

Stanford Rivers PARISH COUNCIL

MINUTES

Meeting: PARISH COUNCIL

Date: 14th July 2022

Time: 5.30pm

Toot Hill Village Hall, Toot Hill Road, Toot Hill, Essex

PRESENT:

Councillors (7) Cllr Glover (Chairman), Cllr Jackson, Cllr Mrs Jackman MBE, Cllr Adams, Cllr Hollington, Cllr Saridja, Cllr Tallon

Also in Attendance (1) - Adriana Jones – Clerk

Members of the Public (1)

Members of the Press (1)

QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman welcomed members of the public present. A member of the public advised that he had tried to contact NEPP to deal with the parking issues at the bottom of Mill Lane where people park on the green and opposite the junction of Toot Hill Road, however had been unsuccessful. The resident stated that under the Highway Code you cannot park within 15m of a junction. There are also problems with people at Barnmead moaning that the residents of the Moat are parking in the Layby. The Clerk advised that in order to try and resolve the problems, firstly it needed to be confirmed if the layby parking was open to anybody or if it was for residents of Barnmead only, and secondly the possibility of parking permits which would need to be paid for. Cllr Tallon suggested that Barnmead residents would not be happy to pay for permits. The Clerk confirmed she would liaise with EFDC to try and establish if it was restricted parking. Cllr Jackson advised that if this was the case then signage could be erected to state this. The Chairman advised that a note to residents could also be circulated. The Clerk stated that with regard to the Mill Lane triangle, she would be liaising with Cllr Mclvor regarding the possibility of installing sleepers around this location, and if this was agreed there would be a maintenance cost to manage this area. Cllr Hollington questioned if this would restrict lorries going into the farm at the end of this road. The Clerk confirmed she would be happy to print off some signs that the resident could place on these cars if he wanted to.

P14.926 APOLOGIES FOR ABSENCE

Apologies received from ECC Cllr Mclvor.

P14.927 OTHER ABSENCES

None.

P14.928 DECLARATIONS OF INTEREST

None

P14.929 MINUTES

Councillors **APPROVED** the minutes of the Parish Council meeting held on 12th May 2022.

P14.930 NEIGHBOURHOOD WATCH

Cllr Adams advised there was no activity to report for the Parish, however there were reports of a Range Rover having been stolen in Stapleford. Cllr Saridja advised he had heard a rumour that many insurance companies were considering no longer insuring range rovers unless bollards are installed in peoples drives. Facebook and Whatsapp groups continued to be used, and there was one post on the Facebook page of advertising however this was removed as it was deemed inappropriate. Cllr Jackson reported that he had recently been the subject of a crime in Ongar where his Google Pay credentials had been cloned possibly by somebody standing close to him at the till. He had advised the police and his credit card company, and had subsequently been told there was lots of examples of this happening. It was **AGREED** to put this in News and Views in the hope of making people more aware of their surroundings. Cllr Jackson advised that Cyber Crime doesn't always appear on crime reports and suggested the link to Action Fraud should be included in the News and Views also.

P14.931 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

Members **RECEIVED** a verbal report from the Clerk as follows:

- The Clerk is currently liaising with Connaught Farm Nurseries in Loughton regarding the Abies Concolor slow growing tree to plant in Little End.

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- Reminder deadline for responding to Ward Boundary change consultation (<http://consultation.lgbce.org.uk/have-your-say/34398>) is 18th July 2022. The Boundary Commission is suggesting having 54 Councillors instead of 58 for the Epping Forest District.
- EALC AGM being held Thursday 22nd September at Highlands House.
- 'Why villages need 20mph and how to campaign for it' - a webinar briefing for Parish Councillors. There are two available webinars - 27th July 2022 13:00-14:00 and 28th July 2022 19:00-20:00. Details were attached to the agenda. Noted this was being done a lot in Wales.
- ECC Highway Highlights June 2022 attached to the agenda.
- Ongar Neighbourhood Plan is featured on the 18th July EFDC Cabinet Agenda. A link to the full document had been emailed to Councillors on 14th July. The Clerk summarised the fact that this would be voted on by way of referendum of the local community, and that a Neighbourhood Plan could not be used to stop development but was a way of helping to influence the future development of an area, especially in terms of design. Cllr Jackson advised it was already outdated as it states it needs to comply with EU regulations.
- The 18th July EFDC Cabinet agenda included an item regarding the UK Shared Prosperity Fund Investment Plan. The Clerk advised that EFDC has been awarded £1m to spend over the next three years to help with local prosperity, and that EFDC had decided the more rural areas should benefit. The Clerk had subsequently put forward a request for Grant Funding of £15,000 toward the cost of installing an Air Source Heat Pump at the Toot Hill Village Hall, and that this has provisionally been accepted as a suitable project and will be put forward to Government for approval. Cllr Saridja asked if a Cycle path could be put forward, and also suggested that the installation of Electronic Vehicle Charging points could be installed at the Village Hall. It was **AGREED** the Clerk would find out more about this possibility. Cllr Mrs Jackman was concerned this could cause some problems. Councillors felt that there should be something in it for the PC if this was the case, and asked for more information before deciding to move forward.
- First data from the 2021 census has been released. The Clerk provided an update at the meeting which included the following:
 - population size for EFD has increased by 8.3%, from around 124,700 in 2011 to 135,000 in 2021.
 - 6% increase in people aged 65 years and over
 - an increase of 5.7% in people under aged 15 to 64 years, and an increase of 9.6% in children aged 15 years.
 - 20th least densely populated area in the East of England, with 398 people per square meter
- Mayor of London currently consulting on proposals to expand the Ultra Low Emission Zone (ULEZ) London-wide on 29 August 2023. Deadline for responses is 29th July 2022. The Clerk provided details of the proposed map of this extended zone, and it was noted that it did not touch this Parish. It was however **AGREED** that the Clerk would respond asking for the 365 bus service to be extended to Ongar Roundabout.
- stanfordrivers-pc.gov.uk domain is due to expire on 31st August 2022. The cost of renewal is £85.00 plus VAT for two years. The Clerk has confirmed this should be renewed.
- Queens Jubilee event was extremely well attended and was a great success. Will feature in next N&V.
- Letter from a solicitor regarding land and a covenant received. **NOTED** this will be on September agenda in closed session and that legal opinion may need to be sought.
- Notification that External auditor looking at our Audit.

P14.932 ECC MEMBER LED POTHOLE INITIATIVE

Councillors **NOTED** that Essex County Council has announced their 'member-led' pothole repair initiative was back for another year. Launched at the start of June, the programme offers County Members the opportunity to liaise with their local Parishes and Districts, as well as using their own local knowledge, to nominate important pothole locations to Essex Highways for repair. This scheme enables Members to complete additional repairs locally which may not normally be considered for immediate repair under existing maintenance policies. ECC has asked County Councillors to identify a total of 36 potholes, requested in two batches of 18, as the work has been phased into two visits and planned in such a way to maximise ECCs resources. Work will be organised by district to be carried out, starting on 13 June, continuing through to the end of the year until both phases have been completed. Councillors were asked to put forward details (including providing details of pictures and locations to the Clerk) so that these can be passed on to ECC Cllr McIvor. Councillors **NOTED** that the Clerk (via the Chairman) has also been sent a list of potholes in the area from a local resident, and provided a full update on these at the meeting, including details of one pothole that was first reported in 2019. It was **AGREED** the Clerk would include details of the scheme in News and Views, asking local residents to provide details of any potholes they feel need to be repaired, and that these would be put forward along with the three detailed at this meeting to Cllr McIvor for repair under this scheme. Cllr Jackson asked that some parameters be

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included in N&V to guide residents as to what constitutes a pothole. Councillors briefly discussed the fact that one of the good things to come out of the recent cycling events was that many of the potholes were filled.

P14.933 A113 SPEED DATA PROJECT

It was **NOTED** that an invoice had been received from AK Automotive for the installation of the speederbot signs. Cllr Adams confirmed he had tried to contact the person who implemented the A113 speederbot system to revise the data and get the PC account up and running, but as yet had been unsuccessful. Cllr Jackson confirmed there had been a speedwatch session a couple of weeks ago at which PC Andy Cook had attended, and police also go out independently. Cllr Adams advised that he was keen to get the police involved with the community speedwatch and publicise the fact we are actively targeting speeders. Cllr Adams had attended the community speedwatch forum with Janet Whiley (CSW Organiser for Essex) a few weeks ago. The Essex Roads Policing Unit were also in attendance who could also take part in speedwatch and it was hoped we could gain commitment from them to attend on a regular basis. It was noted that any of these police teams could assist. Cllr Jackson stated that Essex Rural Police own the Truecam which takes both a picture and the speed of a vehicle. Cllr Adams advised they wanted to organise an early morning and late session over the coming weeks before the light starts to fail.

P14.934 ANNUAL REVIEW GDPR

As a Parish Council there are a number of actions needed to ensure compliance with GDPR. This Council had therefore undertaken a review of its obligations with the following being **AGREED/NOTED**:

- Information policy was reviewed and agreed. Next review due May 2023
- The PC Website has a GDPR statement that was reviewed and agreed. Next review due May 2023. Updated copy to be placed on PC website.

The Clerk discussed the issue of Councillors using their personal email addresses for Council business, in that it made it extremely difficult for the Clerk and the Council as a body to ensure there were no data protection management issues. The possibility of specific Councillor emails was discussed, along with the fact that this would involve a cost. It was **AGREED** the Clerk would place this on the September agenda for further discussion, however it was **AGREED** the Clerk should not send any personal information unless absolutely necessary. In addition, Councillors would be asked to confirm that they have a process of ensuring they remove any personal data from their machines

P14.935 PLANNING APPLICATIONS

- a. Councillors **AGREED / NOTED** the following matters:

1. To CONSIDER any planning applications submitted to the Parish Council for comment as detailed below		
EPF/0942/22	17 London Road, Stanford Rivers, Ongar C5 9PH	Proposed two storey full width extension to front elevation. NO OBJECTION
EPF/1000/22	Woodrow, School Road, Stanford Rivers, CM5 9PU	Detached double garage. The Parish Council OBJECTS to this application. The siting of the proposed double garage, along with its significant size (height of 5.215m) will results in an unacceptable negative effect on the street scene and should be classed as overdevelopment. To have such a large building in this location, so close to road, given the context of the surrounding properties which are all set back significantly from the road would be entirely out of keeping with the locality. This is contrary to policy DM4(c) of the 2017 Submission Version of the Local Plan.
EPF/1211/22	Colemans Farm, Toot Hill Road Stanford Rivers CM5 9QN	Retention of Tree House. Councillors NOTED that the link that was in the Weekly list did not work, so the Clerk had completed some investigation and established that the system stated the application had been withdrawn. The Clerk contacted EFDC to confirm this was case, and was advised that whilst this was originally withdrawn on the grounds of decline to determine however the agent successfully argued it, and it was then made

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		<i>valid, so the application should be an active case. However, the Clerk advised there were no plans on the website to review, so she had gone back to EFDC to advise that she expected this would be on a future list for review.</i>
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		
EPF/1129/22/ NEW	Land At The Rear Of The White Bear P.h. 149 London Road, Stanford Rivers	Application for approval of details reserved by condition 3 'Contamination risks', condition 4 'Drainage details', condition 6 'External finishes', condition 7'Screen Walls and fences', condition 8 'EVCP', condition 9'High Speed Broadband' and condition NOTED
EPF/1027/22 CLD	3 Cumley Road Stanford Rivers Ongar Essex CM5 9SJ	Certificate of lawful development for a rear garden room. NOTED
4. To NOTE any other planning matters		
a) With regard to the lagoon located on the Epping Road, the Clerk had received notification from EFDC as follows: ENF/0090/22 - Permitted Development under Class C, Part 6 of the GPDO 2015, and prior approval is not required by the council. <i>Class C – mineral working for agricultural purposes</i> Permitted development C. The winning and working on land held or occupied with land used for the purposes of agriculture of any minerals reasonably necessary for agricultural purposes within the agricultural unit of which it forms part. Development not permitted C.1 Development is not permitted by Class C if any excavation would be made within 25 metres of a metalled part of a trunk road or classified road. Condition C.2 Development is permitted by Class C subject to the condition that no mineral extracted during the course of the operation is moved to any place outside the land from which it was extracted, except to land which is held or occupied with that land and is used for the purposes of agriculture. (6) In Class C, “the purposes of agriculture” includes fertilising land used for the purposes of agriculture and the maintenance, improvement or alteration of any buildings, structures or works occupied or used for such purposes on land so used. As such this investigation is closed. Councillors NOTED that the Clerk had received an email earlier in the day from a local resident to advise that there had been another occurrence of lorries going backwards and forwards at all times of the night. The Clerk subsequently obtained a full update from this resident, and then contacted the company running the lorries - William Guilder – speaking to Nick who advised he was very aware of the situation and that they guarantee no transport movements outside 7pm to 7am. He stated that this did take place last year however had been told this could not happen this year. They are importing the slurry.		
b) Notification received that EPF/2558/21 (60 Epping Road, Stanford Rivers – Proposed New Dwelling) has gone to appeal following refusal of planning permission by EFDC. The appeal reference number is 3295510, and interested parties are able to respond to this appeal before 1 st August 2022. Councillors felt there was no further comments they wished to make.		
c) Councillors recalled the Permitted Development permission granted for two barns along the Epping Road near to Tawney Common, and that this Parish Council queried the legality of the applications meeting PD requirements. The Clerk has now received a response from EFDC which states that <i>‘Having reviewed the case it does appear that the proposed barns do fall within 3km of North Weald Airfield and as such they are subject to the more limited height as laid out within the GPDO. Unfortunately, as part of an investigation that took place in September 2020 regarding a similar issue, it was found that Planning Officers were not consistent in their measurements and checks of this matter, which led to incorrect decisions being issued. In response to this previous complaint, all Planning Officers were made aware that a 3km buffer of aerodromes is available on the Council’s GIS map that should be used when assessing agricultural prior approvals. This appears to have ensured that the</i>		

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above mistakes have not repeated. With specific regard to EPF/1281/20, since approval was given in July 2020 this decision will not be retracted and revised. However, I thank you for bringing this matter to our attention.'

Cllr Hollington stated the barns were not clad at this point and wondered if problems were expected. The Clerk reminded Councillors that if those barns are not used in the next 10 years for the purpose for which permission was granted (Machinery and hay storage) they need to be removed, so local people and residents needs to be mindful of this. This was a requirement of the permission given. The Chairman provided pictures of the two barns, which are extremely high and seemed to be more designed to be like houses than barns. These barns have also been built on the upper most part of the each field, making them extremely prominent in the locality. The Chairman felt that EFDC were being particularly dismissive.

It was **AGREED** the Clerk would write back to EFDC and state that this Council would keep its eye on these barns and if they are not used as described Enforcement would be suggested. It was also **AGREED** the Clerk would compare the pictures against the agreed plans.

d) Planning Decisions

EPF/3259/21

Colemans Farm, Toot Hill Road, Stanford Rivers, Ongar CM5 9QN

Application for Variation of Condition 2 for EPF/3065/18. (Demolition of agricultural buildings, construction of two detached houses, extension to dairy cottage garden, provision of boundary treatment and hard and soft landscaping) Resubmission of EPF/2815/21

Decision date 15/06/2022 **REFUSED (reasons for refusal read out at meeting).**

The Parish Council asked for further clarification of this application as insufficient information had been submitted. <https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d00000NxgU>

EPF/0622/22 CLD

3 Cumley Road Stanford Rivers Ongar Essex CM5 9SJ

Application for a Lawful Development Certificate for a proposed garden room. Lawful Development Certificate -

Decision: **NOT LAWFUL**

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=664187

e) Enforcement ENF/0177/22 – 5a Toot Hill Road –works completed not in compliance with approved plans. Reported

f) The Clerk advised that she had recently received a phone call from a person advising that works to a building at Colemans Farm was not being done in accordance with the agreed plans, with the suggestion that this relates to EPF/3259/21. The Clerk asked this individual to email her all the details, so that it could be reported to EFDC enforcement to look into, however nothing had been received. As such, the Clerk is unable to confirm exactly what property this relates to and what the alleged breach is. Councillors felt that it was worth raising this matter with enforcement in any case so it can be investigated.

b. Concern over Planning Matters

Councillors expressed their concern over what seemed to be lax attention to planning matters at EFDC, and Cllr Mrs Jackman wondered if other Parish and Town Councils across the district were having the same issues. The Clerk explained that she was aware of at least two Councils who were considering taking matters further. The Chairman said that he had no confidence in EFDC Planning. The Clerk stated that with regard to the two barns, EFDC had admitted they were at fault, to which Cllr Mrs Jackman advised this simply wasn't acceptable. Cllr Adams advised it wasn't only the barn application but other applications too, such as the tree house. Cllr Hollington said EFDC Offices now seem to be permanently closed, to which the Clerk advised that some of the offices are being rented and out and hot desking taking place at other areas. Cllr Mrs Jackman advised that there was a time when the District had hardly any Enforcement Officers, meaning that things are being built all over the district with no controls in place. The Chairman stated that the granted of permission of these two barns illegally was an exceptional thing to happen in such a small parish, and the impact will be massive. The Clerk explained that the only way this could possibly be overturned is by going through a judicial review, but this would cost thousands of pounds. Cllr Jackson asked if this provided a rule that other people could then apply / get the same thing, to which the Clerk said no. Cllr Jackson said EFDC has said this is a one off mistake and as such would not set a precedent. Cllr Mrs Jackman asked if Cllr Whitbread knows this Councils

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concerns. It was noted that EFDC is covered by the Ombudsman and the Council were free to contact them. Cllr Mrs Jackman suggested the Clerk contact Cllr Chris Pond asking if EF Branch Meetings would start up again, as this was a useful forum to discuss issues of general concern amongst Councils.

P14.936 LICENCE APPLICATION

Councillors noted that an application, plans and consent form for a new premises licence at Toot Hill Golf Club School Road Ongar Epping had been received for the following:

Indian restaurant facility comprising of a dining area for up to 100 persons, and an area immediately in front of the restaurant for a limited number of tables and chairs. Alcohol will be served within the premises on and off (Outdoors)

- The Provision of Live Music Monday to Sunday 17.00 – 00.00am
- The Provision of Recorded Music Monday to Sunday 12.00 – 00.00am
- The Sale by Retail of Alcohol Monday to Sunday 12.00 – 00.00am On and Off Sales
- The Opening times are Monday to Sunday 12.00 – 00.00am

The Consultation period starts 6th July 2022 and ends 2nd August 2022. Councillors considered this matter at length, and one of the issues already raised by the Clerk was concerning the applicants statement about the area 'edged in red' as the site plan supplied did not have an area in red, and it was understood EFDC was clarifying this point with the applicant. Councillors raised a number of concerns, including the operating hours proposed and the offsite element of the alcohol licence. It was **AGREED** that in the first instance the Clerk would contact EFDC for clarification as to what the current licence terms were, and once this was received the Clerk would liaise via email with Councillors to agree this Councils formal response.

P14.937 HIGHWAYS AND FOOTPATHS

Councillors noted the following:

a) Local Highway Panel Requests:

- 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. Latest update: *Validation completed - Recommendation to install additional signage (Diag 530A- maximum headroom & Diag 530.1 overhanging building) and potentially road markings indicating path to be taken by high vehicles to avoid an overhanging structure (Diag 1024.1) The reinstatement of verge markers leading up to the boundary wall would also be a sensible additional measure . Underground services could potentially pose a problem with regards installation of the verge markers and additional signs. A C2 stats survey and UST trace would need to be arranged prior to installation to establish location and depths of existing stats.*
- 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.

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

The Clerk confirmed she had liaised with Cllrs Hollington, Jackson and Tallon. Cllr Jackson had advised that at this stage he was concerned that the cost/benefit of replacing the current signs along the A113 through Little End would have a negligible (most probably negative) impact, however he would be happy to have two more half down the village but there is a risk that resident may be unhappy spending public/parish funds of this at the current time. The Clerk advised that there were restrictions as to how many of these VAS you could have along a stretch of road and that they couldn't be 'in close proximity'. Cllr Tallon stated that he did have a suggestion for VAS in Toot Hill being as it is now being used as a race track, advising he had details of distances and where they should be placed. The Clerk advised that these VAS should only be used at speed hotspots, and that the County Council would need to conduct a speed survey along the stretch of road being suggested by Cllr Tallon as this would provide the necessary evidence. The suggested location was by Freemans Farm and the willow tree going down to the golf course. Cllr Hollington had advised that Epping Road, Toot Hill was a worthwhile candidate because he noticed traffic regularly speeding in both directions. Cllr Tallon advised this was around 150 yards further up the road from his suggestion.

The Clerk clarified that at this stage this Council was not proposing any new or replacement VAS signs until we understood costs, but that she had obtained some costings so as to give the Council an idea. Approximate costs were expected to be around £6,000 to include traffic management per sign. Cllr Jackson stated that there are signs that have an integrated camera on it that can read number plates and speed and can take photos and send this directly to the police automatically. It was agreed these details would be sent to the Clerk so she could look into this further. It was noted that if the Parish Council was to supply these signs they must be battery or solar powered. It was also noted the ECC had put forward four authorised supply companies for these signs. Cllr Jackson stated that his initial point to the Clerk was about understanding what the upside would be to replacing one of the current VAS, but if there is something that would make a much bigger impact, such as automatically recording speed, then it may possibly be a good idea.

It was **AGREED** the Clerk would establish what needed to be done for the sites in Toot Hill to be considered, including if speed checks were needed in the first instance, as well as finding out more information concerning the automated speed / ANPR VAS.

- c) **Overgrown Footpath Stanford Rivers to Ongar** – Councillors recalled that the Clerk initially raised this back in March 2022, and after much chasing ECC and EFDC were both advising that this is the responsibility of the other party, thus nobody is taking ownership. The Clerk has raised this directly with ECC Cllr Mclvor asking that he addresses this issue urgently with ECC as this is simply not acceptable and a waste of the Clerks time. Furthermore, on 1st July Cllr Adams was made aware of an incident purportedly as a direct result of these problems. Cllr Mclvor has also been made aware of this issue, and Cllr Adams was advised to inform the resident that they must report this incident directly to ECC to help secure any action. The Clerk advised that an email had been received from Cllr Mclvor on 4th July advising that he had passed this on to a senior manager at County. There was no further update at this time. Cllr Mrs Jackman advised that this was not acceptable and we should write to Cllr Scott at ECC saying it needed to be sorted out. Cllr Tallon stated that coming into Toot Hill from the A414 the 30MPH cannot be seen. Cllr Hollington asked who's job it was to cut back hedges, to which the Clerk advised it depends – it could be the riparian owner of the hedge if on private land.

P14.938 STANDING ORDERS AND FINANCIAL REGULATIONS

Councillors reviewed the Standing Orders and Financial Regulations and **AGREED** to make the following changes:

Financial regs 1.14 In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £500, unless the Clerk/RFO, in conjunction with the Chairman of the Council (or Acting Chairman his/her absence) deem any item as being an urgent Health and Safety Risk and requiring immediate attention, in which case can authorise up to the amount of £1,000 in these circumstances only.

Financial Regulations 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £501;
- the Clerk/RFO, in conjunction with Chairman of Council for any items below £500.

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- In case of matters of Health and Safety, the Clerk/RFO, in conjunction with the Chairman of the Council (or Acting Chairman in his/her absence) can authorise expenditure up to £1,000 for any item regarding as being an urgent Health and Safety Risk and requiring immediate attention.

P14.939 INTERNAL AUDIT

Councillors **NOTED** that the final 2021/2022 Internal Audit was completed on 18th May 2022, and a copy of the report was attached to the agenda.

P14.940 DEFIBRILLATOR LITTLE END

- a) The Clerk continues to liaise with ECC regarding a suitable location to site a solar powered defibrillator in Little End. Copies of the licence application form have been received from ECC concerning the area in front of Piggotts, however prior to applying the Clerk has asked for a site visit to establish the most suitable location, and has been advised that site visits no longer take place however the ECC representative was happy to hold a Zoom meeting. Cllr Adams advised that there was another possible alternative location, and it was **AGREED** him and the Clerk would meet to consider this and report back.
- b) The Clerk advised she was still waiting to hear back from Cllr McIvor on the matter of funding for a defibrillator.

P14.941 MEMBERS REPORTS

- Chairman's Report – No report
- Vice Chairman's Report – No report
- District and County Councillor Reports – No reports
- Parish Councillors Reports
 - Cllr Adams reported on the issue of speeding along the A113, stating that part of the problem is what you see as you are driving through, with a lot of it being bushes and long grass, and this gives a certain impression of an area, i.e. not that of a village. Highways do cut some of it occasionally, twice a year, but suggested that the Parish Council could fund clearing back this area more frequently to ensure it is tidied up all the way down, giving the perception of a village in the hope people would slow down. The Clerk suggested that the farmer – as the riparian owner – should cut this back. It was suggested there were many land owners along the stretch of the A113, one of them being crown estates. Cllr Adams suggested the current grounds maintenance contractor could cut this area too. The Clerk expressed caution stating that this is fraught with danger in terms of possible safety risk and cutting back areas on land which we don't own. It was **AGREED** that the Clerk would meet Cllr Adams on site to understand clearly what he was suggesting.
 - Cllr Adams also briefly reported on the sale of a property near to Jubilee Green and the piece of land held on licence by the owner of said property. It was **AGREED** the Clerk would contact ECC for an update.

P14.942 TOOT HILL VILLAGE SHOW

This years show would be taking place on Saturday 6th August. It was **AGREED** the Council would have a presence, to include details about community speed watch and the speed gun, and that Councillors should contact the Clerk to set up a rota as to who could manage the stand.

P14.943 TOOT HILL VILLAGE HALL

- a) **NOTED** that all electrical works have been completed to ensure compliance following the Fire Risk Assessment, the total cost of the works being £475.00. However, there was an additional cost of £50 for the installation of a plug socket in the Kitchen for the Gigaclear Modem, bringing the total cost to £525.00.
- b) Following the signing of a one year Gigaclear community broadband agreement, installation of the line was scheduled for 21st June, however this was cancelled by Gigaclear at the last minute. The Clerk has obtained an update from Andrew Lipski who advised they need to do something called splitting the pot, however the current issue is that there is a lack of people to do all the work they have. However, he is liaising with the head of installs to see this matter can be nudged to the top of the pile.
- c) The Clerk received a complaint from a local resident at the Moat concerning a large tree / bushes / ivy at the rear of the hall which was causing damage to her rear fence. The Chairman visited site that same day and concurred that the tree was indeed causing a problem and needed to be removed. This was arranged for the following day, the cost of the works being £400 plus VAT. The resident was subsequently contacted and was very complimentary of the works and the swiftness with which it took place. Councillors retrospectively **AGREED** these costs. The local resident in the public gallery stated

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that the remaining stumps could present a problem. The Chairman said Councillors should look at this after the meeting.

- d) Following the removal of the tree, the Chairman identified that there is still a large area (approximately 80sqm) that needs clearing, as well as some rubbish that needs clearing. Councillors agreed they would go outside after the meeting to consider what works are needed.
- e) A number of new ceiling tiles need to be replaced, the cost of which is £97 plus VAT per tile. Councillors felt this was rather expensive, and suggested perhaps Look at possibly replacing the whole roof. It was **AGREED** to look at this again in September.
- f) The Clerk is awaiting a quote for a bespoke sign to be made for the Village Hall car park.
- g) The following works have now been completed :
 - 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. Timber gables x2 – Sand and apply two coat exterior stain - £225 (Councillors are asked to note that clarification was received that these works were for both the left hand and right hand side of the village hall as viewed from the front - the gables being the timber triangular areas under the roof sides that needed to be painted. This was confirmed by the Clerk.
- h) The purchase of two new picnic tables is yet to take place.
- i) The Clerk raised a concern about the Calor Gas, reminding members that the gas is on an automatic delivery schedule so that when the tank falls below a certain level an automatic order is communicated to Calor. On 11th May the tank was filled up after hitting 11%, but it was filled up again 21st June after hitting 39%. The Clerk felt this didn't make sense given that it was summer and the hall had not been used that much, especially the heating. As such, she contacted Calor and was advised that this was probably because they were in the area. As at today's date, the meter was down to 59%. Given this is only three weeks since the tank was filled, and given the heating is not on this time and the hall had only been used 8 times, the Clerk raised concern that there could be a problem. It was **AGREED** that straight after the meeting Councillors would take a walk around the site and check for any smell of gas.

P14.944 NEWS AND VIEWS

The next edition will include the Jubilee Events, Toot Hill Show, Speedwatch Chart and the Chairmans annual report.

P14.945 FINANCIAL REPORTS

The following payments were **AGREED**.

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary June and July 2022	£1,109.26
BACS	HMRC	PAYE June and July 2022	£277.40
D/D	Dan Matthews	Essential Electrical Works Toot Hill Village Hall	£525.00
BACS	David Wickham	Clean Toot Hill VH May and June, Phone box tidy May and June, plus repair Toot Hill Village Hall	£1,223.59 (£0 VAT)
D/D	Eon	Electricity supply Toot Hill Village Hall May	£25.49 (£1.21 VAT)
BACS	Calor	Replenish Gas Tank (Clerk investigating)	£891.12 (£42.44 VAT)
BACS	RCCE	Annual Membership	£72.60 (£12.10 VAT)
BACS	Auditing Solutions	Internal Audit 2021/2022	£96.00 (£16.00)
BACS	Arbtec	Works to remove trees and shrubs at rear of Toot Hill Village Hall	£480.00 (£80.00 VAT)
BACS	Adriana Jones	Refreshments and items for the	£912.91

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		Jubilee Celebrations	(£0 VAT)
BACS	AK Automotive	Grass cutting May and June, Installation speederbot sign, clearance of hedges at front of THVH	£960.00 (£160.00 VAT_

Bank Balances as at 30th June 2022

Unity Current Account 4775	£ 23,324.55
Unity Deposit Account 4788	£ 55,425.21

INCOME:

- £ 47.42 – Interest account 4788
- £16.00 – McGrady THVH hire 26/6
- £77.00 – Forest Pilates THVH hire June/July
- £110.00 – Folk Club THVH hire 20/5 and 18/6
- £805.82 – HMRC VAT return 21/22
- £74.55 – McGrady THVH hire 22/5
- £55.00 – Forest Pilates THVH hire April/May
- £33.00 – High Country Floral Art Club THVH Hire 21/4
- £121.00 – High Country Ladies Group THVH hire 2022

b. Access to Unity Bank

It was **NOTED** that some Councillors had experienced difficulties with accessing the Councils bank accounts. It was thought this was a temporary problem, however Councillors are asked to notify the Clerk of any further issues.

c. Bank Reconciliation

A bank reconciliation was tabled for members consideration, which was subsequently signed off by the Chairman.

P14.946 DATES OF NEXT MEETINGS/EVENTS

Councillors **NOTED** the date of the next meeting:

- 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.

Signed Date