

STANFORD RIVERS PARISH COUNCIL

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Adriana Jones
Clerk to the Council

TO: ALL COUNCILLORS

You are hereby summoned to attend the Annual Meeting of the **Parish Council** which will be held on **Thursday 17th July 2025** 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
 12th July 2025

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 15th May 2025, and note the minutes of the Planning Committee meeting dated 30th June 2025, as 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. SOLAR FARM, TAWNEY COMMON

On 30th April 2025, a public consultation took place with regard to a proposed Solar Farm on land east of Tawney Common, Theydon Mount, which effectively borders the approved Solar Farm at Berwick Lane. The Clerk has received correspondence from both the promoter of the Solar Farm and the neighbouring Parish. As a result of the consultation, the promoter has advised that the scheme has been updated, and a copy of the brochure regarding this is attached to the agenda, detailing the changes. Whilst this proposal is not in this Parish, the associated works to create it will have an impact. A formal planning application has now been submitted - [Planning Application: EPF/1216/25](#) - with a deadline for responses of 21st July. The Clerk will provide a further update at the meeting in terms of the proposal, and Councillors will also be asked if they wish to respond to this planning application. In addition, the Clerk will provide an update on the work of Stapleford Tawney Parish Council – the Parish in which the Solar Farm is situated.

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:

- The CCTV signs have been erected on the hall
- The new notice boards for Toot Hill has been purchased, and is awaiting installation. Total cost to purchase was £673.95 plus VAT
- No further information or complaints about lorries using School Road
- Notification from Cllr Mclvor of funding for VAS repairs
- Letter regarding possible challenge to Berwick Lane Solar farm
- Local Government Reorganisation – W/c 23rd June a telephone and written survey of 1,400 residents was started by the National Centre for Social Research to gather residents' views and priorities to help shape local government reorganisation across Greater Essex. The feedback will inform business cases being developed by the 15 councils in Essex, which are due to be submitted to the Government in September. The Government is currently reviewing how councils in Greater Essex are structured and believes reorganising and simplifying councils can help grow the economy while delivering better public services.
- Advised by resident of Fly Tip on A113 by Bridge Farm – reported FLYT730862767.
- Winter Salt Bag Scheme – deadline 21st July.
- Remote attendance and Proxy Voting update from Government – Sets out that the Government plans to enable remote attendance and proxy voting for councils, and by doing allowing remote attendance at meetings it will give councils the freedom to operate more efficiently and make elected roles more accessible for more people. The introduction of proxy voting will support council decision-making when Councillors are away because of serious or long-term illness or becoming a new parent. Full details and implementation date is awaited (when Government has time)
- Transport East's Travel Behaviour Survey Report for Essex has now been published; <https://www.transporteast.gov.uk/travel-survey/essex> - document offers invaluable insights into how residents across Essex travel, their reasons for transport choices, and the barriers they face in adopting more sustainable methods. The findings can play a critical role in guiding transport planning and policy development

8. NEIGHBOURHOOD WATCH

To **RECEIVE** an update on the Stanford Rivers Neighbourhood Watch Scheme, including an update on the District Meeting held in early June that Cllr Adams was due to attend.

9. USEFUL INFORMATION

Cllr Adams has suggested a permanent link to 'useful information' is included in both News & Views and also on the PC website, advising that there is a lot of "advertising" on the NHW group because people are not aware of other groups. Some suggested information is:

- Neighbourhood Watch <https://www.facebook.com/groups/stanforddriversneighbourhoodwatch>
- Stanford Rivers Community <https://www.facebook.com/groups/2186954641537345>
- Fly Tipping (As per PC Website)
- Essex County Council Highways (As per PC Website)

Councillors are asked to **CONSIDER** this matter, and agree any other suggested useful links.

10. OPEN SPACES AND GROUNDS MAINTENANCE

a) Work on land the PC does not own

1. At the May meeting, Councillors were provided with an update from ECC which set out that individuals can complete works on the highway, and it was agreed the Clerk would contact the Parish Councils insurance company to obtain formal confirmation that the Parish Council would be covered if we completed work. A response has now been received, full details of which will be provided at the meeting. Councillors will be asked to consider a way forward.
2. As a result of the small grass verge by the layby near Traceys Farm becoming overgrown, and in an attempt to deter fly tipping, the Clerk arranged for the Councils ground maintenance contractor to complete a one off cut of this area as an emergency. The contractor has provided feedback following the cut, and the Clerk will provide an update at the meeting. The Clerk also contacted ECC asking them to cut it more frequently (2978300) 28th May, with an update received 7th July advising *'We have determined that the issue it does not meet our minimum requirements to be recorded as a defect at this time or the issue may have already been*

resolved. During our routine safety inspections the area will be monitored to check if it has deteriorated. A future inspection may result in a new defect being raised'.

3. To receive an update on the flower boxes by the village gateway signs, and discuss the cutting of grass at this location.

- b) **Yew Tree Jubilee Green** – At the May meeting it was agreed that the grounds maintenance contractor should cut down the tree on Jubilee Green, however following the meeting Cllr Jackson asked for one further opportunity to try and save it before it was cut down. Cllr Jackson to provide an update, and Councillors to consider what action to take next.

11. BERWICK LANE STATUS – PROTECTED LANE / LHP APPLICATION

It was agreed at the May meeting that the Clerk would look into the status of Berwick Lane, and formally ascertain if it was protected, if so what that meant, and if not the process for arranging protection. It was also agreed the Clerk would look into making an LHP application for additional signage at the various junctions to Berwick Lane to warn drivers of the narrow and dangerous conditions. The Clerk will provide an update on this matter.

12. VEHICULAR SPEEDING AND SAFETY MATTERS IN THE PARISH

1. **Community Speedwatch** - To receive an update on matters concerning the Community Speedwatch Programme, which may include ANPR and progress with a speed checking system.
2. **School Road surface** - The Clerk contacted Cllr McIvor following the May meeting asking him to take a drive down School Road, Toot Hill - specifically the road outside Toot Hill Golf Club – advising that the road surface was absolutely awful. The Clerk had checked online and there were four reported issues - Ref: 3864583, 2951389, 2970585, 2972236. The Clerk requested Cllr McIvor try and expedite works to repair this road, or come back the Clerk with an estimated time for when works to repair the road surface will take place.
3. **Safer Essex Roads Partnership** – Email received from the SERP seeking to explore whether there are communities which would like/are pushing for a 20mph speed limit. They want to understand the level of support across Essex for this approach. It will be really important that the community can show it has support from the majority of its residents/school/business, etc. This does not mean that anything will happen, or happen quickly. The SERP (which does not implement speed limits) is simply seeking to understand the level of community support for lower limits in residential areas/communities. They want to hear from communities (ideally through the parish council) firstly as to whether there would be interested in showing support for the introduction of a 20mph speed limit within the community and, secondly, as to how much support for the proposal has been generated within the community.

13. HOUSING NEEDS SURVEY

The Clerk has now received all hard copies of the survey and return envelopes. Councillors are reminded that survey starts on 1st August 2025, and runs for a period of 8 weeks given part of this time is over the summer holidays. The survey will be distributed with the News and Views w/c 21st July 2025.

14. EFDC £60 CHARGE FOR GREEN WASTE COLLECTION

At the 10th June meeting of the EFDC Overview and Scrutiny Committee, a draft report was presented to the Committee regarding the possible splitting of food and garden waste, with the Committee being asked to consider the draft report which would be going to Cabinet on 14th July. The recommendations made are to stop the current co-mingled food and garden waste collection service (the current cost of which is £2.1m per year) and introduce a new separate food waste collection service (at an estimated cost of £1.9m per year) to achieve a saving of £200,000 per year. Food collections must be weekly under current legislation. A separate, subscription-based, fortnightly garden waste service would be introduced alongside the new food waste collection service. This fortnightly service would likely run for 10 months of the year and is estimated to generate enough income to cover the operating costs.

The draft report that went to Committee asked three things:

1. To agree that EFDC will develop a waste collection service that collects food and garden waste separately and implements in 2026.
2. To agree that EFDC introduce a yearly garden waste subscription charge of £60 per year for fortnightly collections of garden waste.
3. To agree that officers continue discussions with Essex County Council regarding funding to implement the new food and garden waste collection service.

The EFDC Overview and Scrutiny Committee recommended the draft cabinet report is taken to Cabinet, however with regard to the three specific recommendations in the report (above), it was agreed in principle to

recommend item 1, contingent on 2 being deferred to Place (Committee) on 1st July for discussion, and agree in principle item 3 of the report, which will be going to Cabinet on 14th July. This matter is still to be fully considered by EFDC, and agreement has not yet been reached as to if it will / will not be implemented, and if so the full details of the implementation.

Specifically with regard it would be determined who had / had not paid for their annual collection, this would be done by way of a sticker placed on the bin each year confirming payment had been received, which would include the address of the property, and be backed up by a electronic technology held by the collectors.

For a full copy of the report, Councillors should visit:

<https://rds.eppingforestdc.gov.uk/documents/g12323/Public%20reports%20pack%2010th-Jun-2025%2019.00%20Overview%20Scrutiny%20Committee.pdf?T=10>

Councillors are also urged to view the webcast of the Overview and Scrutiny Committee meeting (visit https://eppingforestdc.public-i.tv/core/portal/webcast_interactive/987851, with the discussion starting at 47m.30s).

15. VILLAGE SIGN

To consider options for a possible village sign and planters for Jubilee Green, as discussed and agreed at the January 2025 budget agenda item (the budget agreed being £1,500).

16. PLANNING APPLICATIONS & MATTERS

- To formally **CONFIRM** Council would like the Clerk to update the Councils Facebook on a weekly basis with any planning applications that are included on the weekly list in this Parish.
- Letter received from local resident regarding EPF/0718/25, which included various matters such as not being notified of planning applications. The Clerk will provide a further update at the meeting.
- 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/0647/25 HH	Land Adjacent Former White Bear PH, 149 London Road, Sanford Rivers, CM5 9QF	Proposed Annex & Outbuilding to be used in conjunction with main house. https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000006jZkX
EPF/1343/25 FULL	6 Barn Mead, Toot Hill Road, Ongar, CM5 9SE	Change of use of Green Belt land to permeable access / turning area. https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000009Ckec
EPF/1343/25 HH	3 Church Cottages, Rosary Cottage, Church Road, Stanford Rivers, Ongar, CM5 9PS	Erection of a two-storey side extension and a part single, part double-storey rear extension. https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv0000093TMr
EPF/1302/25 & EPF/1314/25	41, Berwick Lane, Stanford Rivers, Ongar, CM5 9PY	Single storey rear extension with internal remodelling, and listed building application for the same. https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv0000091yjJ
EPF/1282/25	56 Epping Road, Stanford Rivers, Ongar, CM5 9SQ	Prior approval for additional storey on the principal part of the bungalow with windows only on the front and rear. https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008xVZS
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 accept comments		
EPF/1210/25	3 Church Cottages, Rosary Cottage, Church Road, Stanford Rivers, Ongar, CM5 9PS	Proposed 6.00m deep, single storey rear extension with a maximum roof ridge height of 3.85m and height to eaves being 2.85m. https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008fEvG
EPF/1395/25 Prior Approval	12, Surreywood, London Road, Stanford Rivers, Ongar, CM5 9PH	Prior approval for a 6m deep single storey rear extension off the original wall of the house, height to eaves 2.60m maximum height 3.20m.

	Prior approval Part 1 Class A.1(ea): Larger home extension	https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000009UVaf
EPF/1005/25 DRC	Blossom House, Berwick Lane, Stanford Rivers, Ongar, CM5 9PZ	Application for approval of details reserved by condition 3 (details of foul & surface water disposal) & condition 4 (flood risk assessment and management & maintenance plan) on planning permission EPF/0893/20 (Proposed demolition of an existing dwelling https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000007qmUO
4. To <i>NOTE</i> any other planning matters		
<ol style="list-style-type: none"> 1. Potential unauthorised Traveller Encampment, near The Drill House, Stanford Rivers – This has been reported to EFDC by EFDC Cllr Mary Dadd. 2. Proposed upgrade to existing radio base station installation – Ongar Radio Station. 3. Proposed siting and operation of a tower crane (Linked with an Enforcement Appeal APP/J1535/C/24/3350190 on ENF/0223/23) - 43, London Road, Stanford Rivers, Ongar, CM5 9PH APP/J1535/W/24/3350572 - Appeal date set for 6th August 2025 – 10am and EFDC Offices. Councillors to CONSIDER if they wish to be represented at this appeal hearing. 		
5. To <i>NOTE</i> any planning decisions by EFDC		
None.		

17. TOOT HILL VILLAGE HALL

- a) Solar Panels for Roof – The Clerk is still awaiting a copy of the receipt required to source quotes for buyback of energy for the grid. She has chased this on numerous occasions, and it is hoped it would have been received before this meeting.
- b) Accident – Whilst the Clerk was on annual leave, she received a text to advise that a hall user had fallen from one of the hall chairs, as the chair had broken upon seating. The Clerk immediately asked the hall user to complete an accident report and take pictures, and contacted both Cllr Tallon and the Chairman to visit site and meet with the hirer if possible. The Clerk and Chairman will provide a further update, and Councillors will be asked to consider if any further action is necessary.
- c) Request for new dustpan and brush.
- d) Annual Gas Boiler safety check due before 22nd July – Clerk is arranging.
- e) Five Year electrical Inspection due in July – Clerk is arranging.
- f) Urns in the hall - the Clerk has been advised that the two urns in the hall failed a PAT test (not completed by the Parish Council). It is not a legal requirement that PAT testing is completed on electrical items in the hall, however Councillors are asked if they wish to replace them.
- g) Fire Blanket village hall – update on if blankets have a 10 years maximum life span.

18. TOOT HILL VILLAGE SHOW

A reminder that the Community Speedwatch equipment is required in time for the show, along with any NHW items that may be available and general Parish Council information.

19. NEWS AND VIEWS

Next issue being sent w/c 21st July 2025.

20. FINANCIAL REPORTS

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

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary June & July 2025	£1,167.92
BACS	HMRC	PAYE June & July 2025	£292.00
BACS	HMRC	Employers NI June & July 2025	£93.88
BACS	D Wickham	THVH Cleaning and phone box tidy May & June 2025	£235.57

D/D	EDF	Toot Hill VH Electricity Supply Apr and May	£88.64 (£4.22 VAT)
BACS	Earth Anchors	Notice Board and Sign – Toot Hill	£808.74 (VAT £134.79)
BACS	A Jones	Reimburse cost of new Gazebo	£75.99 (VAT 12.67)
BACS	St Margarets Church	Grant for 24/25 & 25/26	£1,200.00
BACS	Thornwood Grounds Maint	Various Grounds Maintenance works – 2 months, plus installed flower boxes and cut layby nr Traceys Farm	£1,603.20 (VAT £267.20)

Bank Balances as at 30th June 2025

Unity Current Account 4775	£ 4,512.22
Unity Deposit Account 4788	£ 49,164.94

INCOME:

- £ 84.00 – Essex Silk Painters hire 10/5
- £ 28.00 – Pilates hire April
- £269.50 – Ongar Wildlife Society hire April – Dec 2025
- £ 48.00 – Including Sport Hire 29/4
- £ 56.00 – Pilates Hire May
- £207.90 – High Country Floral Club – hire April-Nov 2025
- £ 84.00 – Essex Silk Painters hire June
- £120.40 – Ward – private part hire 12/7
- £ 26.00 – St Margarets Church Hire 2/7
- £324.77 – Interest Deposit Account to 30/6

b. To review the bank reconciliation up to 30th June 2025 alongside the bank statements.

21. DATES OF NEXT MEETINGS/EVENTS

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

- 11th September 2025
- 13th November 2025

22. ITEMS FOR NEXT MEETING

To put forward any items for the next meeting, or to keep on the agenda, including:

- Colemans Farm Appeal - APP/J1535/C/24/3345636 - Use of the land to provide tourist accommodation with four pods sited – no update.
- Possibility of electric charging points at the hall (Cllr Saridja)
- New LED strip lighting in Toot Hill Village Hall (Cllr Hollington – Chairman to look into)