

STANFORD RIVERS PARISH COUNCIL

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

Tel: 077 377 36365 **Email:** stanforddriverspc@gmail.com

Adriana Jones
Clerk to the Council

TO: ALL COUNCILLORS

You are hereby summonsed to attend a Meeting of the **Parish Council** which will be held on **Thursday 19th January 2023** 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
14th January 2023

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 10th November 2022 attached to the agenda.

5. 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
- Parish Councillors Reports

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:

- Email from Lynne Ridley, new Monitoring Officer from EFDC who plans to attend one meeting this year.
- Most Parish and Town Councils have elections this year, however SR elections were May 2021.
- The Christmas Tree Lighting event at Stanford Rivers was again a very successful event, with a large attendance by local residents.

- Email from Navestock Parish Council received regarding Shonks Mill Flood Storage application.
- Notification from ACRE that grant fund to support modernisation and improvement of England's village halls of £3m was available, however disappointing to see that Parish Council's cannot apply for this.
- Clerk responded to the District Councillor boundary review as agreed at the last meeting.
- There is no further update on the 375 bus service, however the Clerk has chased her contact to ensure this is followed up with TFL.
- Formal notification that PKF LittleJohn has been appointed as this councils external auditor for the 2022-23 financial year and for the 5 year period until 2026-27
- Clerk has asked for an update on the Prosperity Fund, for which £15,000 was suggested as a grant for Toot Hill Village Hall for an Air Source Heat pump. A decision was expected in October but this was delayed by Government.
- No further updates from the Parish Councils solicitors regarding the confidential matters discussed at previous meetings.

7. BUDGET / PRECEPT 2023/2024

Councillors are asked to **CONSIDER** the budget, and subsequently the precept, for 2023/2024. 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 2023**.

Councillors are asked to **NOTE** that for the current year the Parish Council element of the Precept for a band D property is £57.87 (£1.11 a week). The calculation to get to this is the amount the Council request in precept divided by the tax base (no. of houses EFDC are expecting to collect council tax from), which for last year was as follows: £21,087 / 364.40 = £57.87. The tax base for 2023/2024 has increased to 374.70. 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 £21,684 (£21,684 / 374.70 = £57.87).

Councillors will be asked to **CONSIDER** the 2023/2024 budget and precept (paperwork will be provided prior to the meeting via email).

8. NEIGHBOURHOOD WATCH

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

9. INTERIM INTERNAL AUDIT 2022/2023

The Interim Internal Audit was completed on 1st December 2022. Councillors are asked to **NOTE** the copy of the report as attached to the agenda.

10. VEHICULAR SPEEDING AND SAFETY MATTERS IN THE PARISH

To **CONSIDER** the following matters:

a) Community Speedwatch

To receive an update on matters concerning the Community Speedwatch Programme.

b) Speederbot

To receive an update on any matters concerning the speederbot Programme.

c) Parking at Mill Lane Triangle

No further action on this matter at this time. Item to be carried forward.

d) Parking in the layby at Barnmead

EFDC has been unable to confirm ownership of the layby at Barnmead, and instead directed the Council to contact the land registry, however the Clerk has raised a query directly with Essex County Council 'Highway Status' team asking them to confirm if ECC own this layby. A further update will be given at the meeting.

e) Speed Camera requirements

Confirmation has been received from Essex County Council that a request for a speed camera needs to go via the Local Highway Panel. As such, Councillors are asked to **CONSIDER** if they wish to progress this via Cllr Mclvor.

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f) **Vehicle Activated Signs**

- **Toot Hill / Little End** – to be considered under Budget / Precept discussions.

g) **Overgrowth through Little End**

Councillors will recall Cllr Adams suggestion of clearing much of the overgrowth along the A113 through Little End to provide the perception of being a more open, maintained area thus reinforcing with drivers that this is a village area with local residents in the hope of getting drivers to slow down. Much of the land in question is down to Highways to maintain, and in some cases possibly local adjacent landowners too. The only current way to manage and maintain the Highway areas is via the Highway Devolution Scheme, however confirmation has now been received that this scheme is no longer active. The Clerk will provide an update at the meeting.

11. PLANNING APPLICATIONS

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

1. To <i>CONSIDER</i> any planning applications submitted to the Parish Council for comment as detailed below		
EPF/2702/22	Land North of Shonks Mill Bridge, Shonks Mill Road, Stapleford Tawney	A Hybrid planning application. Full planning application for a Flood Storage Area upstream of the M25 on land to the north of Shonks Mill Bridge, Shonks Mill Road, near Stapleford Tawney, Essex. It will provide protection for flood events up to the 1 in 200 year occurrence for properties downstream of the FSA, predominantly in the London Borough of Redbridge. Outline application for 2 replacement dwellings that need to be built to replace 2 that will be lost as part of the FSA. https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001UnEt
2. To <i>NOTE</i> any planning applications that have been responded to via the Clerks delegated powers		
NIL		
3. To <i>NOTE</i> any planning applications upon which EFDC do not normally accept comments		
EPF/2838/22	Land At The Rear Of The White Bear P.h. 149, London Road, Stanford Rivers, Ongar, CM5 9QF	Application for Approval of Details reserved by conditions 4 "Drainage" & 7 "Boundary Treatment" for EPF/1826/20. (Proposed Bungalow). https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001UvzA
EPF/2743/22	The Cottage, Toot Hill Road, Stanford Rivers, Ongar, CM5 9LJ	Application for Approval of Details reserved by condition 3 "samples of types & details of colours of all external finishes" for EPF/0183/20. (Grade II Listed Building application for proposed additions and alterations). https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001UpXQ
EPF/2746/22	Land at Steers Farm, School Road, Toot Hill, CM5 9SD	Application for Approval of Details reserved by conditions 7 "details & location of parking spaces" & 8 "super fast broadband" for EPF/3119/21. (Proposed new infill detached 5 bedroom house with detached carport). https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001Uq70
EPF/2660/22	Nags Stable, London Road, Stapleford Tawney, Romford, RM4 1SP	Certificate of lawful development for existing use of building for independent residential purposes the application also shows the surrounding garden and small barn which provide the amenity space for the property. https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001UjON
4. To <i>NOTE</i> any other planning matters		
Due to Planning Committee meeting scheduled for 8 th December not being quorate, there were four applications for which no comments were made by this Council: EPF/2538/22, EPF/2618/22, EPF/2501/22 and EPF/2649/22. The Clerk will provide a further update on these at the meeting.		

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5. To NOTE the following planning decision by EFDC			
EPF/2276/22	Millbank, School Road, Stanford Rivers, Ongar, CM5 9PU	TPO/EPF/21/89 (Ref: A1) T2-T4, T6-T7: 5 x Oak - Crown reduce by up to 25%, as specified.	Refused 6/12/22 PC Had No objection
EPF/2746/22 DRC	Land at Steers Farm, School Road, Toot Hill, CM5 9SD	Application for Approval of Details reserved by conditions 7"details & location of parking spaces" & 8"super fast broadband" for EPF/3119/21. (Proposed new infill detached 5 bedroom house with detached carport).	Approved 15/12/22 PC noted
EPF/2743/22 DRC	The Cottage, Toot Hill Road, Stanford Rivers, Ongar, CM5 9LJ	Application for Approval of Details reserved by condition 3"samples of types & details of colours of all external finishes" for EPF/0183/20. (Grade II Listed Building application for proposed additions and alterations).	Approved 20/12/22 PC noted
EPF/1156/22	58 Epping Road Stanford Rivers Ongar Essex CM5 9SQ	Proposed new vehicular access, fencing and gate.	Refused 22/12/22 PC Objected
EPF/2618/22	Land at Steers Farm, School Road, Essex, CM5 9SD	Application for Variation of Condition 2 for EPF/3119/21 (Amendments to internal layout & minor alteration to external façade). (Proposed new infill detached 5 bedroom house with detached carport).	Approved with Conditions 22/12/22 No Comment

12. RIDE LONDON 2023

On 28th May 2023 this years Ride London Event will be taking place. This event is a partnership between ECC and London Marathon Events, with an estimated 25,000 cyclists expected to take part. These two bodies have now agreed the route, which will remain the same as that for 2022 with the addition of a range of enhancements and improvements developed from the feedback and engagement process, including:

- No area being impacted by road closures for more than one day
- Improved local access plans for communities on the route
- Increased provision of managed vehicle crossing points on the route
- Additional local drop-in sessions in February for further engagement with residents and businesses
- Improved communications with social care providers
- Enhanced engagement programme with businesses on the route to plan ahead
- Working with schools and community groups on the route to develop cycling and active travel initiatives around RideLondon-Essex

Attached to the agenda is a copy of the route map. The Clerk will provide a further update at the meeting.

13. ALTERNATION TO FINANCIAL REGULATIONS

Councillors are asked to consider a change for item 1.14 in the Financial Regulations which currently reads: The council must:

- 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

A suggestion has been made the £500 is altered to be £1,000 for approved suppliers. Councillors will be asked to **CONSIDER** this matter.

14. HIGHWAYS / FOOTPATHS

a) Local Highway Panel Request

The Clerk has asked Cllr Mclvor for an update on the progress with the following LHP schemes:

- LEPP192054 – A113 London Road, Stanford Rivers Signage scheme – Moved into 2022/2023 financial year. Cost £16,500.
 - 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. Expected date Q4
 - 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. Expected date Q3
- b) **Overgrown Footpath Stanford Rivers to Ongar** – Clerk has requested an update.
- c) **Finger Posts / Quiet Lanes** – The Clerk has had a phone conversation, and received email from, Cllr Anthony Purkiss of Theydon Bois Parish Council regarding concerns around Quiet Lanes and the maintenance of Finger Posts in the District. The Clerk will provide a further update at the meeting, and Councillors will be asked to consider if they have any finger posts in the Parish that are of concern in terms of maintenance that is needed.

15. DEFIBRILLATOR LITTLE END

As per the Clerk's email, Councillors will be asked to **CONSIDER** approaching the Woodman to see if they would be willing to place a defibrillator externally in their grounds in an accessible location.

16. TOOT HILL VILLAGE HALL

- a) Barriers / Gates – to be considered under Budget/precept discussions.
- b) Gigaclear – Part of the works to install the broadband line at the hall have now taken place by Gigaclear, however they were unable to fully complete the works to break through the external wall of the hall. This has now been completed, and the final connection works are due to be completed by Gigaclear on 2nd February 2023.
- c) Lighting – The Electrician visited site and completed works to the first flood light on the left and the one above the fire exit on that same left side, as well building a small surround for each flood light. Works were also completed to the bollard lighting, however notification was received that these were still not working and as such the electrician was scheduled to visit and relook at these. An update will be given at the meeting.
- d) Works to clear the overgrowth area at the rear of the hall has begun. An update will be given at the meeting.
- e) Ceiling tiles and picnic benches – to be carried forward.

17. NEWS AND VIEWS

Unfortunately the planned Edition of News and Views for November did not go out. The Clerk is aiming to create an edition in the near future.

18. FINANCIAL REPORTS

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

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary Dec and Jan 2022	£1,109.26
BACS	HMRC	PAYE Dec and Jan 2022	£277.40
BACS	David Wickham	Clean Toot Hill VH Nov & Dec, Phone box tidy Nov & Dec, works to enable wifi in the hall, water main housing, insulate pipe works at enters loft.	£487.95 (£0 VAT)

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BACS	Thornwood Grounds Maintenance	New battery packs for xmas lights, and decorate and remove tree lights	£120.00 (£20.00 VAT)
BACS	Auditing Solutions Ltd	Interim Internal Audit 22/23	£132.00 (£22.00 VAT)
BACS	We Are Creative Web Design Ltd	Annual hoisting for website	£120.00 (£20.00 VAT)
BACS	Eon	Electricity Supply Toot Hill Village Hall (Nov and Dec supply)	£120.38 (£5.73)
BACS	Viking Direct	Stationery and new Urn for Village Hall	£111.42 (£18.57 VAT)
BACS	John Adams	3 months speederbot costs	£24.02 (£0 VAT)
BACS	Unity Bank	Service Charge 3 months	£18.00 (£0 VAT)
BACS	Ongar Round Table	Father Christmas, SR Xmas tree lighting event	£75.00 (£0 VAT)

Bank Balances as at 31st December 2022

Unity Current Account 4775	£ 8,695.28
Unity Deposit Account 4788	£ 56,688.94

INCOME: £179.91 – Interest received 31/12 a/c 4788
 £ 57.75 – Hire THVH 30/10 – Mr Gray (#045)
 £ 78.00 – Hire THVH Nov/Dec - Pilates
 £ 88.00 – Hire THVH Including Sport
 £ 79.20 – Hire THVH Including Sport
 £ 33.00 – Hire THVH Dec – Young Farmers

19. DATES OF NEXT MEETINGS/EVENTS

Councillors are asked to **NOTE** the date of the 2023 meetings:

- 9th March
- 11th May (including Annual Parish Assembly)
- 13th July
- 14th September
- 9th November

Councillors are reminded that COVID restrictions are no longer in place and as such meetings must be held in person. There will also be Planning Committee meeting scheduled between these meetings.