

# STANFORD RIVERS PARISH COUNCIL

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

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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 13<sup>th</sup> January 2022** 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 Parish Council meeting held on 11<sup>th</sup> November 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:

- Councillors still receiving occasional emails purporting to be from the Chairman (Clerks email 8<sup>th</sup> Jan refers)
- Clerk has provided River Roding information to local resident who attended the November meeting.
- Clerk emailed Cllr McIvor details concerning the broken manhole cover outside number 15 London Road, and the blocked Gullies going down to Bridge Farm. It is understood that repairs to the manhole cover outside number 15 London Road took place on 20<sup>th</sup> December, however there are reports of further damage having already occurred. The Clerk has requested a further update from Cllr McIvor concerning whether or not there is a plan in place for the clearing of the gullies, given there

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have been over 20 reports on the ECC system, all of which now state 'Repair will be undertaken with a non-specified timescale'.

- Clerk has reported need for footway between Little End and Marden Ash to be cut back. Unfortunately this did not fall within the remit of the Highway Rangers, as the road is over 30MPH.
- The Clerk continues to liaise with Cllr Heather Brady regarding Council Housing in Garden Fields.
- A copy of the December edition of ECC Highway highlights is attached to the agenda.
- Following representation at the November meeting, the Clerk liaised with UK Power Networks and it is understood works to cut back the tree along London Road which caused problems with the electricity unit was completed on 2<sup>nd</sup> December. Furthermore, the Clerk has been advised that the reason changes to the cabling has not yet been completed is that more substantial works involving new electricity pylons and cabling is being scheduled for later this year. The residents in question have been advised and kept in the loop.
- Transport for Essex have launched a consultation on their draft regional Transport Strategy for the East, setting out a series of priorities for better transport for everybody living, working, and learning in the region up to 2050. The draft strategy, which will guide future transport investment, has been developed through technical evidence analysis and talking with the public and partners to make sure it aligns with local ambitions and needs. This online consultation will close on Sunday 30<sup>th</sup> January 2022. For full details visit <http://www.transportheast.org.uk/public-consultation/>
- ECC Library Services has launched its new 4 year plan - The draft Everyone's Library Service 2022-2026 plan details how ECC intends to transform the Library service over the next four years into a modern, vibrant and sustainable service for all. Visit <https://libraries.essex.gov.uk/everyoneslibrary/> for more details.
- Clerk is still waiting to hear back from Gigaclear concerning eligibility for their 1 year free community Broadband service. The Clerk will chase before the meeting in the hope an update will be available.
- Email received from the Councils insurance company concerning the need to ensure the Councils property valuations are up to date (to be done every 5 years). The Clerk has therefore contacted a surveyor asking for a cost / quote to provide an updated valuation to fulfil this requirement.
- ECC has published its Bus Service Improvement Plan as part of its 'Bus Back Better' strategy covering the period 2021-2026, within which there is a recognition that rural services are a challenge. Full details can be found at  
<https://www.essexhighways.org/uploads/downloads/ecc%20bsip%202021%20to%202026.pdf>

**7. SPEEDERBOT**

As agreed at the November meeting, the Clerk has contacted Councillors in the Wards of both Ecclesall (Sheffield) and Finchampstead (Berkshire) regarding their involvement in the Speederbot programme. At the time of printing the agenda, no response has been received. In addition, the Clerk is currently liaising with ECC regarding the legality of placing Speederbot signage along the highway through Little End.

Cllrs Jackson and Adams have formally requested this item is placed on the agenda for discussion.

**8. PLANNING APPLICATIONS**

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

1. To <b><i>CONSIDER</i></b> any planning applications submitted to the Parish Council for comment as detailed below		
NIL		
2. To <b><i>NOTE</i></b> any planning applications that have been responded to via the Clerks delegated powers		
EPF/2119/21	Land to south side of Steers Farm, School Road, Toot Hill, Ongar CM5 9SF	Proposed new infill detached 5 bedroom house with detached carport. Alterations to approved scheme: EPF/1889/19

***The Parish Council considered this application in great detail, and whilst there was some concern regarding alterations to the width of the upper windows at both the front and rear of the property, the Council felt that proposed changes would not cause any additional detriment or loss of amenity to neighbouring residents when considered against the current approval. As such, the Parish Council has NO OBJECTION to this application.***

EPF/2558/21	60 Epping Road Stanford Rivers Ongar CM5 9SQ	Proposed new dwelling.
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***The Parish Council OBJECTS to this application.***

***The Council wishes to challenge the assertion by the applicant that this land is classed as 'infill'. The land in question is garden land being linked to the host dwelling, namely number 60 Epping Road. Garden Land is specifically excluded from the definition of previously development land within the NPPF. Whilst there is no definition of 'infill', it implies a space between two objects. There is a significant distance between 60 Epping Road and Does Farm of around 80 meters, therefore the***

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**placing a house between these two properties cannot be regarded as infill. As such, and in light of the fact that no special circumstances have been provided to justify the proposed new dwelling, the Parish Council wishes to object on the basis of overdevelopment in the Green Belt. Whilst viewing each individual application on its own merits, the Parish Council intends to apply a consistent approach to such application (Similar application EPF/1576/21 which was refused by EFDC) refers.**

EPF/2230/21	Jemswood Widows Farm Toot Hill Road Ongar CM5 9QR	Proposed demolition of existing stable building and construction of single dwelling and associated external works.
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**The Parish Council OBJECTS to this application.**

**The site currently comprises stabling and a menage, both of which are deemed an exception in terms of building within Green Belt. Stables and their associated use is frequently seen in rural areas, and goes some way to help define what it means to live in the countryside. Over the past few years the Parish Council has seen a significant increase in applications using the fact that stables are 'present' on a site as justification to build a house in its place, stating this will 'increase the openness of the Green Belt'. This Parish Council strongly disagrees. The continued urbanisation of the Countryside is decimating its rural character, and no exceptional circumstances have been presented to justify this application. Furthermore, it is stated within the supporting paperwork that the menage is to be retained, which implies a need for stabling. The proposed floor print of the building is greater than the stables already in situ, and coupled with the apex roof represents overdevelopment the Green Belt. Whilst viewing each individual application on its own merits, the Parish Council intends to apply a consistent approach to such application (Similar applications - EPF/1967/21 which was refused by EFDC - and EPF/2140/21 which the Parish Council objected to) refer.**

EPF/2410/21	Willows End Cumley Road Stanford Rivers Ongar CM5 9SJ	Demolition of existing dwelling and construction of replacement chalet-style property with a basement (Alterations to approved scheme: EPF/0941/21).
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**The Parish Council wishes to raise an OBJECTION to this application.**

**The Parish Council is not opposed to the demolition of the current dwelling, and the creation of a replacement dwelling, and had no objection to the previous application (EPF/0941/21), however the Parish council has concerns over the alterations proposed in this new application, very specifically the front elevation. The alteration to create what is effectively now a 'glazed wall' – floor to ceiling – in the front elevation is entirely out of keeping with the street scene, and raises issues in terms of loss of amenity, privacy, and overlooking with the dwelling opposite. Whilst it is accepted the road has no uniform style or house type, the proposal has changed the front elevation from what was effectively a chalet style property to an over imposing, out of character property, that can no longer be classified as chalet in style. No concerns were raised regarding the rear or side elevation, nor the extension of the basement, however the Parish Council is unable to support the changes proposed to the front elevation, and objects for this reason.**

EPF/2815/21	Colemans Farm Toot Hill Road Stanford Rivers Ongar CM5 9QN	Application for Variation of Condition 2 of EPF/3460/17 - 'Plan numbers'. (Demolition of agricultural buildings, construction of two detached houses, extension to dairy cottage garden, provision of boundary treatment and hard and soft landscaping).
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**The Parish Council wishes to raise the point that no existing or proposed site plans were included with this application (or at least were not available on the EFDC Planning pages) which has made it extremely difficult to assess the application fully. It is understood to be a requirement of the EFDC validation process that these plans are submitted. As such, the Parish Council is having to assume the exact location of where this barn is to be located. In principle the Parish Council has NO OBJECTION to the proposed amendments, however asks that the Planning Officer considering this case is clear of the exact location of the barn, and assesses whether or not it would raise any issue concerning overlooking or loss of privacy with the adjacent or nearby dwellings.**

**3. To NOTE any planning applications upon which EFDC do not normally accept comments**

EPF/3030/21 CLD	Lilac House 6 London Road Stanford Rivers Ongar CM5 9PH	Certificate of lawful development for a proposed outbuilding <a href="http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&amp;DOC_CLASS_CODE=PL&amp;FOLDER1_REF=660196">http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&amp;DOC_CLASS_CODE=PL&amp;FOLDER1_REF=660196</a>
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**4. To NOTE any enforcement actions or appeals.**

**NIL**

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

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Proposed bungalow - PERMISSION GRANTED 20/12/2021

The Parish Council OBJECTED to this application.

Details of the decision notice can be found at

[http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH\\_TYPE=1&DOC\\_CLASS\\_CODE=PL&FOLDER1\\_REF=640853](http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=640853)

EPF/2410/21

Willows End Cumley Road Stanford Rivers Ongar CM5 9SJ

Demolition of existing dwelling and construction of replacement chalet-style property with a basement.(

Alterations to approved scheme: EPF/0941/21) - PERMISSION REFUSED 16/12/2021

The Parish Council OBJECTED to this application

Details of the decision notice can be found at

[http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH\\_TYPE=1&DOC\\_CLASS\\_CODE=PL&FOLDER1\\_REF=657175](http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=657175)

EPF/2558/21

60 Epping Road Stanford Rivers Ongar CM5 9SQ

Proposed new dwelling - PERMISSION REFUSED 16/12/2021

The Parish Council OBJECTED to this application

Details of the decision notice can be found at

[http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH\\_TYPE=1&DOC\\_CLASS\\_CODE=PL&FOLDER1\\_REF=657913](http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=657913)

EPF/2815/21

Colemans Farm Toot Hill Road Stanford Rivers Ongar CM5 9QN

Application for Variation of Condition 2 of EPF/3460/17 - 'Plan numbers'. (Demolition of agricultural buildings, construction of two detached houses, extension to dairy cottage garden, provision of boundary treatment and hard and soft landscaping) - PERMISSION REFUSED

The Parish Council raised a query on this application with regard to the lack of plans being submitted for review. Details of the Decision notice can be found at:

[http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH\\_TYPE=1&DOC\\_CLASS\\_CODE=PL&FOLDER1\\_REF=659153](http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=659153)

EPF/3350/17

Land Between Doe's Farm and 60 Epping Road Epping Road Stanford Rivers Ongar Essex CM5 9SQ

Erection of two detached dwellings, associated garages and landscaping - PERMISSION REFUSED

The Parish Council had NO OBJECTION to this application

Details of the Decision notice can be found at:

[http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH\\_TYPE=1&DOC\\_CLASS\\_CODE=PL&FOLDER1\\_REF=603303](http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=603303)

EPF/2622/21 & EPF/2623/21 LB

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

Single storey glass link building, internal works to create vaulted roof section with rooflight. Demolition of workshop and existing garage and erection of new garage, new boundary treatment and roof and fenestration changes. (Revised application to EPF/1526/21). - PERMISSION GRANTED

The Parish Council had NO OBJECTION to this application.

Details of the Decision notice can be found at:

[http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH\\_TYPE=1&DOC\\_CLASS\\_CODE=PL&FOLDER1\\_REF=658217](http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=658217)

EPF/2668/21

5 Church Cottages Church Road Stanford Rivers Ongar CM5 9PS

Proposed single storey rear extension. PERMISSION GRANTED

The Parish Council had NO OBJECTION to this application

Details of the Decision notice can be found at:

[http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH\\_TYPE=1&DOC\\_CLASS\\_CODE=PL&FOLDER1\\_REF=658493](http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=658493)

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**9. HIGHWAYS / FOOTPATHS****a) Local Highway Panel Request**

Councillors are asked to **NOTE** the next meeting is scheduled for 17<sup>th</sup> January 2022, and the Clerk has asked Cllr McIvor to obtain an update on the schemes below. In addition, it should be noted that Sarah Alcock is no longer the contact for the LHP, and instead an interim officer – Param Kaur-Kingston has been appointed.

- LEPP192054 – A113 London Road, Stanford Rivers Signage scheme – Approved for funding 2021/2022 – Agreed by the LHP to be a priority for the 2021/2022 budget, and estimated completion for Q4.
- 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.
- LEPP202048 - 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.
- LEPP202047 – 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.
- NEW REQUEST: A113 Layby near Traceys Farm – request for hedging to be removed and replaced with reflective barriers. Clerk has also emailed EFDC Fly Tipping team asking them to get involved.
- 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 McIvor.

**b) VAS (Vehicle Activated Signs)**

At the November meeting, it was agreed this matter would be considered further, and Councillors will recall that it is now possible for Parish Councils to fund the supply of different VAS or SID. Attached to the agenda is information regarding the process, which ultimately involves applying for a licence from ECC to install such a sign(s). The Clerk will provide a further update at the meeting. Councillors are asked to **CONSIDER** if they wish to move forward with this, and if so consider setting up a small working group to look into possible suitable locations that would fulfil the relevant criteria and making the application on behalf of the Council.

- c) **Fly tipping** – There have been at least an additional three instances of fly tipping in the layby near to Traceys Farm, each of which have been reported to EFDC by the Council (the latest one being Saturday 9<sup>th</sup> January 2022). The Clerk has liaised with EFDC and it has been confirmed that a current investigation is underway following one of these instances, and involves a property in the District of St Albans. The Clerk will be informed if there is a successful prosecution.
- d) **Traceys Farm Flooding A113** – Following confirmation that works to clear the ditches and culverts has now taken place, Trevor Baker (EFDC) has visited site and taken photo's of the works, providing an assessment from 5<sup>th</sup> November 2021 that the de-silting has should be enough, on one stretch at least, to expose to the invert the numerous gulley outlets, and that although not perfect it is hopefully enough to prevent the magnitude of flooding that was occurring. Trevor has also suggested to ECC that Flowline return to jet the outlets as there's no way they could have adequately cleared them previously as they were 500mm below the invert level of the ditch. It was this issue that was causing the water to hold on the carriageway for so long after an event. We now await a prolonged rainfall to assess the overall effectiveness of the works, but Trevor feels it's a big step in the right direction.

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The lighting event took place on Sunday 5<sup>th</sup> December, and was extremely successful with around 30 adults and children present. Santa visited and Christmas Carols were sung, and the event was enjoyed by all present. Councillors are asked to note the following:

1. Many of those who attended felt that the 4pm start time was much better than 5pm, and suggested this should be the time set going forward
2. There were issues in terms of the supply of the Christmas tree. The Clerk ordered a 12ft tree, however when this arrived it was less than 8ft high. This was returned to the supplier, who advised that he could not supply a 12ft tree. As such, there was a mad rush to try and source a larger tree. Eventually one was sourced, and although it was a beautiful tree, it was still too small. The cost of the tree was £204. The Clerk has liaised with EFDC regarding funding for Christmas trees and lights, and the total cost of this Christmas tree and the new lights will be provided by way of a grant from EFDC, the total amount being £270.41. Going forward, the Chairman has confirmed he will source the supply of the Christmas Tree.
3. As has been agreed since the Clerk has been in post, a contribution towards the cost of Santas attendance has been included under agenda item 18 (this was agreed within the Budget).
4. Thanks should go to both the Chairman, and Cllrs Jackson and Saridja for the distribution of leaflets and erection of posters.

**11. GRANT FUNDING FROM CLLR MCIVOR**

Councillors will recall that Cllr McIvor had indicated he felt the supply of a Defibrillator within Little End would be a reasonable use of the grant funding being made available, subject to the future maintenance of said defibrillator being agreed, and that Councillors had made a number of suggestions as to the location of such a Defibrillator at the November Council meeting. The Clerk has investigated this matter, and is currently looking into the possibility of a ground fixed, solar power Defibrillator Cabinet that could be located on the Highway Land outside what used to be Piggots. The Clerk is currently liaising with ECC Land Management team to establish if this is possibility. The cost of said defibrillator cabinet would be £2,075 excluding VAT, plus there would be installation costs and the cost of the Defibrillator itself. The Grant Funding available via ECC is thought to be around £1,000. The Clerk will also try and source funding to support this project. An example of the type of Defibrillator cabinet can be found at <https://defibwarehouse.co.uk/shop/cabinets-brackets/aed-protect-solar-powered-outdoor-defibrillator-cabinet/>

Councillors are asked to **CONSIDER** if this would be a good solution in terms of a suitable location for a Defibrillator in the hamlet, and if they wish the Clerk to continue with further investigations.

Cllr Adam is asked to provide an update as to if he has liaised with a local resident regarding the possibility of installing a defibrillator with electricity supply onto a house in the hamlet.

**12. BUDGET / PRECEPT 2022/2023**

Councillors are asked to **CONSIDER** the budget, and subsequently the precept, for 2022/2023. 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 2022**.

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: £20,977 / 362.50 = £57.87. The tax base for 2022/2023 has increased to 364.40. 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 £21,087 (£21,087 / 364.40 = £57.87).

**13. MEMBERS REPORTS**

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

- Chairman's Report
  - Affordable Housing in perpetuity
- Vice Chairman's Report
- District and County Councillor Reports
- Parish Councillors Reports

**Meeting: PARISH COUNCIL****Date January 2022****14. QUEENS JUBILEE 2<sup>ND</sup> JUNE 2022**

Councillors will recall that it was agreed to hold an event to mark the Queens Platinum Jubilee taking place between 2<sup>nd</sup> and 5<sup>th</sup> June 2022. Beacons across the Country are being lit at 19:15 GMT on Thursday 2<sup>nd</sup> June 2022, in celebration of the Queens 70 years on the throne. The lighting of the beacons that night will be the first community event of the Jubilee, and it is likely this will be the last chain of beacons lit during The Queen's reign, so the palace want to ensure it is the most successful one to date. The Chairman has confirmed that he still has the Beacon which was lit from the last celebratory event and will arrange for any necessary repair works to be completed. Councillors are asked to **CONSIDER** what celebratory events they wish to hold so that arrangements can be made and publicity arranged.

**15. INTERIM INTERNAL AUDIT 2021/2022**

The Interim Internal Audit was completed on 12<sup>th</sup> November 2021. A copy of the report is attached to the agenda. The final audit is expected to take place in April/May 2022. Councillors are asked to **NOTE** the action report from this Audit.

**16. TOOT HILL VILLAGE HALL**

- a) Cllr Tallon has advised that his contact has been unable to complete works to replace / repair the light at the front of the hall. The Clerk is liaising with another electrician to establish if they can complete this work, along with placing a timer on the light by the Kitchen exit.
- b) A Fire Safety Risk Assessment was conducted by Essex Fire Safety on 26<sup>th</sup> October 2021, including the replacement and servicing of any necessary fire extinguishers. A copy of the report has now been received. Councillors will recall that a working group was set up (Cllr Hollington, Cllr Tallon) and it is suggested that the working group convenes along with the Clerk to consider the findings of the report and recommend any agreed actions for ratification by the Council. The Clerk will provide a further summary at the meeting.
- c) A date for the garage clearance has not yet been set, however it is expected this will take place in March / April when the weather is starting to get warmer
- d) Following a hall booking on 2<sup>nd</sup> January, the Clerk was notified that the sink in the kitchen was completely blocked. The Hall Cleaner has now cleared this, which including having to dismantle the pipework under the sink.
- e) The Clerk continues to liaise with the regular hall hirers and Cleaner regarding changes in Government guidelines concerning the use of public community facilities concerning COVID.
- f) The hall is required to purchase a music licence from PPL/PRS on an annual basis, which provides royalties regarding any recorded music that is played at the hall. PPL/PRS have provided the Clerk with an invoice, which the Clerk has challenged being as no recorded music was played as a result of the closure due to COVID. The Clerk has subsequently submitted a formal review document and requested a review of the account takes place.

**17. NEWS AND VIEWS**

The Clerk will endeavour to publish a News and Views as soon as possible.

**18. FINANCIAL REPORTS****a. To Approve payments, and to note the current status of accounts:**

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary December 2021 and January 2022	<b>£720.00</b> (paid monthly £360)
BACS	HMRC	PAYE December 2021 and January 2022	<b>£180</b> (paid monthly £90)
BACS	Essex Fire Safety	Fire Risk Assessment, log book, plans, annual service fire extinguishers, and ongoing support THVH	<b>£370.20</b> (£61.70 VAT)
BACS	David Wickham	Clean Toot Hill VH Nov and Dec, Phone box tidy and COVID cleans	<b>£308.00</b> (£0 VAT)

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BACS	Ongar Round Table	Contributions towards santa and sleigh 5 <sup>th</sup> December community xmas event	<b>£75.00</b> (£0 VAT)
BACS	We Are Creative	Annual hosting for website	<b>£120.00</b> (£20.00 VAT)
BACS	Auditing Solutions	Interim Internal Audit 21/22	<b>£120.00</b> (£20.00 VAT)
BACS	Adriana Jones	Reimb cost of annual subscription to Office365	<b>£59.99</b>
BACS	Adriana Jones	Reimbursement of refreshments for 5 <sup>th</sup> December Christmas Lighting event Stanford Rivers	<b>£61.44</b> (£0 VAT)
D/D	Eon	Electricity supply Toot Hill Village Hall x 2 months	<b>£70.34</b> (£3.35 VAT)
BACS	Hellabys Ltd	Works to repair Boiler THVH	<b>£108.00</b> (£18.00 VAT)
BACS	Unity Bank	Quarterly Service Charge	<b>£18.00</b> (£0 VAT)

**Bank Balances as at 31<sup>st</sup> December 2021**

Unity Current Account 4775	£ 27,550.83
Unity Deposit Account 4788	£ 39,541.44

**INCOME:** £ 2.44 – Interest a/c 20344788  
 £54.00 – Essex Silk Painters 23/10 (U000036)  
 £10.00 – Brentwood Ramblers THVH (BACS)  
 £66.00 – Forest Pilates THVH (BACS)  
 £12.50 – Galloway THVH 27/11 (BACS)  
 £39.60 – High Country Ladies THVH (U000037)  
 £54.00 – Essex Silk Painters THVH 6/11 (U000037)  
 £44.00 – Including Sport THVH BACS  
 £54.00 – Essex Silk Painters THVH 4/12 (U000038)

**b. Update on Cllr Tallon change of signatory**

Cllr Tallon to provide and update.

**b. Bank Interest**

Councillors are asked to **NOTE** that following an increase in the base rate from 0.1% to 0.25% on 16<sup>th</sup> December, the interest rates on the deposit account will change from 17<sup>th</sup> December, and Unity have advised they will write to the Council in January to confirm.

**19. DATES OF NEXT MEETINGS/EVENTS**

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

- 13<sup>th</sup> January – 5.30pm Toot Hill Village Hall
- 10<sup>th</sup> March – 5.30pm Toot Hill Village Hall
- 12<sup>th</sup> May – 5.30pm Toot Hill Village Hall, followed by Annual Meeting of the Parish 7pm
- 14<sup>th</sup> July – 5.30pm Toot Hill Village Hall
- 8<sup>th</sup> September – 5.30pm Toot Hill Village Hall
- 10<sup>th</sup> November - 5.30pm Toot Hill Village Hall

Councillors are reminded that meetings must be held in person.