

STANFORD RIVERS PARISH COUNCIL

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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 9th September 2021** in the **Toot Hill Village Hall**, Toot Hill at **5.30pm** to transact the business shown in the agenda below.



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 Annual Parish Council meeting held on 8th July 2021 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 the following:

- The EALC 77th Annual General Meeting will be held on Thursday 23rd September via Zoom. Councillors are asked to contact the Clerk if they wish to attend.
 - The Clerk has responded to the Shonks Mill consultation on proposed changes to the Footpath.
 - The Council's grounds maintenance contractor has been instructed to cut the trees around the bench near to the phone box in Toot Hill.
 - EALC has been working closely with ECC Highways and will be delivering a Highway Briefing to EALC members. Councillors are asked to contact the Clerk if they wish to attend - 7th October between 10am and 1pm via Zoom
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- The Clerk has asked the EALC EF Branch Secretary that the following issue is placed on the next meeting agenda:
 - **BREAKDOWN IN COMMUNICATIONS** - For some time now, EFDC has been seemingly moving toward a more 'corporate' structure which has, over time, diminished the individual personal contacts and direct routes that Parish and Town Council's had into officers at EFDC, with the majority of queries now having to go through the same route and process as members of the public. The only other alternative is to raise the issue with directly with District Councillors for action. Whilst these new processes may be good from an 'organisational' standpoint for the District Council, it is proving to be both damaging and frustrating for members of the public and local councils, who in some cases have to wait months for a response – if they get one at all. This is contributing to a breakdown in the relationships that Parish and Town Councils have (had) with EFDC. Given as Parish and Town Councils now seem to be taking on assisting members of the public who are exacerbated with trying to contact, or get action from, EFDC, I believe either a specific Local Council Liaison Officer is employed at EFDC to deal directly with Parish enquires and queries, or alternatively Parish and Town Councils are provided with Officers names, their responsibilities, direct line phone numbers and email address for EFDC Officers to whom they can make direct contact to raise a query.
- A copy of the July ECC Highway Highlights is attached to the agenda.
- The EALC is running 3 free community briefings on Police Community Specials with a question and answer session to give an understanding on Police Special Constables working in the community and how to generate interest from volunteers. These sessions will be held on 16th and 21st September between 11am-12pm, and on 6th October between 2pm-3pm. They are free, and will be held remotely. Councillors are asked to contact the Clerk if they would like to attend a session.
- Councillors are asked to **NOTE** that the Clerk has successfully completed her CiLCA qualification with an exemplary submission. Councillors will recall this Council paid for this qualification, and now that the Clerk has successfully finished a 75% bursary cost has been refunded to the Council.
- The Clerk continues to try and purchase battery powered lights for the Christmas tree in Stanford Rivers, and is on an email list for when they are back in stock.
- With regard to verge cutting, Councillors are asked to note that the cutting of grass verges is undertaken by Essex County Council themselves and takes place during the late Spring and Autumn months. Councillors are asked to advise the Clerk of any specific areas that are causing concern.
- Councillors are asked to start thinking about dates for the Christmas events in the Parish.

7. SPEEDERBOT

The Parish Council has been made aware of a Facebook page called Speeder Bot / A113speederbot which tracks the speed of vehicles along the A113 through Stanford Rivers. It also has a twitter address - @a113speederbot. This has been created by an Ongar resident following a case in another village where a local resident wants to prove his case for lowering the speed limit where he lives after becoming fed up with drivers ignoring restrictions. It is believed this is a computer program that works using network surveillance of people's mobile phones, which then tweets or posts on facebook every time a vehicle's average speed exceeds 45mph on a residential section of the A113. It is not clear at this stage exactly how accurate this system is, how it works, and if can be used as evidence of speeding. The Clerk has messaged the author of the Facebook page and asked if a representative would be willing to attend the September Parish Council meeting to explain more about this system. At this stage no further information about the system is available, including if this is legal, who is involved and how it works.

8. PLANNING APPLICATIONS

- a. Councillors will recall from the July meeting that the owners of Colemans Farm offered for Councillors to take a tour of the site so they can see for themselves the site and tree house / hut units. Councillors are asked to **CONSIDER** if they wish to take the owner up on this offer.
- b. Councillors are asked to **CONSIDER** the following matters:

1. To CONSIDER any planning applications submitted to the Parish Council for comment as detailed below		
NIL		
2. To NOTE any planning applications that have been responded to via the Clerks delegated powers		
EPF/2072/21	Millside, Toot Hill Road, Ongar, Essex CM5 9LJ	Application to determine if Prior Approval is required for a proposed enlargement of a dwellinghouse by construction of additional storeys.
The Parish Council believes Prior Approval is required. The Council would like to raise the following points:		

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<p>1. Under the eligibility criteria, the applicant has stated that the proposed additional storey will only be constructed on the principal part of the building (the definition being that the main part of the building excluding any front, side or rear extension of a lower height, whether this forms part of the original building or a subsequent addition). This property has been historically extended, and the proposed additional storey is located on top of an extended part of the property. The Parish Council is not clear what the wording in the legislation is implying, and asks that specific attention to this matter is given.</p> <p>2. Concern has been raised by a local resident that this additional storey would impact their amenity. Prior Approval is needed to ensure this matter is adequately considered.</p>		
EPF/1576/21	Lilac House, 6 London Road, Stanford Rivers CM5 9PH	Construction of new single storey bungalow and associated works including access, parking and landscaping.

The Parish Council OBJECTS to this application for the following reasons:

- This section of the A113 London Road is made up of historic farm cottages on large plots of land, originally designed and used to gain access to the field behind to tend to the animals. The views across to the field contribute to providing a sense of openness at this location, from what is a very tight, narrow and busy section of road. New dwellings sited on these deliberately designed open spaces between houses will have a detrimental affect on the Green Belt, and would be contrary to policy DM4 of the Submission Version of the Local Plan. Should permission be granted, a precedent would be set for the other properties along this stretch of road.**
- Whilst Essex County Council has not raised an objection to this application, the site is located on a very narrow stretch of the A113 London Road, measuring just under 5.5m very close to this location. In addition, speeding along this stretch is a constant problem. The Parish Council has concerns that additional traffic entering and exiting at this narrow section would have a detrimental affect on highway safety.**
- The site is not served by any sustainable transport opportunities, thus demanding a reliance on a private motor vehicle.**

Should the District Council be minded to grant permission, consideration MUST be given to the potential hazards that would be created by construction traffic / vehicles that would be used at the time of the build, which should be dealt with by way of condition so as to not cause any obstruction or danger to what is a priority 1 route. Construction Traffic must not be permitted to stop / park on the road whilst making deliveries, or for waiting as it would be too dangerous. In addition, any pre-commencement conditions imposed by Highways should be rigorously adhered to.

EPF/1738/21	Weald Lodge Toot Hill Road Ongar CM5 9LJ	Single storey rear extension and alterations to existing rear extension. No Objection
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3. To **NOTE** any planning applications upon which EFDC do not normally accept comments

EPF/1799/21 PN	Willows End Cumley Road Stanford Rivers Ongar CM5 9SJ	Application to determine if Prior Approval is required for a proposed demolition of existing dwelling to allow for construction of a new dwelling.
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4. To **NOTE** any enforcement actions or appeals.

NIL

5. To **NOTE** any other planning matters – including **Planning Decisions**

EPF/0408/21

Colemans Farm Toot Hill Road Stanford Rivers Ongar CM5 9QN

Retrospective permission for erection of 3 holidays huts.

Permission REFUSED – for reason of affect on SAC, Highways and biodiversity

The Parish Council objected to this application.

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=648379

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EPF/0491/21

Colemans Farm Toot Hill Road Stanford Rivers Ongar CM5 9QN

Retention of a tree house.

Permission REFUSED – for reasons of effect on SAC, effect on the oak tree, traffic, highway and biodiversity

The Parish Council objected to this application

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=648720

EPF/1526/21 & EPF/1537/21 LB

Stanford River House, 135 London Road Stanford Rivers Ongar CM5 9PP

Single storey rear extension, glass link to existing outbuilding. Internal alterations including creation of vaulted ceiling with rooflight. Demolition of workshop and existing garage and erection of new of new garage incorporating storage and log store. New boundary wall and first floor dormers

Permission REFUSED – for reasons of design

The Parish Council had no objection to this application.

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=653214

EPF/0809/21

Land South side of Toot Hill Road (adj to Donkey Hobbit) Clatterford End Ongar CM5 9QN Certificate of lawful development for proposed polytunnels for market gardening purposes. Decision: Lawful

The Parish Council originally noted this application, however had asked that full consideration should be given to the fact that it may not be classed as a CLD.

EPF/1215/21

157 London Road Stanford Rivers Ongar CM5 9QB

Application for a Lawful Development certificate for a proposed single storey side extension, rear dormer window and outbuilding

Decision: Lawful. The Parish Council had noted this application

EPF/1216/21

159 London Road Stanford Rivers Ongar CM5 9QB

Application for a Lawful Development certificate for a proposed single storey side extension, rear dormer window and outbuilding

Decision: Lawful. The Parish Council had noted this application

EPF/1799/21

Willows End Cumley Road Stanford Rivers Ongar CM5 9SJ

Application to determine if Prior Approval is required for a proposed demolition of existing dwelling to allow for construction of a new dwelling.

Decision: Prior approval not required. The Parish Council had noted this application.

9. HIGHWAYS / FOOTPATHS

a) Local Highway Panel Requests

Councillors are asked to **NOTE** the update on any LHP schemes for this Parish, or ones this Parish has an interest in, below:

- LEPP192054 – A113 London Road, Stanford Rivers Signage scheme – Approved for funding 2021/2022 – update requested as to when works are expected to take place.
 - LEPP202031 - A113 Romford Road, Great Colemans, Stanford Rivers, Request for measures to protect Grade 2 listed building from large vehicles clipping the property's guttering and wall. Such as signage (slow / narrow section) and metal barriers around the base of the building to stop lorries from being able to get close enough to collide with the gutter, at Validation Stage, awaiting Highway Boundary information. NOTE: This was not submitted by the Parish Council. No update.
 - LEPP202047 - A113 Romford Road jw Little bury Mill, Stanford Rivers – Request for Traffic calming measures at the junction, at Validation Stage, awaiting speed and volume information. NOTE: This was not submitted by the Parish Council. No update
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- LEPP202005 – A113 London Road, Stapleford Tawney, request for traffic calming measures and signage, at Validation Stage, awaiting speed and volume information. NOTE: This was submitted by the Parish Council, but is not within the Parish. No update.
- NEW REQUEST: A113 Layby near Traceys Farm – request for hedging to be removed and replaced with reflective barriers.
- NEW REQUEST: A new formal LHP request has been sent for the reinstatement of signage outside Piggotts for directional signage towards Toot Hill. This was supported by ECC Cllr Mclvor.

The next meeting of the Local Highway Panel will be 27th September 2021.

- b) **Flooding of A113 near Traceys Farm** – It is understood that some works have taken place to clear the ditches in this area, however further works are scheduled but not yet completed.
- c) **Speed Camera** – Councillors will recall from the July meeting that the Clerk had emailed ECC with regard to new guidance concerning speed cameras and that Parish Council's had the opportunity to pay for them. No response has been received, and as such the Clerk has forwarded this to Cllr Mclvor to enquire.

10. NOTICE OF CONCLUSION OF AUDIT 2020/2021

Councillors are asked to **NOTE** the completion of the External Audit (AGAR) for 2020/2021. A copy of the Auditors signed off page, and the Notice of Conclusion of Audit have been uploaded onto the Parish Council website and will be placed on the Parish Council notice boards. There was one 'except for' matter included in the report which relates to Section 2 of the AGAR, and the figure included for Box 10 which was incorrect. The Clerk has incorrectly taken the final balance figure from the September 2020 PWLB statement as being the balance after the September payment, however this was in fact before the September payment was made. The correct figure that should have been included in Box 10 was £24,511, and not £25,263. This alteration has been made to the final accounts report for 2020/2021, and will be correctly reflected in the 2021/2022 External Audit.

11. IDEAS AS TO HOW TO SPEND GRANT FUNDING FROM CLLR MCIVOR

Councillors will recall from the July meeting that ECC Cllr Mclvor had advised he had a small pot of funding (approximately £1,000) that could be spent in the Stanford Rivers Parish, and was looking for project ideas. This subject was included in the latest edition of News and Views, and the following responses were received:

1. *There isn't a playground or anywhere for the little ones to go. Yes there is something children can use at the far end of pub car park, but there is nothing that is accessible to anyone who a) doesn't have the money to go to the pub everyday! Or b) wants to use in the mornings when the pub isn't open. It would be lovely to have an area, either on the green or by the village hall, where children could play and mums could meet and younger residents could make friends.*
2. *First aid courses for the community in the Parish. Depending on the criteria it could be short uncertified or longer certified courses. Or just Defib training. Dog First Aid also.*

Councillors area asked to confirm if there are any other suggestions for how this funding could be used.

12. HIGHWAYS DEVOLUTION SCHEME

ECC, on conjunction with EALC, are currently inviting Parish Councils in Essex to take part in the ECC Highways Devolution Scheme. The scheme purports to help participating Parish and Town Councils across Essex County Council's jurisdiction to improve their area based on the local community's knowledge and needs. Focused on the local delivery of smaller-scale works such as verge and vegetation work, traffic sign maintenance and minor footway repairs, the scheme allows local councils who choose to participate to improve their street scene quicker than the county council can in many cases. This in turn will enable ECC to focus on delivery of the larger, more complex highway works such as road resurfacing and other capital projects, which have a wider impact and need more specialist skills, resources and equipment. Attached to the agenda is the EALC special county update no. 174, which provides details about how Parish & Town Councils can utilise this programme for the benefit of Essex's local and rural communities together with a briefing paper which gives an overview of how the initiative links to the relevant legislation and outlines how parishes can engage with the project (please note the overview is 87 pages and as such consideration should be taken if printing).

13. MEMBERS REPORTS

To Receive brief reports from Members and to **RECEIVE** any questions emanating from those reports:

- Chairman's Report
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- Vice Chairman's Report
- District and County Councillor Reports
- Parish Councillors Reports
 - Cllr Hollington – light at 4 Epping Road

14. QUEENS JUBILEE 2ND JUNE 2022

This item was briefly mentioned under Clerks Report at the July meeting, and it was agreed to place this on the September agenda for full discussion. Attached to the agenda is a copy of the guidance for taking part in the celebrations. Councillors are asked to **CONSIDER** if they wish to hold any events in June 2022.

15. TOOT HILL SHOW

Despite the extremely poor weather, the Toot Hill Show did its best to provide an enjoyable day for all who attended. The Chairman managed the Stanford Rivers stand as a result of the Clerk having to self isolate, and made the best of the day. As a result of the poor weather, the show unfortunately suffered a loss of £2,288.38. There was a total of 538 adult entries. In accordance with the agreement reached at the May parish Council meeting to provide support of £1 per adult entry, the invoice has been included under agenda item 18 for approval. This loss is prior to the support offered by the Council.

16. TOOT HILL VILLAGE HALL

- a) The Clerk is awaiting a quote to replace the sensor light at the front of the hall that was broken. It is hoped this will be available in time to be agreed at the meeting.
- b) The Clerk was advised there was a wasps nest in the roof of the Village Hall near to the decking area. A contractor was asked to remove the nest, which has now been completed, at a cost of £60. The Clerk is awaiting a copy of the invoice for these works.
- c) The lock to the Garage has been changed to a number coded lock for ease. This was purchased by Cllr Tallon, and a refund will be needed. It is understood that a number of groups store items in the garage and will need access. It was also established that the garage is alarmed. This will be investigated further.
- d) The Clerk has applied for funding via the ECC COVID Community Buildings Fund for provision of funding to allow for a 2 hour weekly deep COVID clean between 1st October 2021 and 31st March 2022 to provide reassurance and confidence to local residents and groups when hiring the hall over the winter months. The total cost of the grant request is £780.
- e) Hall Hire is increasing, with regular bookings now in the diary for the remainder of 2021. It is still expected that the expenditure for 2021/2022 will considerably outweigh any income received.
- f) Council is asked to **CONSIDER** a cancellation policy for hall hires. Further details will be made available at the meeting.
- g) Councillors are asked to **NOTE** that the foliage at the front the hall has been cut back.
- h) Council is asked to **NOTE** that at present, with the agreement of the Council, a local resident is parking a number of their vehicles within the grounds of the hall. This resident and their family have provided support to the hall for many years, including 'active surveillance' of the hall. Council is asked to **CONSIDER** if they wish for this to be a more formal agreement, or if they wish to continue with an informal arrangement.
- i) The Chairman recently completed some maintenance work on the two benches on the decking to the Village Hall, however it is understood that the condition of these benches is declining and further repairs / replacement may well be needed. The Clerk / Chairman will provide a further update at the meeting. Councillors will be asked if they wish to repair / replace these benches.

17. NEWS AND VIEWS

The next News and Views publication will be distributed mid November.

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Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary August and September 2021	£720.00 (paid monthly £360)
BACS	HMRC	PAYE August and September 2021	£180 (paid monthly £90)
BACS	Toot Hill Village Show	Support for 2021 event	£538.00 (£0 VAT)
BACS	David Wickham	Clean Toot Hill VH July and August, and Phone box tidy.	£110.35 (£0 VAT)
BACS	PWLB	Loan payment	£1,489.63 (£0 VAT)
BACS	PKF Littlejohn	External Audit 2020/2021	£240.00 (£40 VAT)
D/D	Eon	Electricity supply Toot Hill Village Hall	£31.46 (£1.50 VAT)
BACS	Calor	Gas standing charge Toot Hill Village Hall	£20.59 (£0.98 VAT)
BACS	Adriana Jones	Reimbursement for stamps for News and Views	£198.00 (£0 VAT)
BACS	North Weald Bassett Parish Council	Printing of News and Views	£60.00 (£0 VAT)

Bank Balances as at 31st August 2021

Unity Current Account 4775	£ 32,858.89
Unity Deposit Account 4788	£ 36,539.00

INCOME: £543.75 – EALC – 75% refund bursary CiLCA (U000003)
 £100.00 – History Group THVH income (U000033)
 £19.80 – High Country Ladies Group THVH income (U000033)
 £104.50 – Flower Club THVH Income (U000002)
 £54.00 – Silk Club THVH Income (U000002)

b. Update on Cllr Tallon change of signatory

Unity Bank has confirmed that Cllr Tallon is now a signatory on the Councils bank accounts. Cllr Tallon is asked to confirm that his electronic access has been set up and is active.

19. DATES OF NEXT MEETINGS/EVENTS

Councillors are asked to **NOTE** the date of the next meeting:

- 11th November 2021 – to be held in Toot Hill Village Hall