

# STANFORD RIVERS PARISH COUNCIL

Ware Farm, The Street, High Roding, Essex, CM6 1NT  
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**Adriana Jones**  
**Clerk to the Council**

**TO: ALL COUNCILLORS**

You are hereby summoned to attend a Meeting of the **Parish Council** which will be held on **Thursday 14<sup>th</sup> March 2024** 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**  
 9<sup>th</sup> March 2024

## 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 10<sup>th</sup> January 2024.

### 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
  - *First Aid Training for Parishioners*
- 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:

- Councillors are asked to note the death of Mike Letch, Clerk at Ongar Town Council, who passed away early February.
- Clerk has received an FOI regarding Council Housing, and responded accordingly.
- River Roding Project update (see leaflet attached).
- Pension re-declaration completed.
- Clerk has written to Royal Mail asking when the post-box outside London Hoist will be available for use (currently covered in black plastic following accident in March last year). Enquiry Reference # 240308-007399

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- Bus Survey from ECC – what they need to do to encourage bus use. Poster placed on notice boards, social media, and distributed to email contact list. Deadline for responses is 17<sup>th</sup> March.
- Laura Atkinson of RCCE hosting an event on Wednesday 27<sup>th</sup> March 3–7pm at Willingale Village Hall regarding a small bespoke scheme of affordable homes with priorities for those with a strong local connection to their parish in perpetuity. Laura has invited this Council to attend in case this is something the Council may be interest in doing.
- EFDC has offered to supply the Parish Council with a free portrait of the King.
- Article sent to Ongar News for next edition regarding interest in travel to Romford.

**7. NEIGHBOURHOOD WATCH**

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

**8. INSURANCE 2024/2025**

On 31<sup>st</sup> March 2024 the Parish Councils insurance is due for renewal. The cost for insurance for the current year is £836.01. The Clerk has sought two quotes, details of which will be provided at the meeting. Councillors will be asked to **CONSIDER** this matter. Councillors are also asked to agree an increase in the Fidelity Guarantee to ensure the maximum amount in the Councils bank account is covered.

**9. ESSEX COUNTY COUNCIL WASTE PLAN TO 2040**

As per the Clerk's email to Councillors, ECC is current consulting on an extension to the Minerals Waste Plan, extending it up to 2040 to secure further sites for mineral supply. One of the proposed sites for consideration is between Passingford Bridge and Abridge, spanning three different parishes. The Chairman attended a public meeting held on 6<sup>th</sup> March, and will provide an update. Councillors will be asked to **CONSIDER** if and how it wishes to respond to this consultation.

**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.

**11. PLANNING APPLICATIONS**

Councillors are asked to **CONSIDER** the following matters:

<b>1. To <i>CONSIDER</i> any planning applications submitted to the Parish Council for comment as detailed below</b>		
EPF/0355/24	43, London Road, Stanford Rivers, Ongar, CM5 9PH	Proposed siting and operation of a tower crane. <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000002hth">https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000002hth</a> NOTE: Public representation received on this application
EPF/0387/24	8, Wayletts, London Road, Stanford Rivers, Ongar, CM5 9QD	Two storey detached garage. <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000002r53">https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000002r53</a>
<b>2. To <i>NOTE</i> any planning applications that have been responded to via the Clerks delegated powers</b>		
<b><i>NIL</i></b>		
<b>3. To <i>NOTE</i> any planning applications upon which EFDC do not accept comments</b>		
EPF/0286/24 DRC	Hilltop Farm, Toot Hill Road, Ongar, CM5 9LJ	Application for approval of details reserved by condition 3 'Hard and Soft Landscaping' on planning permission EPF/0107/22 (Construction of outdoor, open air swimming pool within garden boundaries)
<b>4. To <i>NOTE</i> any other planning matters</b>		
1. Appeal – EPF/2472/21 - Colemans Farm Toot Hill Road Stanford Rivers Ongar CM5 9QN - Appeal against refusal for Retrospective permission for the change of use of the land for tourist accommodation and the retention of 3 holidays huts – Appeal reference 3332525. Parish Council has until 10 <sup>th</sup> April to respond. The Parish Council objected to the original application.		
2. Appeal – EPF/1211/22 - Colemans Farm Toot Hill Road Stanford Rivers Ongar CM5 9QN – Appeal against refusal for the change of use of the land for tourist accommodation and the retention of 1		

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<p>Tree house – Appeal reference 3332524. The Parish Council has until 10<sup>th</sup> April to respond. The Parish Council originally objected to the original application.</p> <p>3. Enforcement – Doggy day Care - ENF/0030/24 – being investigated to establish if there is any breach of planning.</p> <p>4. Enforcement – land near Stewarts Farm – Skip was on fire some weeks ago, and Enforcement officer chased again for an update.</p>			
<b>5. To NOTE the following planning decision by EFDC</b>			
EPF/2798/23	37, Cedar Lodge, Berwick Lane, Stanford Rivers, Ongar, CM5 9PZ	Two storey side extension	Approved with conditions <i>PC had no objection but asked that permitted development rights were removed – this was a condition</i>
EPF/2590/23	Surrywood, 12 London Road, Stanford Rivers, Ongar, CM5 9PH	Prior approval for two single-storey 8m deep rear extensions of the original wall of the house, with a 100mm gap in between, height to eaves 2.6m and maximum height 3.2m.	Approval not Required
EPF/2631/23	Maybanks Farm, Epping Road, Ongar, CM5 9SQ	Variation to condition 2 and 4 on planning permission EPF/0021/23 (Removal of existing barns and construction of a new detached dwelling, including new relocated vehicle access to Epping Road)	Refused 16/1/24 for lack of elevation drawings, and going against principal of proportionate increase <i>The PC had no objection to this application</i>
EPF/2491/23 DRC	Land North of Shonks Mill Bridge, Shonks Mill Road, Stapleford Tawney	Application for approval of details reserved by condition 3'Construciton works phase project execution plan', condition 7'Otter protection zone plan', condition 9 'Tree Protection plan, Monitory schedule and Arboricultural Method Statement' and condition	Approve <i>PC not permitted to comment</i>
EPF/2591/23	12, Surrywood, London Road, Stanford Rivers, Ongar, CM5 9PH	Certificate of lawful development for a proposed front porch, rear dormer and outbuilding.	Lawful <i>PC not permitted to comment</i>
EPF/2534/23	6, Garden Fields, Stanford Rivers, Ongar, CM5 9PL	External retrofit works and rear extension to the property owned by Epping Forest District Council, by upgrading the thermal performance of walls, roofs, ground floor, windows, doors, improving air tightness, improving means of controlled ventilation...	Approve with Conditions <i>PC had no objection subject to no impact on neighbouring properties</i>

**12. RIDE LONDON COMMUNITY ACTIVATION FUND GRANT**

In February the Clerk applied for £250 of funding from the Ride London organisation towards a newsletter to go out to all residents advising them of all the information about this year's Ride London as per Chris Davey's visit to the Parish Council in January. This application was successful, and the funding has been agreed subject to the newsletter being approved by Active Essex (ECC) who are managing the fund. As such, the Clerk has created a 'Special Edition' of the News and Views, which includes dedicated pages regarding Ride London, which will be sent to Active Essex w/c 11/3 for approval. Once approved, it will be distributed to residents in the normal fashion.

**13. BUS NETWORK CONSULTATION OUTCOME**

Councillors are asked to **NOTE** the outcome of the bus consultation that the Parish Council responded to in late 2023 primarily regarding the DaRT service for the Parish, but also mentioning the 375 (attached to the agenda).

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**14. EQUALITY DUTY**

In December, the Government issued updated guidance on the Public Sector Equality Duty. Attached to the agenda is a summary of this Councils responsibilities under this duty. The Clerk will provide a brief update, and Councillors will be asked to **CONSIDER** how this duty is fulfilled going forward.

**15. UPDATE STANDING ORDERS AND FINANCIAL REGULATIONS**

In accordance with the internal auditors recommended actions, the Financial Regulations and Standing Orders have been revised to record the clarified value for formal tender action, which is £25,000 excluding VAT. A formal review of policies will take place at the May meeting.

**16. MILL LANE TRIANGLE**

Councillors will recall it was agreed to consider progressing obtaining a lease to manage the small triangle at Mill Lane, Toot Hill in order to plant 'mounds' in which to place plants, to make it an attractive site and stop people parking on the Triangle. ECC advised that the first task would be to grass seed the edges of the triangle as these have been eroded over the years, and that we would need to obtain a traffic management company to barrier the sides of the triangle off so that we could top soil and seed it. These would have to remain in situ whilst the grass seed took, and whilst work takes place. The first step in securing the traffic management company is to apply for a Temporary Traffic Regulation Order with ECC, the current cost of which is £1,370.53. The Clerk is currently awaiting further costings regarding the traffic management itself. Councillors will be asked to **CONSIDER** this matter.

**17. ELECTIONS 2ND MAY 2024**

Councillors are reminded that 2nd May 2024 will be polling day for District and PFCC elections in this Parish. Councillors are asked to **NOTE** the following:

New electoral ward boundaries result in all-out district council elections on 2 May 2024, changing to fewer, larger wards, each served by 3 District councillors. Attached to the agenda is a document created by the Clerk showing the differences.

From 2025, voting in local elections for district councillors will go back to voting by thirds, meaning a third of councillors are elected every year over a 4 year period.

The Parish will be served by three District Councillors, covering a much wider area, known as Theydon Bois with Passingford.

**18. HIGHWAYS / FOOTPATHS**

- a) **LEPP202047** – A113 London Road, Stapleford Tawney, request for traffic calming measures and signage JW Epping Lane / A113, at Validation Stage. No update.
- b) **Flooding** – To **NOTE** the update attached to the agenda from EFDCs Principal Engineer, Environmental Protection & Drainage, regarding both the flooding across the A113 at Tracey's Farm, and by Hare Cottage, Hare Street.
- c) **Footpath 62, Stanford Rivers**  
ECC has now formally diverted footpath number 62 by White Bear Mews. A copy of the new route is attached to the agenda, and a copy will be placed on the Stanford Rivers Notice Board.

**19. D-DAY**

Parish and Town Councils across the country are being encouraged to take part in the 80th anniversary of the D-Day landings in Normandy, France in 1944 taking place on 6th June 2024 by the lighting of a Beacon. Councils are encouraged to purchase a Light of Peace Lamp to pay 'tribute' to those that gave so much to enable us to share the freedom we have today. The light from the flame will represent the 'light of peace' that emerged from the darkness of war, with the lamp providing a very simple and safe way of taking part in this important 80th anniversary occasion, and once used, can be lit again at 11am on every Remembrance Sunday thereafter, in tribute to the many millions that sacrificed their lives during WWII. The cost of the lamp is £55. Councillors are asked to **CONSIDER** if they wish to purchase a lamp, or mark the occasion in any other way.

**20. TOOT HILL VILLAGE HALL**

- a) Solar Panels for Roof – To receive an update on progress with this matter, including sourcing funding.
  - b) Oven Rubber Lining – Cllr Tallon to provide an update.
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- c) Lights in hall
- d) Hall Hire Fees – to Consider if there should be an increase in the hall hire fees for 24/25. To note that the hall hire fees have remained the same for the last 2 years.
- e) CCTV – two quotes received and post already installed. To consider this matter.

**21. NEWS AND VIEWS**

To be issued second week of March following approval from Active Essex.

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

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary Feb and Mar 2024	<b>£1,109.46</b>
BACS	HMRC	PAYE Feb & Mar 2024	<b>£277.20</b>
BACS	David Wickham	Clean Toot Hill VH Jan & Feb Phone box tidy	<b>£182.00</b>
BACS	Calor	Standing Charge	<b>£20.59</b> (£0.98 VAT)
BACS	WeAreCreative	Annual Hosting PC Website	<b>£120.00</b> (£20.00 VAT)
BACS	AquaCert	Annual Legionella Water Testing	<b>£67.91</b> (£11.32 VAT)
BACS	St Margarets Church	Grant	<b>£600.00</b> (£0 VAT)
BACS	Eon Next	Electricity Supply Jan & Feb Toot Hill Village Hall	<b>£158.98</b> (£7.57 VAT)
BACS	Public Works Loan Board	Loan Repayment	<b>£1,394.63</b> (£0 VAT)

**Bank Balances as at 29<sup>th</sup> February 2024**

Unity Current Account 4775	£ 65,775.30
Unity Deposit Account 4788	£ 7,635.64

**INCOME:**

- £15,000.00 – EFDC UK Prosperity Fund Grant Solar Panels
- £ 123.70 – Cleminson Hall Hire 2/2
- £ 130.00 – Silk Club hall hire Nov & Dec – Chq 052
- £ 39.00 – Pilates Hall Hire Jan
- £ 99.00 – Folk Club Nov & Dec Hall Hire
- £ 26.40 – Ongar young Farmers Hire 6/2
- £ 39.00 – Pilates Hall Hire Feb
- £ 48.40 – High Country Floral Art Club Hall hire 15/2
- £ 130.00 – Silk Painters Feb & Mar – Chq 053

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

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

- 9<sup>th</sup> May – Annual meeting of the Parish, and Annual Parish Council meeting
- 11<sup>th</sup> July

**24. ITEMS FOR NEXT MEETING**

To put forward any items for the next meeting.

**25. EXCLUSION OF THE PRESS AND PUBLIC**

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, to **CONSIDER** the following motion to be proposed by the Chairman: "That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed."

There is currently **ONE** confidential item to be considered