

# 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 **Wednesday 10<sup>th</sup> January 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**  
 5<sup>th</sup> January 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 9<sup>th</sup> November 2023.

### 5. RIDE LONDON-ESSEX 2024

To receive an update from Mr Chris Davey on the 2024 Ride London-Essex event, and to ask any questions.

### 6. 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

### 7. 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:

- Brentwood Borough Council are conducting a call for sites – their Local Plan was adopted March 2022.
- A large number of tyres were dumped on land adjacent to Stewarts Farm. This was reported to EFDC who have opened an investigative file on the matter. There is also concern that some type of foundations have been dug at the site – the Chairman has been advised and will keep an eye on it.
- ECC Conducting a review of its Minerals Waste Plan, extending the plan up to 2040, and after completing a call for sites recently there will be a public consultation on both documents and their associated evidence base in February 2024, which will include the location of the 52 new sites.

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- Clerk liaised with EFDC regarding Carol Service which had been cancelled this year, however was then reinstated – The Chairman attended.
- Government has extended no referendum principles to Parish and Town Councils
- Xmas tree lighting at Jubilee Green went well, however possibly due to the poor weather numbers were less than last year.
- Hellabys invoice was cancelled, and they are no longer our contracted boiler service company.
- Note formal confirmation from ECC that the VAS sign near Bridge Farm is not managed or maintained by ECC.
- To note that the recent speed survey conducted along the A113 was not part of a Highway Panel Scheme, however is thought to be part of a Road Safety Audit being conducted by ECC. The Clerk has raised a query with ECC to establish who instructed the traffic count (FS-Case-572494967).
- Guidance from company who supplied the English Fir on Jubilee Green advised not to trim the tree back during winter given its condition, hence the reason the tree has not been trimmed.
- The Clerk responded to the relevant consultations as agreed at the November meeting.
- Calar Gas oil delivery to the hall 28<sup>th</sup> December 2023
- Two parish defibrillators have been registered with The Circuit – national database for defibrillators.

**8. NEIGHBOURHOOD WATCH**

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

**9. BUDGET / PRECEPT 2024/2025**

Councillors are asked to **CONSIDER** the budget, and subsequently the precept, for 2024/2025. 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 2024**.

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 this current year was as follows: £21,684 / 374.70 = £57.87. The tax base for 2024/2025 has increased to 382.30. 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 £22,123.70 (£22,123.70 / 382.30 = £57.87).

Councillors will be asked to **CONSIDER** the 2024/2025 budget and precept. Some of the main points for consideration include:

- Possible building works to the hall to replace the asbestos roof and include solar panels
- Continuation of the Speederbot data collection
- Toot Hill Village Hall income and expenditure
- Possible CCTV or additional security measures at the Hall
- Possible replacement of tree at Jubilee Green
- Grant funding awarded to the church
- Grounds maintenance contract
- Any future projects (Cllr Adams suggested purchasing land at Jubilee Green, and purchase of planters for along London Road).
- DART Service

**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:

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1. To <b>CONSIDER</b> any planning applications submitted to the Parish Council for comment as detailed below		
<b>NIL</b>		
2. To <b>NOTE</b> any planning applications that have been responded to via the Clerks delegated powers		
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 and reducing summertime overheating. The work aims to reduce carbon emissions, reduce fuel poverty, improve internal conditions avoiding mould/damp and draughts, decreasing the need for maintenance, improving the external appearance, enhancing building longevity, and ensuring that all materials comply with current fire safety regulations <b>The Parish Council has some concerns regarding the size of the rear extension, given the size of the existing bungalow. The property would be doubled in size. However, subject to the proposals not causing any overlooking issue to number 5 or number 7, the Parish Council has no objection.</b>
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. <b>Whilst the Parish Council has no objection to application, it asks that the condition is amended to state that the barn <u>MUST</u> be removed within 6 months of the first occupation of the dwelling</b>
EPF/2033/23	Land at Steers Farm, School Road, Essex, CM5 9SD	Variation to condition 2 'Plan no's' on planning permission EPF/3119/21 (Proposed new infill detached 5 bedroom house with detached carport) - Vehicular entrance and car port re-positioned <b>Following the initial objection by the Parish Council to the original application, further plans have now been submitted which show the proposed car port as being the same size as that originally granted permission (6.5m x 4.5m), albeit now in a different location. The Parish Council has no objection to this revised application, subject to the conditions imposed on EPF/3119/21 being retained, as well as the reinstatement of the hedge.</b>
EPF/2247/23	New House Farmhouse, Mutton Row, Stanford Rivers, Ongar, CM5 9QH	Grade II listed building consent for superstructure repairs including replacing section of soleplate to rear elevation. <b>No Objection</b>
3. To <b>NOTE</b> any planning applications upon which EFDC do not accept comments		
EPF/2491/23	Land North of Shonks Mill Bridge, Shonks Mill Road, Stapleford Tawney	Application for approval of details reserved by condition 3'Constructon works phase project execution plan', condition 7'Otter protection zone plan', condition 9 'Tree Protection plan, Monitory schedule and Arboricultural Method Statement' and condition 10 'Biodiversity enhancement strategy report' on planning approval EPF/2702/22 (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)

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		<a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv00000007mH">https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv00000007mH</a>	
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. <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000000HGz">https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000000HGz</a>	
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. <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000000Hlb">https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000000Hlb</a>	
4. To <b>NOTE</b> any other planning matters			
NIL			
5. To <b>NOTE</b> the following planning decision by EFDC			
EPF/2016/23	The Hawthorns, Land Adjacent To, Toot Hill Road, Ongar, CM5 9QP	Certificate of lawful development for existing use for Stables/Horse keeping/Equestrian land.	Lawful (CLD – PC not able to comment)
EPF/1102/23	Widows Farm, Toot Hill Road, Ongar, CM5 9QR	Application for approval of details reserved by condition 3'Surface Water', condition 4 'EVCP', condition 7 'Hard and Soft Landscaping', condition 9 'External Finishes' and condition 10 'Contamination' on planning permission EPF/2649/22 (Variation of cond	Split (DRC – PC not able to comment)
EPF/0471/23	Land adjacent to Millside, Toot Hill Road, Toot Hill, CM5 9LJ	Construction of new dwelling with detached car port.	Approved with Conditions (Subject to s106 Legal Agreement) <i>Parish Council had reluctant no objection comment</i>
EPF/2033/23	Land at Steers Farm, School Road, Essex, CM5 9SD	Variation to condition 2 'Plan no's' on planning permission EPF/3119/21 (Proposed new infill detached 5 bedroom house with detached carport) - Vehicular entrance and car port re-positioned,	Refuse (PC had no objection subject to hedge retention) – refused for reasons of hedge
EPF/2247/23	New House Farmhouse, Mutton Row, Stanford Rivers, Ongar, CM5 9QH	Grade II listed building consent for superstructure repairs including replacing section of soleplate to rear elevation.	Refuse (PC had no objection) – Refused due to insufficient information
EPF/2726/23	Little Croft, Toot Hill Road, Ongar, CM5 9QP	Non material amendment to EPF/2538/22 - correction to condition 2 (plan numbers)	Approve (NMA – PC not able to comment)
EPF/2426/23	Little Croft, Toot Hill Road, Ongar, CM5 9QP	Application for approval of details reserved by condition 3 (Contamination), condition 4 (Foul and Surface Water Drainage), condition 5 (Landscaping), condition 6 (ECVP) and condition 7 (Facing materials) on planning permission EPF/2538/22.	Approve (DRC – PC not able to comment)

**12. EXTENDING 375 BUS SERVICE**

On 7<sup>th</sup> December the Clerk and Cllr Jackson met with Mary Dadd, Ongar Neighbourhood Planning lead, regarding the lack of bus services going through Stanford Rivers. The purpose of the meeting was to see if

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there was any way this Council could gather support from residents in Ongar for extending the 375 bus service. During the meeting it was stated there was no particular evidence suggesting a need for public transport towards Romford, and since the meeting we have received feedback on the Neighbourhood Plan questionnaire regarding this. The Clerk and Cllr Jackson will provide an update at the meeting.

**13. REQUEST FOR INFORMATION**

Cllr Jackson has received a request for information from a student completing A-Level geography coursework, who has asked if this Council could answer the following questions regarding the socio-economic impact of the delay of the River Roding flood management scheme in the Woodford and Wanstead area, London Borough of Redbridge.

1. What has been the social impact of the project delay on you personally and the people you represent? E.g. disruption to travel, loss of property, school closures, impact on households and communities
2. What has been the economic impact of the project delay on you personally and the people you represent? E.g. damage to infrastructure, higher insurance costs, lost productivity, cost to the council, reluctance to invest in home or infrastructure improvements
3. What has been the mental health impact of the project delay on you personally and the people you represent? E.g. worry/anxiety over flood risk, feelings of helplessness
4. Has the council had to implement any flood mitigation measures as a result of the delay?

Councillors are asked to **CONSIDER** if they wish to respond to this request.

**14. 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** – There are two issues of flooding, the first being that the A113 near Traceys Farm has been flooded at least three times in the last 4 weeks. The second being flooding at a property along London Road / Hare Street (Hare Cottage). With regard to the latter the Clerk has requested Cllr McIvor look into this matter, as it has been ongoing for over 23 years. Cllr McIvor liaised with the resident and the ECC Cabinet Member, and the Clerk has asked for an update. In addition the Clerk has contacted EFDC Drainage Officer asking him to investigate both matters. Councillors are asked to **CONSIDER** what action they wish to take regarding the following breach points:
  - Hare Street
  - Duck Pond
  - Tracey's Farm
  - Others?
- a) **Footpath 62, Stanford Rivers**  
As emailed to Councillors, ECC conducted an informal consultation on the possibility of moving footpath 62. The Parish Council now awaits the formal consultation by ECC on its proposals.

**15. TOOT HILL VILLAGE HALL**

- a) Solar Panels for Roof – Following the grant award of £15,000 via the UK Shared Prosperity Fund to support the purchasing of green, energy efficient infrastructure for Stanford Rivers Village Hall, the Clerk has continued to liaise with a contractor to obtain a quote for the works. The Clerk will provide a further update at the meeting.
  - b) Oven Rubber Lining – Cllr Tallon advised that a member of the folk club noticed the rubber had come off, and subject to the Parish Council agreeing to the purchase of the rubber he would be happy to fix it free of charge.
  - c) Electricity / Lights – Following a report that the external bollard lights were not working, along with the external flood lights, a visit from the council's electrician took place on 4<sup>th</sup> December who resolved the problem. However, since this time the Chairman advised that there was an issue with the timer, and has arranged for its replacement. Cllr Tallon has also advised there are some lights that are out in the main hall.
  - d) Lock to Front Door – The Clerk was advised in December by a hall hirer that there were problems with the lock on the front door to the hall. The Chairman visited site and arranged for this lock to be fixed,
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however it ultimately needed to be fully replaced. The Chairman to provide an update on the current situation with the lock.

- e) Gigaclear – the 12 month free internet access period is coming to and end. The Clerk has contacted Gigaclear to renew this free service for another 12 months.
- f) Annual Fire Risk Assessment and Extinguisher service was completed in November.

**16. NEWS AND VIEWS**

Next edition will now go out at the end of January.

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

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary Dec 2023 & Jan 2024	<b>£1,109.26</b>
BACS	HMRC	PAYE Dec 2023 & Jan 2024	<b>£277.40</b>
BACS	David Wickham	Clean Toot Hill VH Nov & Dec Phone box tidy	<b>£208.17</b>
BACS	Essex Fire Safety	Annual Risk Assessment and Fire extinguisher service	<b>£279.96</b> (£46.66 VAT)
BACS	Ongar Round Table	Xmas Event – Santa	<b>£75.00</b> (£0 VAT)
BACS	DGM Electrical Solutions	Resolve bollard lighting issue	<b>£60.00</b> (£0 VAT)
BACS	Viking Direct	Stationery, stamps for N&V	<b>£279.60</b> (£9.10 VAT)
BACS	Adriana Jones	Xmas Expenses, mileage and expenses reimb	<b>£158.28</b> (£24.00 VAT)
BACS	Calor Gas	Fill up gas tank at Toot Hill Village Hall	<b>£772.46</b> (£36.78 VAT)

**Bank Balances as at 31<sup>st</sup> December 2023**

Unity Current Account 4775	£ 10,809.42
Unity Deposit Account 4788	£ 50,775.30

**INCOME:**

- £ 1,418.47 – Pavitt Grinches Grotto Dec
- £ 52.80 – Miles Christmas Wreath making 5/12
- £ 39.00 – Pilates November
- £ 200.00 – Jazzercise October 2024
- £ 39.00 – Pilates December
- £ 71.50 – Silk Club November
- £ 44.00 – First Aid November
- £ 365.61 – Unity Bank Interest

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

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

- 14<sup>th</sup> March
- 9<sup>th</sup> May

**19. ITEMS FOR NEXT MEETING**

The following matters have been rolled forward to the March meeting:

- Equality Duty
- Mill Lane Triangle

**20. 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