a report, costing around £120. The Chairman stated that he was not convinced it was not solvable. Cllr Saridja suggested replacing it with an electric boiler might be an option, however the Chairman stated that in the long run this would be more expensive to run. The current boiler runs on Calor Gas. Cllr Jackson stated that there may be funding via the Green Homes Grant to replace gas boilers, and it may be worth looking at this.
- The PC had been advised that the unauthorised parking of vehicles in the Village Hall car park has now greatly reduced.

### P14.740 NEWS AND VIEWS

The Clerk confirmed she was hoping to get News and Views out this weekend. At the last meeting, Councillors noted that at present there were no advertisers. At this time, the publication is not physically being printed, and as such it is suggested this issue is reviewed once printing commences.

### P14.741 FINANCIAL REPORTS

Councillors Approved the following payments, and noted the current status of accounts:

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary October &	£720.00

		November 2020	<i>(paid monthly £360)</i>
BACS	HMRC	PAYE October and November	<b>£180</b> <i>(paid monthly £90)</i>
BACS	AC Mechanical	THVH Repair Fire Exit light and fix cables from lights at entrance	<b>£60.00</b> (£10.00 VAT)
BACS	David Wickham	Clean Toot Hill VH to Oct & tidy phone box Toot Hill	<b>£483.10</b> (£0 VAT)
BACS	David Wickham	Repair works pathway side door THVH (approved at September meeting), and works to spruce up THVH Entrance Sign	<b>£360.00</b> (£0 VAT)
BACS	EALC	CiLCA Training and registration (note: This council qualifies for a 75% bursary for this course paid on completion).	<b>£630.00</b> (105.00 VAT)
BACS	CPRE	Annual Membership	<b>£36.00</b> (£0 VAT)
BACS	The Computer Centre	New Laptop for Clerk, plus 12 months annual support	<b>£819.00</b> (£136.50 VAT)

**Bank Balances as at 31<sup>st</sup> October 2020**

Unity Current Account 4775	£ 2,267.13
Unity Deposit Account 4788	£ 48,652.88

**INCOME:** £0

**P14.742 DATES OF NEXT MEETINGS**

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:

- 14<sup>th</sup> January 2021
- 11<sup>th</sup> March 2021

**P17.743 EXCLUSION OF THE PUBLIC AND THE PRESS**

It was **AGREED** that the public and press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.

**P17.744 FOOTPATH EXTINGUISH INFORMAL CONSULTATION**

The Clerk advised Councillors of the Essex County Council process for informal consultation on the possible extinguishing of public footpaths, emphasising that this was a discretionary process and that if the rules were not followed, Essex County Council reserves the right to remove this process entirely.

Councillors discussed footpath 31, stating that it was an extremely pleasant walk that is used by local people, however it had been noted that a gate had been erected which has a sign saying 'private' which implies you cannot go through it. It was **AGREED** the Clerk would investigate this matter and establish what the rules are concerning access, and if necessary raise an enforcement query. It was suggested that footpaths should be published in News and Views.

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