

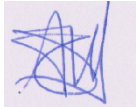
STANFORD RIVERS PARISH COUNCIL

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Adriana Jones
Clerk to the Council

TO: ALL COUNCILLORS

You are hereby summonsed to attend the Annual Meeting of the **Parish Council** which will be held on **Thursday 11th May 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
 5th May 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. 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 16th March 2023 attached to the agenda.

7. 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

8. 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:

- To note that the final 2022/2023 Internal Audit will take place on Thursday 25th May.
- To note that after reporting to Highways and Cllr McIvor, the dangerous leaking manhole and associated pothole along the A113 in Little End has now been fixed.
- As a Parish or Town Council registered with the Essex Police Community Special Constable Scheme, we are invited to join a workshop to assist with promoting the scheme and attracting candidates for the council. This will be a Zoom meeting on 16th May, at 2.30pm and will be a 1 hour Zoom workshop.
- Clerk has chased EFDC regarding the £15,000 finding earmarked for an ASHP at the Toot Hill Village Hall by way of the Governments Prosperity Fund.
- It was agreed at the March meeting to accept the Zurich Insurance quote of £897.80, however the Clerk has secured a loyalty discount of £61.79, meaning the final insurance costs for 2023/2024 is £836.01.
- Councillors are asked to note that the 70th Toot Hill Village Show will be taking place on Saturday 5th August 2023. Councillors are asked to keep this date free and if possible assist with manning a Parish Council stand. This subject will be on the July agenda to agree what presence this Council should take this coming year.
- To note that the Clerk has requested an extension to the deadline for submitting the AGAR (external Audit) to 20th July, as the AGAR cannot be approved by Council until after the Internal Audit has taken place (24th May).

9. POLICY REVIEW

Councillors are asked to **REVIEW** and **CONSIDER** the following policy documents:

- Standing Orders
- Financial Regulations
- Financial Risk Assessment

10. NEIGHBOURHOOD WATCH

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

11. PRE-APPLICATION APPROACH FOR POSSIBLE DEVELOPMENT IN MILL LANE, TOOT HILL

The Parish Council has been approached for pre-application comments on a possible small scale housing development in Mill Lane, which would be supported by the provision for further parking in Toot Hill which could address the current parking issues. Councillors will be provided with a summary of the draft proposals at the meeting, and will be asked to **CONSIDER** if they wish to make any comments.

12. 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. Also to note that the Rural Engagement Team were conducting speed checks in Stanford Rivers on 24th April 2023.

b) Speederbot

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

c) Parking at Mill Lane Triangle

The Clerk has raised an enquiry with ECC Licencing team to express an interest in the Parish Council taking on the management and maintenance of this small triangle. An update will be given at the meeting if available.

d) Parking in the layby at Barnmead

Epping Forest District Council has now confirmed that the layby at Barnmead is owned by them, and have stated that at present there are no parking restrictions located in this area of the layby, therefore parking is available for any visitors to use providing the vehicles are not parked causing an obstruction. EFDC further state that unfortunately if a "Residents parking only" sign is erected it would not stop anyone parking there as EFDC state they would be unable to enforce this. The Clerk has been advised of the contact details to request a residents only parking permit, stating they would be able to provide us with more information as to whether this could be implemented. EFDC state that as of 2019 a cabinet decision was made to no longer provide any off street parking schemes in the district. Councillors are asked to **CONSIDER** what action, if any, they wish to take with this matter.

e) Speed Camera requirements

The Clerk, Cllr Adams and Cllr Jackson met in April to look at the most appropriate location to site a speed camera. The Clerk has also contacted Safer Essex Roads Partnership expressing an interest to install a speed camera, and establishing the process to do so and which parties would need to be involved. Cllrs Jackson, Adams and the Clerk will provide an update at the meeting. A further update will also be given on VAS.

f) Various Signage throughout Little End

During the site meeting in April, Cllrs Jackson and Adams discussed purchasing various signage to be placed on private land through Little End. A further update will be given at the meeting, and Councillors will be asked to **CONSIDER** this matter.

g) Overgrowth through Little End

To receive an update if the Clerk and Cllr Adams have had an opportunity to meet.

13. 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/0862/23	28, Wayletts, London Road, Stanford Rivers, Ongar, CM5 9QD	Retrospective Application for a Paddel Court in the Garden. With new proposed hedges and trees for screening. https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001W1Tj
2. To NOTE any planning applications that have been responded to via the Clerks delegated powers		
EPF/0678/23	Four Elms, Mutton Row, Stanford Rivers, Ongar, CM5 9QQ	Change of use from Agricultural Land to Equestrian Manège, Stables and Paddock, Construction of Manège and Construction of Stables - rescheme of approved application EPF/1338/22 - relocation of manège https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001Vm8G The Parish Council has NO OBJECTION to the change in position of the menage, however asks that the use of the land and stabling / menage is conditioned to be ancillary to the main dwelling of Four Elms, and that all permitted development rights are removed to ensure the protection of the Green Belt.
3. To NOTE any planning applications upon which EFDC do not normally accept comments		
EPF/0571/23	Oak Lodge Stud, Mill Lane, Stanford Rivers, Ongar, CM5 9SF	Approval of Details Reserved by Conditions 4 Surface water drainage, 10 Flood risk assessment and 11 Contamination risk of EPF/1603/20 (Demolition of existing stables, ménage, round pen and field shelters and consolidation of surrounding areas to create one new residential dwelling with prescribed domestic curtilage).
4. To NOTE any other planning matters		
<p>a) Appeal EPF/3259/21 (Appeal no. 3310295) - 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. The Parish Councils response to this application expressed concern about lack of clarity with plans. The Clerk has responded to the Planning Inspectorate reiterating this Councils concerns.</p> <p>b) Appeal EPF/1036/22 (Appeal no. 3312757) - Donkey Hoppit, Toot Hill Road, Ongar - Conversion of an existing stable into a one bedroomed dwelling. The Parish Council objected to this application, and as such the Clerk has responded to the Planning Inspectorate reiterating this Councils objection.</p>		

5. To NOTE the following planning decision by EFDC			
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).	Refused PC NOTED this application
EPF/2501/22	1, London Road, Stanford Rivers, CM5 9PH	Construction of new entrance gates and piers.	Refused PC supported this amended application
EPF/0354/23	Murrells Farm, The Stables, 22 London Road, Stanford Rivers, Ongar, CM5 9QE	Garden building and garden storage and removal of existing shed.	Approved with Conditions PC had no objection subject to ancillary use
EPF/2538/22	Little Croft, Toot Hill Road, Ongar, CM5 9QP	The development proposes to demolish and remove the existing stables and barn and replace this with a new detached single storey dwelling slightly larger than that recently granted consent in April 2022.	Approved No Comment
EPF/0151/23 and EPF/0149/23	Orchard Barn, Stanford Rivers Hall , School Road, Stanford Rivers, Ongar, CM5 9QS	Infill existing open floor void within kitchen to facilitate new room at first floor for a study. Existing tall front elevation window modified by removing glazed upper section and replace with two small windows to match existing at eaves level.	Approved PC had no objection
EPF/0119/23	37, Cedar Lodge, Berwick Lane, Stanford Rivers, Ongar, CM5 9PZ	Application for Variation of Condition 2 for EPF/0218/20 (larger area of dormer & flat roof). Proposed front / side extension.	Refused PC raised issue about incorrect plans
EPF/0021/23	Land adjacent to Maybanks Farm, Ongar, CM5 9SQ	Application for Variation of Condition 2 for EPF/1774/21. (Removal of existing barns and construction of a new detached dwelling, including new relocated vehicle access to Epping Road).	Approved PC had no objection
EPF/2649/22	Widows Farm, Toot Hill Road, Ongar, CM5 9QR	Variation of condition 2 plan no's on EPF/2330/21 (Proposed demolition of existing stable building and construction of single dwelling and associated external works)	Approved No Comment
EPF/0054/23	8, Epping Road, Stanford Rivers, Ongar, CM5 9SQ	Erection of a Summer House in the rear garden of the site	Approved PC had no objection

14. PUBLIC CONSULTATION SOLAR FARM

Anglo Renewables is preparing to submit a planning application to Epping Forest District Council for a solar farm at Berwick Lane, Stanford Rivers, Ongar, CM5 9PX. It is understood that the solar farm would produce enough clean, renewable electricity to power approximately 6,011 homes per year. It would also offset approximately 5,284 tonnes of CO₂ per year. The consultation will take place on Tuesday 16 May 2023 in the Toot Hill Village Hall, 2pm to 7pm, and is open to the public. The organisers have offered to host a meeting directly with the Parish Council to discuss the proposals, and will be posting leaflets through doors in the area. Councillors are asked to **CONSIDER** if they wish to accept this invitation.

15. APPROVAL OF 2022/2023 ACCOUNTS

Attached to the agenda is a copy of the 2022/2023 Accounts. Councillors are asked to **AGREE** these accounts by way of resolution.

16. 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. VERY DISSAPOINTING this scheme has moved into 2023/2024 when it was originally within the 2021/2022 financial year. Urgent update requested.
- 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.

17. RIVER RODING PROJECT

As mentioned at the March Meeting, a zoom meeting will be held with the Environment Agency at which Navestock Parish Council will also be present after the latest modelling has been completed, and to provide an update to Councillors. The EA has advised they are in the final stages of getting the modelling signed off, and have proposed a number of dates for a zoom meeting. Councillors are asked to confirm their availability, so the Clerk can liaise with Navestock to establish their availability:

- Friday 26th May
- Tuesday 30th May
- Wednesday 31st May

18. DEFIBRILLATOR LITTLE END

The Clerk has met with the owners of the Woodman who have agreed to the installation of a Defibrillator at this location. The Clerk has also arranged to meet with the Electrician who will install the defibrillator, together with chasing Cllr Mclvor for the agreed £1,000 funding, and has also submitted an application to the EALC for a £500 microgrant towards said defibrillator. Further details will be provided at the meeting.

19. TOOT HILL VILLAGE HALL

- a) Gates – to confirm that the new access gates to the village hall have been installed. Works still to be completed include concreting of the ground in the pedestrian section, and the placing of a lock on the gate itself. The cost so far to complete the work is £2,606.34, which includes the additional cost of 2 oak gate posts and 2 reinforced bottom gate rails.
- b) Update as to when further works will be undertaken to clear the vegetation at the rear/side of the hall.
- c) To note that despite the annual boiler service being conducted in March, the boiler stopped working in April, costing a further £90 to fix. The report from the engineer stated that the boiler was on e7 low water pressure, they refilled and checked the boiler for leaks but were unable to find any, filled loop leaks, and checked boiler and left rooms stats as found. The Chairman has advised that this has been a continuous problem.
- d) 2 x heavy duty Picnic benches were ordered, and have now been assembled, stained and are in situ at the hall in time for the spring / summer.
- e) To NOTE that the CCTV which was previously attached to the hall garage but belonging to a neighbouring property has now been removed.

20. NEWS AND VIEWS

Next edition is expected to go out late spring.

21. 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 2023	£1,109.46
BACS	HMRC	PAYE Feb and March 2023	£277.20
BACS	David Wickham	Clean Toot Hill VH Mar & Apr, Phone box tidy Mar & Apr, new gates at	£3,020.23 (£0 VAT)

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		entrance to VH, assemble and treat picnic benches.	
BACS	Zurich Insurance	Insurance 2023/2024	£836.01 (£0 VAT)
BACS	Calor Gas	Gas supply standing charge	£20.59 (£0.98 VAT)
BACS	HCI Data	Renew domain name for 2 years to 31/8/2024	£102.00 (£17.00 VAT)
BACS	EALC	Affiliation fees 2023/2024	£255.76
BACS	Hellabys	Annual Boiler service, and boiler service call out	£222.00 (£37.00 VAT)

Bank Balances as at 30th April 2023

Unity Current Account 4775	£ 10,217.02
Unity Deposit Account 4788	£ 67,596.21

INCOME:	£21,684.00 – EFDC Precept 23/24
	£ 223.27 – Unity Bank Interest Deposit A/C
	£ 52.80 – Hire THVH Stone 20/4
	£ 130.00 – Hire THVH Essex Silk Painters 4/2, 4/3 (#048)
	£ 65.00 – Hire THVH Essex Silk Painters 1/4 (#048)
	£ 78.00 – Hire THVH Pilates Feb-Mar
	£ 30.00 – Hire THVH Radio Forest 16/4
	£ 86.90 – Hire THVH 16/5 Alpaca Comms
	£ 115.50 – Hire THVH 17/4, 15/5, 19/6 OWS

Councillors are asked to **NOTE** that the 2022/2023 VAT Reclaim of £2,038.67 has been applied for.

22. DATES OF NEXT MEETINGS/EVENTS

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

- 13th July
- 14th September
- 9th November