

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 14th January 2021** 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 following link

<https://us02web.zoom.us/j/82801456331?pwd=Rm1MR3NKb0tta0hRVGI0RDhrMjVHUT09>

Meeting ID: 828 0145 6331

Passcode: 825487



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 12th November 2020 as attached to the agenda.

5. NEIGHBOURHOOD WATCH

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

6. CLERKS 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:

- Query from local resident concerning Electricity outages through Stanford Rivers, and narrow road / pavement. The member of the public has been invited to attend this meeting to elaborate on these concerns.

Meeting: PARISH COUNCIL

Date January 2021

- Christmas Tree Stanford Rivers – it has been noted that the lighting was very poor this year, and Councillors are asked to note that the purchase of new battery powered lighting has been included in the Budget / Precept.
- Accident at Epping Lane / A113 – The Clerk has written to the Leader of ECC Cllr Finch to express the Council's concerns about the danger posed at this T junction, together with the LHP process and the length of time it takes to get anything done. This letter has been copied to Alex Burghart MP. A copy of the letter is attached to the agenda. Cllr Finch has responded confirming he will ask Highways to investigate the area as outlined in the email and to provide a further note on the scope and operation of Local Highways Panels. The local resident who had the accident back in February 2019 has been advised of the action taken by this Council.
- The Clerk had raised a query with ECC Superfast Broadband to establish when the contract with Gigaclear ends and residents will be able to source alternative broadband suppliers. A copy of the response has been emailed to Councillors.
- The Clerk has asked for an update on a number of fly tipping issues including an update on the investigation into the fly tipping reported by Cllr Jackson where an address was sourced. It is hoped an update will be available in time for the meeting.
- There has been lots of talk in the press about having a COVID-19 Vaccine from your local village hall, however at this stage this Council has not been approached.
- The 2021 Census will be taking place on 21st March 2021. The Census has changed, with new questions added, and can now be completed online as well as by post. The default position is that this will be completed online.
- Members are reminded that following the cancellation of the Parish Council elections in 2020, these elections have been rescheduled to take place in May this year.
- The Clerk had responded to ECC regarding the informal consultation on the possible diversion of a local footpath.

7. NOTICE OF CONCLUSION OF EXTERNAL AUDIT 2019/2020

Councillors are asked to **NOTE** that the 2019/2020 external audit has been concluded, with no issues of concern having been raised by the Auditor. Copies of the Notice of Conclusion of Audit and relevant documents have been published (12th November) in accordance with the audit regulations.

8. COMPLETION OF INTERIM INTERNAL AUDIT

Councillors are asked to **NOTE** that the interim internal audit for 2020/2021 was completed remotely late November 2020. A copy of the report is attached to the agenda. Councillors are asked to **NOTE** the content of the report, and the actions to be taken.

9. WEBSITE / PUBLICATION OF ITEMS

At the November 2020 meeting, the issue of publication of minutes on the website was discussed, and it was agreed that the Clerk would establish the clear legal duties and rules of a Parish Council concerning this. The Parish Council is not legally required to have its own website, however under the Transparency Code for Smaller Authorities (2015) the Council is legally required to publish certain information on either its own, or another suitable, website. The regulations are unclear in terms of how far back the published minutes should go, and as such the Clerk has raised a query with the EALC to clarify this point. On a separate note, Cllr Adams has raised the question as to how effective and useful the website is, and has asked Council to **CONSIDER** whether or not having a website is beneficial.

10. HIGHWAYS / FOOTPATHS

- a) **Layby on A113** – Confirmation has now been received from Sarah Alcock, ECC, that the island on which the hedge between the A113 and layby near Tracey's Farm sits is the responsibility of the County Council, and has agreed that this Council is able to put forward a Local Highway Panel request for a possible solution in terms of what this Council wants to see happen to the hedge. The Clerk has subsequently responded, copying in Kim Durani at EFDC, suggesting that before any LHP request is submitted, this Council would like to speak to somebody at ECC who is suitably qualified to discuss what options are available before time is wasted with ideas that wouldn't do the job. The Clerk has also asked ECC to confirm in the meantime which farmer / organisation cuts this hedge and how often so that it can be appropriately managed in the short term.
 - b) **Obstruction gate on footpath 31** – At the November meeting, Councillors notified the Clerk that a gate had been installed part way along footpath 31 with a sign stating 'private' implying access
-

through the gate was not permitted. The Clerk has raised this issue with ECC, and it is hoped an update will be available in time to be reported to the meeting.

- c) **Tracey's Farm Flooding** – Over the past 3 months, there has been over 6 instances of flooding on the A113 by Tracey's Farm causing either accidents, vehicles to become stranded, or general disruptions to what is classed as a Priory 1 Route. Further flooding has occurred by the Vojan on the A414 between Ongar and North Weald, in Fyfield, and on various rural roads in Stanford Rivers Parish. The Clerk has reported this on numerous occasions to ECC Highways, one of which included a video of a gully pumping out water onto the A113. The Clerk has involved Cllr Maggie McEwen, however Maggie has been unable to assist. The Clerk has specifically asked ECC by phone, via email, and via their online reporting website to conduct a full investigation of the problem at this location, and to advise the Parish Council of what is being done to address this. In what has now become a regular occurrence and a general acceptance by the public that this flooding is the norm, the Clerk has obtained the support of the Clerks from Ongar Town Council and Moreton Bobbingworth and the Lavers Parish Council to have a collaborative approach with ECC to establish what their plans are to address this issue. To this end, and out of sheer frustration, the Clerk contacted Cllr Chris Whitbread, Leader of EFDC, asking for his assistance in trying to contact the right people to address this issue. Cllr Whitbread responded very swiftly and has started the ball rolling with regard to setting up a zoom meeting in the early part of 2021 to start to understand what the issues are, and what can be done to solve them. It is hoped a further update will be available at the meeting. The Clerk had intended on issuing a press release on this matter, however due to issues regarding COVID in Essex, felt this was inappropriate at that time.
- d) **Footpath 62 Obstruction near White Bear** – The Clerk raised this issue again with ECC asking for an update. Councillors to receive an update if available.
- e) **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. Sarah Alcock has confirmed this item has been validated and will be considered by the Local Highway Panel in March 2021.

11. 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/2900/20 & EPF/2917/20 LB | Hilltop Barn Toot Hill Road Ongar CM5 9LJ | Proposed single storey extension and listed building for the same http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=645778 |
| EPF/2912/20 | Cedar Lodge 37 Berwick Lane Stanford Rivers Ongar CM5 9PZ | Proposed front / side extension and relocation of vehicular access.(Amended application to EPF/821/20). http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=645790 |
| EPF/2823/20 LB | Great Colemans Romford Road Stanford Rivers Ongar CM5 9PD | Grade II Listed Building application for repairs to the side of the building adjacent to the road due traffic damage, including repairing and repointing the side wall of the building and adjacent wall using lime mortar, salvaged bricks will be used where possible . http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=645433 |
| EPF/2859/20 | 16 Epping Road Stanford Rivers Ongar CM5 9SQ | Proposed extensions to first floor rear elevation and ground floor extension. http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=645578 |
| 2. To NOTE any planning applications that have been responded to via the Clerks delegated powers | | |
| EPF/2466/20 | Glade Lands Toot Hill Road Stanford Rivers Ongar CM5 9LJ | Change of use of integral garage to living area. The Parish Council has NO OBJECTION to this application |
| EPF/2473/20 | Vine Cottage 7 Toot Hill Epping, Essex CM5 9QW | First floor rear extension. (Revised application to EPF/1638/20). |

Meeting: PARISH COUNCIL

Date January 2021

| | | |
|---|--|---|
| | | The Parish Council has NO OBJECTION to this application |
| EPF/2497/20 | 105 London Road Stanford Rivers Ongar CM5 9PP | First floor addition to side and rear, single storey side extension and raised rear patio The Parish Council has NO OBJECTION to this application |
| EPF/2601/20 | Knightlands House 46 Berwick Lane Stanford Rivers Ongar CM5 9PX | Application for a two storey outbuilding, garage at ground floor, study/office at first floor with a terrace. Whilst the Parish Council has NO OBJECTION in principle to this application, Councillors would like to raise a concern regarding the poor sightlines when exiting the property from the access gates. In addition, the Council requests that if permission is granted, the following are considered for condition: <ol style="list-style-type: none"> 1. Building and use must be ancillary to the main dwelling 2. No loose surface materials to be used near to the highway |
| EPF/2745/20 | Woodside Farm Berwick Lane, Stanford Rivers, Ongar, Essex CM5 9PZ | Demolition of existing dwelling and construction of new dwelling.(Amended application to EPF/0893/20) At the time of the original applications for Woodside Farm, the Parish Council considered the impact the proposed new dwelling would have on the green belt, and whilst it was felt that the dwelling itself would represent a much grander and greater dwelling than the original dwelling, the demolition of the associated cart lodge was also taken into account. For these reasons, the council did not object to the application, albeit some concern was raised that the property was perhaps rather large and potentially out of keeping with the rural setting. This new amended application further increases the size of the dwelling, and the Parish Council feels that these proposed changes increase the size of the dwelling over the original dwelling size to such a degree that it would, for reasons of its bulk and size, now represent an unacceptable increase and as such have a detrimental impact on the green belt. The Parish Council therefore OBJECTS to this proposal on this basis. |
| 3. To NOTE any planning applications upon which EFDC do not normally accept comments | | |
| EPF/2330/20 DRC | Highlands Farm Old Rectory Road Stanford Rivers Ongar Essex CM5 9PR | Application for approval of details reserved by condition 5 'Drainage details' on planning approval EPF/0174/18 (Proposed rebuilding of barn for use as dwelling) http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=643233 |
| EPF/2697/20 CLD | The Bungalow 43 London Road Stamford Rivers Little End CM5 9PJ | Application for a Lawful Development Certificate for Existing use of a building as a self contained dwelling house. http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=644894 |
| 4. To NOTE any enforcement actions or appeals. | | |
| The Clerk has raised an enforcement enquiry (reference 289379476) concerning the use of Colemans Farm as a glamping site, being as permission has not been granted for this applicant yet the site is already built and in use. Case allocated to James Gordon | | |
| Waste at Stewarts Farm (EFDC registration FS-Case-270313294). Advised 5/1/21 that representative visited site and could not locate any waste. Update requested from resident and Cllr Glover, which identified that although much of the waste had been burnt, additional waste was now piling up. EFDC advised, and a further visit is expected to take place w/c 11 th January. | | |

*Meeting: PARISH COUNCIL**Date January 2021*

| |
|---|
| Fly Tip at which address details found (EFDC Registration FS-Case-266473638) - update requested. |
|---|

| |
|---|
| APPEAL LODGED EPF/0547/20 - 44 Epping Road Stanford Rivers Ongar CM5 9SQ |
|---|

| |
|--|
| Appeal reference: APP/J1535/W/20/3262444 |
|--|

| |
|---|
| Appeal against refused of application for the removal of the existing garage and shed/glasshouse and erection of a new detached dwelling at the rear of the site utilising the road access. Written |
|---|

| |
|---|
| Representations to be made by 26 th January 2021. The Parish Council objected to this application. |
|---|

| |
|---|
| 5. To NOTE any other planning matters – Planning Decisions |
|---|

EPF/1662/20 - 151-153 Millrite Mews London Road Stanford Rivers Ongar CM5 9QF

Erection of detached dwelling.

Permission REFUSED 23/11/20 for reasons of Green Belt, Amenity of neighbouring properties, Epping Forest SAC, effect on the Woodman Grade II listed property, and unsustainable location.

The Parish Council had no objection to this application subject to Highways not objecting

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).

Permission REFUSED 11/11/20 for reasons of Green Belt, bulk and scale when considering neighbouring properties, Epping Forest SAC, inconsistency of plans concerning landscape retention.

The Parish Council had no objection to this application

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).

Permission GRANTED 20/11/20

The Parish Council had no objection to this application.

EPF/2129/20 & EPF/2158/20 - Willows End Cumley Road Stanford Rivers Ongar CM5 9SJ

Prior approval for the addition of one storey to the existing bungalow and Prior approval Enlargement of a dwellinghouse by construction of additional storeys

Prior Approval Required, and REFUSED 25/11/2020, for reasons of failure to comply with permitted development rights

The Parish Council objected to EPF/2129/20, but had no objection to EPF/2158/20

EPF/2466/20 - Glade Lands Toot Hill Road Stanford Rivers Ongar CM5 9LJ

Change of use of integral garage to living area.

Permission Granted 15/12/2020 Decision

The Parish Council had no objection to this application

EPF/2473/20 - Vine Cottage 7 Toot Hill Epping, Essex CM5 9QW

Single storey side/rear and First floor rear extension.(Revised application to EPF/1638/20).

Permission Granted 22/12/2020

The Parish Council had no objection to this application

12. MEMBERS REPORTSTo 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
 - Barnmead (Cllr Tallon)
 - No Overtaking Signs (Cllr Saridja)

13. BUDGET / PRECEPT 2021/2022

Councillors are asked to **CONSIDER** the budget, and subsequently the precept, for 2021/2022. This will be completed on a 'live' basis during the meeting. Councillors are asked to contact the Clerk prior to meeting if they have something specific they would like to be considered. The District Council has asked to be notified of the Precept request by **31st January 2021**.

Meeting: PARISH COUNCIL**Date January 2021**

Councillors are asked to **NOTE** that for this year the Parish Council element of the Precept for a band D property is £57.87 (£1.11 a week). The calculation to get to this is the amount the Council request in precept divided by the tax base (no. of houses EFDC are expecting to collect council tax from), which for last year was as follows: £21,325 / 368.50 = £57.87. The tax base for 2021/2022 has reduced to 362.50. If the Parish Council wishes to show a NIL increase in the parish council element of Council tax for next year, the maximum amount the Council can demand of EFDC in terms of precept would be £20,977 (£20,977 / 362.50 = £57.87. It is appreciated that in terms of calculations for this Council, this is a reduction in what was demanded last year, however changes in the Council Tax Base ultimately change the calculation of the Parish Council element of the Council Tax.

14. TOOT HILL VILLAGE HALL

As a result of the third lockdown due to Coronavirus, the Toot Hill Village Hall is currently closed. The Council's cleaning contractor is undertaking a limited clean of the hall for half hour per week. This is needed for reasons of H&S (Legionella control, etc). It is expected that in accordance with Government Guidance, the hall will remain closed for the duration of lockdown, however the Clerk will conduct weekly reviews of up-to-date Government guidance.

- a) Update on current status of boiler. Noting there is currently no funding available via the Green Homes grant scheme
- b) Attached to the agenda is a list of outstanding actions / issues that need to be addressed as part of the transfer of the Village Hall to the Parish Council in order for a smooth transition to the Parish Council. This has been sent to those who were on the THVH Charity Committee to update with information.

15. NEWS AND VIEWS

Councillors are asked to NOTE that N&V has been delayed due to time constraints of the Clerk.

16. FINANCIAL REPORTS

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

| Reference | To | For | Amount |
|-----------|-----------------|---|---------------------------------------|
| BACS | Adriana Jones | Clerks Salary December 2020 and January 2021 | £720.00 (paid monthly £360) |
| BACS | HMRC | PAYE December 2020 and January 2021 | £180 (paid monthly £90) |
| BACS | Art Nursery | Christmas Tree Stanford Rivers | £70.00 (£14.00 VAT) |
| BACS | David Wickham | Clean Toot Hill VH Nov & Dec & tidy phone box Toot Hill Nov & Dec | £146.00 (£0 VAT) |
| BACS | A Jones | Reimburse Microsoft 365 annual subscription | £59.99 (£10.00 VAT) |
| BACS | We Are Creative | Annual Website Hosting | £120.00 (£20.00 VAT) |

Bank Balances as at 31st December 2020

| | |
|----------------------------|-------------|
| Unity Current Account 4775 | £ 1,983.03 |
| Unity Deposit Account 4788 | £ 44,652.88 |

INCOME: £0

17. 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:

- 11th March 2021
- 13th May 2021