

STANFORD RIVERS PARISH COUNCIL

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Adriana Jones
Clerk to the Council

TO: ALL COUNCILLORS

You are hereby summoned to attend the Annual Meeting of the **Parish Council** which will be held on **Thursday 12th May 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
7th May 2022

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. ELECTION OF CHAIRMAN

To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon. To **EXECUTE** the declaration of Acceptance of Office of Chairman of the Council.

2. ELECTION OF VICE CHAIRMAN

To **PROPOSE** and **SECOND** nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon.

3. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

4. OTHER ABSENCES

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

5. 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.

6. CONFIRMATION OF MINUTES

To **APPROVE**, as a correct record, the Minutes of the Parish Council meeting held on 10th March 2022, and to **NOTE** the minutes of the Planning Committee meeting held on 14th April 2022 as attached to the agenda.

7. GENERAL POWER OF COMPETENCE

The General Power of Competence (GPC) can be used by eligible local councils to do anything that individuals generally may do. The power, afforded by the Localism Act 2011 is a power of first resort, meaning this is the default power to be used and negates the need to use other powers. There are two criteria for eligibility:

- At least two thirds of the Councils total number of Councillors are elected at that time
- The Clerk must be qualified, holding at least one of the sector specific qualifications

It is the Council which determines that it meets the criteria by way of resolution which is recorded within the minutes of that meeting. This decision should be made/revisited at every relevant annual meeting, with the

power remaining in place until the next relevant meeting. If eligible to use GPC, Councils cannot use S137. This Council now meets the qualifying criteria, and as such the Council is asked to **RESOLVE TO ADOPT** the General Power of Competence.

8. NEIGHBOURHOOD WATCH

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

9. 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 final 2021/2022 Internal Audit will be conducted on Wednesday 18th May.
- The new Council Facebook account has been set up
- A new inspector has been appointed to examine the EFDC Local Plan.
- Parliament passed an order in April to extend licensing hours in pubs, clubs and bars from 11pm to 1am to mark Her Majesty the Queen's Platinum Jubilee. The extension will cover 2 to 4 June
- Essex Libraries are running a new Libraries Outreach Service, its aim being to offer services to local communities, in the heart of those communities. They offer a mobile library van at each parish for specific one-off events. Essex Libraries believe the Outreach Service to be an ideal way to support many community events in Essex and provide opportunities for parish residents to access and engage with us.
- The Ride London routes have been placed on our Facebook Page, with links to the Ride London website, as well as on our notice boards.
- The Clerk continues to make enquiries regarding sourcing a Nordmann Fir slow growing tree to plant in Little End. An update will be given at the meeting.
- The Clerk has been in contact with Safer Communities at EFDC regarding the requirements of the Community Pay Back Scheme and has been advised that examples of where this scheme can be secured is for items such as removing graffiti, clearing wasteland, or decorating a community centre. The work must benefit the local community, not take paid work away from others, and not make a profit for anyone. Schemes nominations must be made via the .GOV website. Councillors are asked to advise the Clerk if they have any projects where this scheme may possibly be used.
- This years Toot Hill Village show is scheduled for Saturday 6th August – Councillors are asked to put this date in their diary, and confirm to the Clerk if they would be available to man a stand at this event. The event will be a formal agenda item on the July parish council meeting.
- EFDC offering training to Parish Councillors in Code of Conduct, Planning, Planning Enforcement and Housing. Councillors are asked to contact the Clerk if they would like to attend (the Clerk will have details of dates at the meeting).
- Jubilee Green Licence – Clerk will provide an update.

10. APPOINTMENT OF INTERNAL AUDITOR

Councillors are asked to **CONSIDER** the appointment of Auditing Solutions as this Councils internal auditor for 2022/2023. The Clerk will give an update at the meeting.

11. A113 SPEED DATA PROJECT

Cllr Jackson and Cllr Adams to provide an update on works to install the two speed signs on private land at either end of Little End.

12. 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/0832/22	38 London Road Stapleford Tawney Romford Stapleford Tawney RM4 1SP	Application to determine if Prior Approval is required for a proposed x1 no. shepherds hut to be placed on land, with x2 no. windows& a door. http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=665053
2. To NOTE any planning applications that have been responded to via the Clerks delegated powers		
NIL		
3. To NOTE any planning applications upon which EFDC do not normally accept comments		

NIL
4. To NOTE any enforcement actions or appeals.
NIL
5. To NOTE any other planning matters
a) With regard to the lagoon located on the Epping Road, the Clerk advised EFDC Enforcement of this matter, including the name of the land owner, for further investigation to establish if planning permission is needed.
b) Notification has been received that EPF/1623/21 (Land opposite Blackberry House, Toot Hill Road – Net zero carbon four bed house with associated landscaping) has gone to appeal following refusal of planning permission by EFDC. The appeal reference number is 3289669, and interested parties are able to respond to this appeal before 26 th May 2022.
c) The following enforcement investigation was investigated by EFDC but found to have no breach: ENF/0024/22 – Woodside Farm, Berwick Lane, Stanford Rivers (EPF/2777/19). Breach of condition - no wheel washing on site - No Breach of Planning Control revealed.
d) Planning Decisions <u>EPF/0202/22</u> Willows End Cumley Road Stanford Rivers Ongar CM5 9SJ Demolition of existing dwelling and construction of replacement chalet-style property with a basement. Resubmission of refused application: EPF/2410/21 Decision Date: 1/4/2022 Decision: Refuse Permission The Parish Council had NO OBJECTION to this application <u>EPF/2121/21</u> Little Croft Toot Hill Road Ongar CM5 9QP Proposed demolition & removal of existing stables & barn/ replacement new detached single storey dwelling. (Three-bed, five-person dwelling on the same footprint as the existing buildings on site). Decision Date: 27/4/2022 Decision: Grant Permission (With Conditions) subject to legal agreement (e.g. s.106, unilateral undertaking) The Parish Council had NO OBJECTION to this application <u>EPF/2330/21</u> Jemswood Widows Farm Toot Hill Road Ongar CM5 9QR Proposed demolition of existing stable building and construction of single dwelling and associated external works. Decision Date: 12/4/2022 Decision: Grant Permission (With Conditions) subject to legal agreement (e.g. s.106, unilateral undertaking) The Parish Council OBJECTED to this application <u>EPF/0465/22 CLD</u> 1 London Road Stanford Rivers Ongar Essex CM5 9PH Certificate of lawful development for a proposed outbuilding to rear garden. Decision Date: 21/4/2022 Decision: Lawful The Parish Council felt this application was LAWFUL <u>EPF/0107/22</u> Hilltop Farm Toot Hill Road Ongar CM5 9LJ Construction of outdoor, open air swimming pool within garden boundaries. Decision Date: 31/3/2022 Decision: Grant Permission (With Conditions) The Parish Council had NO OBJECTION to this application <u>EPF/3119/21</u> Land to south side of Steers Farm School Road Toot Hill Ongar CM5 9SD Proposed new infill detached 5 bedroom house with detached carport. Alterations to approved scheme: EPF/1889/19. Decision Date: 11/3/2022 Decision: Grant Permission (With Conditions) subject to legal agreement (e.g. s.106, unilateral undertaking) The Parish Council raised a concern regarding this application, following having NO OBJECTION

EPF/0089/22

The Stables Murrells Farm, London Road Stanford Rivers Ongar CM5 9QE

Application for a Lawful Development certificate for existing use of land as garden in association with The Stables, Murrells Farm.

Decision Date: 18/3/2022 Decision: Lawful

The Parish Council felt this application was LAWFUL

13. HIGHWAYS / FOOTPATHS

a) Local Highway Panel Request

Councillors are asked to **NOTE** the next meeting is scheduled for 11th July 2022, and the updates on schemes below:

- LEPP192054 – A113 London Road, Stanford Rivers Signage scheme – Moved into 2022/2023 financial year. Cost £16,500. No date for completion yet.
- 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. Awaiting Funding. Cost; £8,000. 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 JW Epping Lane / A113, at Validation Stage. NOTE: This was submitted by the Parish Council, but is not within the Parish. UPDATE: Agreed at the 21st March 2022 meeting that this scheme to be delivered in the 2022/2023 financial year.
- LEPP212008 - A113 Layby near Traceys Farm – request for hedging to be removed and replaced with reflective barriers. UPDATE: Agreed at the 21st March 2022 meeting that this scheme would be completed during the 2022/2023 financial year.
- LEPP212019: Request for the reinstatement of signage outside Piggotts for directional signage towards Toot Hill. UPDATE: Agreed at the 21st March 2022 meeting that this scheme would be completed during the 2022/2023 financial year.

b) VAS (Vehicle Activated Signs)

Councillors are asked to **NOTE** that a meeting of the Working Group has not yet taken place, however one will be scheduled over the coming week

- c) **Overgrown Footpath Stanford Rivers to Ongar** – The Clerk has chased EFDC for a formal response to when this will be cut back. Councillors will recall the original enquiry raised with ECC, who responded on 8th March stating this issue does not fall under the remit of Essex County Council but that they have passed this issue on to the relevant organisation (in this case EFDC) for their attention . The Clerk then raised general enquiry with EFDC asking what their remit was, as the Clerk was of the understanding that it was ECCs responsibility to ensure pathways were clear, and which department will be looking at completing these works. A response was received 10th March confirming an officer had looked at the query and passed it on to the Grounds Maintenance Team (case reference is: FS-Case-407124111) who would respond. No response to date, so further query raised.
- d) **Finger Post opposite Toot Hill Road** – Some essential repair works were needed to the Finger Post located directly opposite Toot Hill Road, in Toot Hill. After discussion between the Chairman and the Clerk, it was agreed to progress these works for reasons of safety, at a cost of £286.00. The works included digging around the current post, concrete post repair spur behind existing post, attach the post to the repair spur.

- e) **Fly Tipping** – large fly tip in Berwick Lane reported by the Chairman, and Clerk reported to EFDC - WK/202216088 - FS-Case-418359062

14. RIDE LONDON-ESSEX 100

Full details of this event which runs the weekend of 28th and 29th May 2022 have now been published. The Clerk is currently preparing a special News and Views which will contain all the details of the event, as well as contact details if anybody has any concerns. Maps have been placed on the Parish Noticeboards along with contact details, and have been published on social media. There will undoubtedly be significant disruption to the Parish and the District, however this is entirely out of the Parish Councils control. The Parish Council is doing what it can to ensure all residents are aware of the event and timings. At a Zoom meeting with the event organisers, the Clerk asked the following questions and received the following responses:

- Business working – how would businesses who work / operate on these days be affected. A. For the duration of the closures, business could not access the roads that were closed.
- Access arrangements for emergencies. A. The emergency services took precedent over all events, and the ride could be stopped if deemed necessary.
- Access to field by Farmers needing to work the land. A. Restricted access during any road closures.
- Are there alternatives access routes. A. Access remains available on all roads that are not closed.
- Access for people who work on Saturdays / Sundays. A. Restricted access during any road closures.

15. QUEENS JUBILEE 2ND JUNE 2022

Councillors will recall that it was agreed to hold an event to mark the Queens Platinum Jubilee taking place between 2nd and 5th June 2022, with a specific event being held in Toot Hill on Thursday 2nd June culminating with the lighting of a beacon in the evening. A Zoom meeting which included a number of members of the community took place on 11th April. The Clerk will provide an update at the meeting, and Councillors will be asked to **AGREE** the arrangements for the event.

16. TELEPHONE KIOSK

Councillors will recall that two years ago this Council received £500 by way of a microgrant to transform the Phone Kiosk in Toot Hill to a small local tourist information spot. As at 31st May, no further funds will be in the EMR for these works, however the maintenance cost of £10.00 per month was budgeted for in the approved budget. Some maintenance works to the kiosk door is now needed, the cost of which is expected to be around £40.00. Councillors are asked to **CONSIDER** this cost.

17. APPROVED OF ACCOUNTS 2021/2022

Attached to the agenda is a copy of the final accounts for 2021/2022. Councillors are asked to **APPROVE** these accounts by way of **RESOLUTION**.

18. EXTERNAL AUDIT (AGAR) 2021/2022

Each year the Councils Accounts and Practices (known as the Annual Governance and Accountability Return - AGAR) are reviewed by an external auditor appointed by the Smaller Authorities' Audit Appointments Ltd. The following dates apply for this Council:

- The requirement for the public inspection period (to include the first 10 working days of July) will start 13th June and will end 22nd July.
- The AGAR must be approved by 30th June 2022 and submitted to PKF Littlejohn by 1st July 2022.

This year, the Council does not fulfil the criteria for exemption, and must undertake a limited assurance review. Council is asked to:

- a) Review the effectiveness of the system of internal control of this Council
- b) Consider the findings of this review
- c) Prepare the Annual Governance Statement (Section 1)
- d) Approve the Annual Governance Statement by way of **RESOLUTION**
- e) Consider the Accounting Statements (Section 2)
- f) Approve the Accounting Statements by way of **RESOLUTION**.
- g) Ensure that both the Annual Governance Statement and Accounting Statements is signed and dated by the person presiding at the meeting.

Councillors are asked to **NOTE** that the Clerk undertook a review of the Councils Financial Risk Assessment in January 2022, however this was not formally reported to Council. Attached is a copy of this review for members information.

19. DEFIBRILLATOR LITTLE END**a) Location**

Councillors will recall that at the last meeting it was agreed to write to the MD of London Hoist as a last ditch attempt to see if they would be interested in allowing the Parish Council to place a defibrillator on their wall, with the provision of electricity. The Clerk will provide an update at the meeting.

b) Grant Funding

The Clerk has again formally contacted ECC Cllr Mclvor asking him to confirm that £1,000 funding would be made available towards the supply of a community Defibrillator within Little End.

20. MEMBERS REPORTS

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

- Chairman's Report
- Vice Chairman's Report
- District and County Councillor Reports
 - Cllr Mclvor has been invited to give a specific update on the process to follow regarding addressing the speed limit along the A113 again.
- Parish Councillors Reports

21. TOOT HILL VILLAGE HALL

- a) To **NOTE** that updated electricity meter readings were taken and given on 8th May 2022. It has been 292 days since the last meter reading was taken and as such the next bill is expected to be higher than normal. Arrangements have now been made to take these once per month.
- b) As detailed in the March agenda, a quote has been obtained to resolve the necessary electrical works to the hall to ensure compliance following the Fire Risk Assessment, the total cost of the works being £475.00. A copy of the quote is attached to agenda for council consideration. Councillors are asked to **NOTE** that this electrician does not conduct PAT testing, and that this is not a legal requirement.
- c) As agreed at the March meeting, the Clerk has signed the Gigaclear one year community broadband agreement. Details are now awaited concerning works required to bring the connection to the hall.
- d) Councillors recently considered the need for a physical barrier to the car park of the Toot Hill Village. There have been a number of occasions when unauthorised vehicles have used the car park. Whilst as of yet this has not caused a particular problem, it has the potential to. The Clerk will give a further update at the meeting.
- e) The Clerk is making arrangements to meet with Cllr Tallon concerning a date for clearing the Garage out.
- f) A number of maintenance issues were discovered at the Village Hall. Due to the urgent nature of two of them, and following discussion between the Clerk and the Chairman, it was decided to agree to the urgent of replacement of handrails and 7 posts to disabled ramps for reasons of safety. The total cost for these works was £680.00. Given the safety aspect of these works, it was agreed between the Chairman and Clerk not to obtain further quotes as the work needed to be completed as soon as possible. Councillors are now asked to **APPROVE** the cost for these works. In addition, the following items need to be addressed:
 - a. Entrance doors – remove flaking veneer, sand and fill, undercoat and paint with black paint - £300.00
 - b. Decking and handrails – sand the decking and handrails (excluding spindles), apply two coats anti slip decking stain to decking and fascia and hand rails, apply black barn paint to decking hand rail posts - £456.00
 - c. Two picnic tables on decking – Replace slats, sand surface and stain - £336.00 (Councillors are asked to also consider the possibility of simply replacing these two tables, each costing around £326.00 to replace)
 - d. Timber gables x2 – Sand and apply two coats exterior stain - £225Councillors are asked to **CONSIDER** which, if any, of these works they would like to complete.

Meeting: ANNUAL PARISH COUNCIL**Date 12th May 2022**

- g) The Clerk has now received confirmation from Pannone Corporate (representing PRS/PPL) of Notice of Discontinuation from the Courts (minute reference P14.896(f)) refers).
- h) EFDC Non-Domestic Rates bill for Village Hall received for £0 due to qualifying for rates relief.

22. NEWS AND VIEWS

The next edition will include Queens Jubilee and the Ride-London-Essex 100 events.

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

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary April and May 2022	£1,109.46
BACS	HMRC	PAYE February and March 2022	£277.20
D/D	EALC	Annual EALC / NALC affiliation fees	£258.10
BACS	David Wickham	Clean Toot Hill VH March and April, Phone box tidy March and April and COVID clean March, plus repair works to Finger Post opp Toot Hill Road and disabled ramp access to Toot Hill Village Hall	£1,186.00 (£0 VAT)
BACS	SK Automotive	Grounds Maintenance Works March – April (3 cuts)	£756.00 (£126.00 VAT)
BACS	Thornwood Grounds Maintenance	Supply Xmas tree, erect and remove 2021	£384.00 (£64.00 VAT)
D/D	Eon	Electricity supply Toot Hill Village Hall March 2022	£34.21 (£1.63 VAT)
BACS	Calor	Standing charge Gas THVH	£20.59 (£0.98 VAT)
BACS	John Adams	Reimb for cost of ready to use Postcrete regarding Speed signs along A113 (private land)	£53.10 (£8.85 VAT)

Bank Balances as at 30 April 2022

Unity Current Account 4775	£ 28,813.83
Unity Deposit Account 4788	£ 54,571.97

INCOME:

- £ 865.00 – Grant National Lottery Fund for Jubilee Event
- £ 36.30 - Owen - Hire THVH 26/3
- £196.00 – Including Sport - Hire THVH 11/2, 22/2, 25/2, 18/3, 26/3
- £ 55.00 – HC Floral Art club – THVH hire 17/3
- £ 54.00 – Silk Club – THVH hire 3/3
- £ 50.00 – History Club – THVH hire 24/2, 24/8
- £ 30.53 – Interest Unity Account
- £ 96.80 – Including Sport – Hire THVH 20/4, 24/4
- £ 88.00 – Boxshall – THVH hire 7/5
- £ 18.00 – Masters – THVH hire 24/4
- £112.00 – OWS – THVH hire 25/4, 16/5, 20/6
- £ 30.00 – Radio Forest Hospital – Hire THVH 24/4
- £21,087 – EFDC – Precept 2022/2023

b. Update on Cllr Tallon change of signatory

To confirm that Cllr Tallon is now an authorised signatory on the Councils Bank Accounts, and can authorise bills online also.

24. DATES OF NEXT MEETINGS/EVENTS

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

- 10th March – 5.30pm Toot Hill Village Hall
- 12th May – 5.30pm Toot Hill Village Hall, followed by Annual Meeting of the Parish 7pm
- 14th July – 5.30pm Toot Hill Village Hall

Meeting: ANNUAL PARISH COUNCIL

Date 12th May 2022

- 8th September – 5.30pm Toot Hill Village Hall
- 10th November - 5.30pm Toot Hill Village Hall

Councillors are reminded that COVID restrictions are no longer in place and as such meetings must be held in person.