

**MINUTES**

**Meeting:** PARISH COUNCIL

**Date:** 14<sup>th</sup> January 2021

**Time:** 5.30pm

**Venue:** Zoom Meeting held remotely in accordance with Government Guidance due to COVID-19 Pandemic

**PRESENT:**

**Councillors (6)** Cllr Glover (Chairman), Cllr Jackson, Cllr Mrs Jackman, Cllr Adams, Cllr Hollington, Cllr Tallon

**Also in Attendance (1)** - Adriana Jones – Clerk

**Members of the Public (4)** – Inc EFDC Cllr Brady

**Members of the Press (1)** – Everything Epping Forest

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were four members of the public present. The first resident advised that he had previously circulated images of the churned up grass on the Toot Hill Village Green (known as Sharp's Green), where what is believed to be joyriders had deliberately mounted the green causing damage to the surface. There was CCTV footage of this from a neighbouring property, however it was not clear. The resident suggested that the Council may wish to obtain a quote for installing CCTV at this location. After discussion, it was agreed that whilst this was concerning, there had not been a prevalence of crime, anti-social behaviour or incidents such as this that would justify the need to install CCTV, however this would be reviewed periodically. The resident advised that there are cheaper options to supply CCTV than those more commonly known or used, and could offer some advice as he has installed cameras himself. The Clerk thanked the resident for taking the time to keep an eye on issues in the Parish. It was agreed to raise this in News and Views and also on the Facebook and WhatsApp pages.

A local resident advised that for some years now there had been frequent electricity supply issues in Little End, Stanford Rivers, and that the electricity box on two poles adjacent to 2 London Road was being affected by the overgrowth of the adjacent tree. A local resident had contacted the electricity board, who had suggested that they will trim the tree very lightly and sheath the copper wires which are extremely old. The electricity company had advised that the wires had been replaced at the other end of the village, but for some reason not this end. This was great news short term, but the resident asked if there was anything that could be done in terms of actually removing the tree as this problem would remain. Both the Clerk and the Chairman confirmed that they too had contacted UK Power Networks regarding this situation. Both Cllr Adams and the Chairman confirmed that as far as they were aware UK Power Network would indeed cut the tree back if requested. In terms of whether or not the tree could be cut down, it was **AGREED** that in the first instance the Clerk would ascertain who owned the land on which the tree is located, and that perhaps then they could be contacted with a view to considering removing the tree. The Clerk would liaise with the Chairman, Cllr Adams, and both members of the public who had raised the issue with the Council.

**P14.745 APOLOGIES FOR ABSENCE**

Cllr Saridja.

**P14.746 OTHER ABSENCES**

None.

**P14.747 DECLARATIONS OF INTEREST**

Cllr Hollington declared a pecuniary interest in agenda item 11, EPF/2060/20.

**P14.748 MINUTES**

The minutes of the Parish Council meeting held on 12<sup>th</sup> November 2020 were **APPROVED**. These minutes will be signed by the Chairman at the next available opportunity due to COVID-19 restrictions.

**P14.749 NEIGHBOURHOOD WATCH**

Cllr Adams reported there had been very little crime related activity in Stanford Rivers at this time. The

NHW Facebook page has 255 members, and at present residents can use this forum to post things that are helpful to community as a result of the pandemic. Cllr Jackson reminded Cllr Adam to also post items on the WhatsApp page so those without Facebook are kept informed.

## P14.750 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

Members **RECEIVED** an oral report from the Clerk as follows:

- Query from local resident concerning Electricity outages through Stanford Rivers – dealt with under questions from members of the public.
- Christmas Tree Stanford Rivers – it had been noted that the lighting was very poor this year, and Councillors noted that the purchase of new battery powered lighting would be paid for using the remaining budget from this year. This cost would be about £150 for 1000 fairy lights. It was suggested a mixture of colour and white lighting should be purchased.
- Accident at Epping Lane / A113 – The Clerk has written to the Leader of ECC Cllr Finch to express the Council's concerns about the danger posed at this T junction, together with the LHP process and the length of time it takes to get anything done. This letter has been copied to Alex Burghart MP. A copy of the letter was attached to the agenda. Cllr Finch had responded confirming he will ask Highways to investigate the area as outlined in the email and to provide a further note on the scope and operation of Local Highways Panels. The local resident who had the accident back in February 2019 has been advised of the action taken by this Council. Cllr Mrs Jackman stated that Alex Burghart MP should be chased.
- The Clerk had raised a query with ECC Superfast Broadband to establish when the contract with Gigaclear ends and when residents will be able to source alternative broadband suppliers. A copy of the response has been emailed to Councillors. The Clerk has also raised a further query at the request of Cllr Jackson concerning what is being done to stop Gigaclear hiking up their prices, and would forward the response on to Councillors when she received it.
- The Clerk has asked for an update on a number of fly tipping issues including an update on the investigation into the fly tipping reported by Cllr Jackson where an address was sourced. It was hoped an update would be available in time for the meeting, but this was not the case. Cllr Jackson reported that a mattress had been dumped in the A113 layby today, and that he would report it after the meeting and provide the Clerk with the reference number.
- There has been lots of talk in the press about having a COVID-19 Vaccine from your local village hall, however at this stage this Council has not been approached.
- The 2021 Census will be taking place on 21<sup>st</sup> March 2021. The Census has changed, with new questions added, and can now be completed online as well as by post. The default position is that this will be completed online. It was **AGREED** to include in News and Views.
- Members are reminded that following the cancellation of the Parish Council elections in 2020, these elections have been rescheduled to take place in May this year. This was addressed yesterday, and the current position is to keep them on, however it will be regularly reviewed.
- The Clerk has responded to ECC regarding the informal consultation on the possible diversion of a local footpath. Regarding Footpath 31, Robert Lee has confirmed that the applicant would pay the costs of the diversion process if it goes ahead and that the diversion would be entirely within the applicant's land. Cllr Jackson advised that the footpath through Woodside Farm was not walkable due to the heavy building machinery being used.
- The Clerk provided members with a brief update on the Epping Forest District Draft Interim Air Pollution Mitigation Strategy, which sets out the actions the District Council will take to offset and mitigate the damage to the forest caused by vehicles. This includes the possibility of a Clean Air Zone, which will result in vehicles being charged to travel through the forest, from 2025. Councillors noted this had caused some concern amongst residents and District Councillors. Cllr Mrs Jackman expressed her concern about this, stating that it would be unfair for local residents who need to go through the forest to work to have to pay this charge. Cllr Jackson stated that if it was anything like London, local residents would not be charged. Cllr Adams expressed his concern that if this was introduced it could cause a local problem with vehicles taking alternative routes to avoid the charge. Cllr Mrs Jackman advised that this Council should keep their eye on this.

## P14.751 NOTICE OF CONCLUSION OF EXTERNAL AUDIT 2019/2020

Councillors **NOTED** that the 2019/2020 external audit has been concluded, with no issues of concern having been raised by the Auditor. Copies of the Notice of Conclusion of Audit and relevant documents have been published (12<sup>th</sup> November) in accordance with the audit regulations.

## P14.752 COMPLETION OF INTERIM INTERNAL AUDIT

Councillors **NOTED** that the interim internal audit for 2020/2021 was completed remotely late November 2020. A copy of the report was attached to the agenda, and Councillors **NOTED** the content of the

report, and the actions to be taken.

## P14.753 WEBSITE / PUBLICATION OF ITEMS

At the November 2020 meeting, the issue of publication of minutes on the website was discussed, and it was agreed that the Clerk would establish the clear legal duties and rules of a Parish Council concerning this. The Parish Council is not legally required to have its own website, however under the Transparency Code for Smaller Authorities (2015) the Council is legally required to publish certain information on either its own, or another suitable, website. The regulations are unclear in terms of how far back the published minutes should go, and as such the Clerk has raised a query with the EALC to clarify this point. On a separate note, Cllr Adams has raised the question as to how effective and useful the website is, and has asked Council to **CONSIDER** whether or not having a website is beneficial. The Clerk has looked at the legal obligations for the PCs website, which states that the Council must publish the following information:

1. all items of expenditure above £100
2. end of year accounts
3. annual governance statement
4. internal audit report
5. list of councillor or member responsibilities
6. details of public land and building assets
7. Minutes, agendas and meeting papers of formal meetings

The Clerk advised that part of the reason for including the minutes is so that item 1 is complied with, and that if 1 years worth of minutes would not be held website, the Clerk will need to publish the detailed line by line accounts page once per year which she confirmed she was more than happy to do. Councillors noted that the Clerk would raise a query with the EALC as the regulations state with regard to minutes that the Council should publish 'draft minutes from all formal meetings' from April 2015 (however it stops short of saying how long they should stay on the website for which is not particularly helpful!).

Cllr Adams stated that as custodian of the website, he really did not believe that members of the public actually went on and looked at all the historic minutes, and that having a single sentence which states that all historic minutes could be obtained by contacting the Clerk would be sufficient (which Cllr Adams read out during the meeting). In addition, having lots of documents on the website clogged up the storage. Cllr Adams stated that he felt the website should be kept as simple as possible.

Councillors **AGREED** that the Parish Council should continue to have a website, and that only the last minutes and agendas should be kept on there, with earlier minutes being available upon request.

## P14.754 HIGHWAYS AND FOOTPATHS

- a) Layby on A113 – Confirmation has now been received from Sarah Alcock, ECC, that the island on which the hedge between the A113 and layby near Tracey's Farm sits is the responsibility of the County Council, and has agreed that this Council is able to put forward a Local Highway Panel request for a possible solution in terms of what this Council wants to see happen to the hedge. The Clerk has subsequently responded, copying in Kim Durani at EFDC, suggesting that before any LHP request is submitted, this Council would like to speak to somebody at ECC who is suitably qualified to discuss what options are available before time is wasted with ideas that wouldn't do the job. The Clerk has also asked ECC to confirm in the meantime which farmer / organisation cuts this hedge and how often so that it can be appropriately managed in the short term. Concern was raised that the LHP system itself is flawed as it takes so long for items to be considered. Previously Cllr Jackson had suggested the best solution would be the barriers
- b) **Obstruction gate on footpath 31** – At the November meeting, Councillors notified the Clerk that a gate had been installed part way along footpath 31 with a sign stating 'private' implying access through the gate was not permitted. The Clerk has raised this issue with ECC and was aware that it had been passed on to the Footpath Officer responsible for the parish, however a preliminary response had been received which stated that the mapping suggests the gate is an historic limitation, which means it is legitimised by having appeared in a previous edition of the Definitive Map though it cannot be locked and must be easy to operate. The wording of the sign is potentially inappropriate as although it is probably intended to indicate the land beyond is private (which is true) it could also arguably imply that there is no public right of access, which is incorrect and potentially off-putting. A further formal response is awaited from the Footpath Officer, who has been chased. The Chairman advised the gate is lovely, but putting the word 'private' on it is very off putting.

- c) **Tracey’s Farm Flooding** – Over the past 3 months, there has been over 6 instances of flooding on the A113 by Tracey’s Farm causing either accidents, vehicles to become stranded, or general disruptions to what is classed as a Priory 1 Route. Further flooding has occurred by the Vojan on the A414 between Ongar and North Weald, in Fyfield, and on various rural roads in Stanford Rivers Parish. The Clerk has reported this on numerous occasions to ECC Highways, one of which included a video of a gully pumping out water onto the A113. The Clerk has involved Cllr Maggie McEwen, however Maggie has been unable to assist. The Clerk has specifically asked ECC by phone, via email, and via their online reporting website to conduct a full investigation of the problem at this location, and to advise the Parish Council of what is being done to address this. In what has now become a regular occurrence and a general acceptance by the public that this flooding is the norm, the Clerk has obtained the support of the Clerks from Ongar Town Council and Moreton Bobbingworth and the Lavers Parish Council to have a collaborative approach with ECC to establish what their plans are to address this issue. To this end, and out of sheer frustration, the Clerk contacted Cllr Chris Whitbread, Leader of EFDC, asking for his assistance in trying to contact the right people to address this issue. Cllr Whitbread responded very swiftly and has started the ball rolling with regard to setting up a zoom meeting in February to start to understand what the issues are, and what can be done to solve them. This will include the neighbouring parishes. It is hoped a further update will be available at the meeting. The Clerk had intended on issuing a press release on this matter, however due to issues regarding COVID in Essex, felt this was inappropriate at that time. Cllr Mrs Jackman stated that she didn’t feel it was inappropriate to issue a press release because of peoples concern about the matter. The Clerk advised she agreed to a certain degree, but this decision was taken as a result of a COVID announcement. Cllr Jackson asked if somebody from Tracey’s farm would be invited to the Zoom meeting, to which the Clerk suggested the first meeting should be officers only. Cllr Hollington mentioned how farm and drainage works, in that responsibility for drainage simply passes on to the neighbouring field or land. The Clerk suggested first meeting should be the Council bodies, and that others could be involved at subsequent meetings. Cllr Jackson said that something needed to be done quickly, however the Clerk stated that this may not be the case, but we would do what we could. It was agreed that a representative from Tracey’s farm should be invited.
- d) **Footpath 62 Obstruction near White Bear** – The Clerk raised this issue again with ECC asking for an update, and a response had been received via Cllr McEwen’s Members enquiry which stated that a new fingerpost is in the pipeline. As these works will require Essex Highways to dig below the highway surface, they are required to obtain relevant utilities information before they can start work at this site. This information confirms the location of any utility services which could run through this area, which could be damaged by, or cause a risk to, the engineering team. These statutory searches can take several weeks to obtain therefore at this time ECC is unable to provide an accurate start date however as soon as the information is received the installation will be scheduled. In terms of the vegetation, a group of volunteers installed additional waymarking and carried out some vegetation cutting along the paths junction with the A113 to the bridge over the River Roding. With regard to contacting the landowner about clearance rubbish left on the path, this is outstanding and ECC officers will progress this as soon as they are able. Cllr Jackson advised that at present the footpath is not walkable, and he would send the Clerk a picture.
- e) **LHP Request A113 Roundels and Gateway Signs** – This item now appears on the list of items for consideration in the Local Highway Panel agenda, reference LEPP192054. Sarah Alcock has confirmed this item has been validated and will be considered by the Local Highway Panel in March 2021. Cllr Adams confirmed he would write to Cllr Keska nearer the time. Cllr Brady advised she was not on the LHP, so could not assist with this matter. The Chairman stated that he had liaised with another Parish Council who also felt that the LHP was not a good way to deal with such matters. The Clerk advised she would advise our representatives on the LHP of this issue and support this request for work.

**P14.755 PLANNING APPLICATIONS**

Councillors **CONSIDERED** the following matters:

1. To <b>CONSIDER</b> any planning applications submitted to the Parish Council for comment as detailed below		
EPF/2900/20 & EPF/2917/20 LB	Hilltop Barn Toot Hill Road Ongar CM5 9LJ	Proposed single storey extension and listed building for the same <b>NO OBJECTION, subject to listed building officer consent</b>
EPF/2912/20	Cedar Lodge 37 Berwick Lane Stanford Rivers Ongar CM5 9PZ	Proposed front / side extension and relocation of vehicular access.(Amended application to EPF/821/20). <b>NO OBJECTION</b>

EPF/2823/20 LB	Great Colemans Romford Road Stanford Rivers Ongar CM5 9PD	Grade II Listed Building application for repairs to the side of the building adjacent to the road due traffic damage, including repairing and repointing the side wall of the building and adjacent wall using lime mortar, salvaged bricks will be used where possible . (Councillors also noted Cllr McEwen had been approached by the applicant looking for support via the LHP). <b>NO OBJECTION</b>
EPF/2859/20	16 Epping Road Stanford Rivers Ongar CM5 9SQ	Proposed extensions to first floor rear elevation and ground floor extension. <b>NO OBJECTION</b>
<b>2. To NOTE any planning applications that have been responded to via the Clerks delegated powers</b>		
EPF/2466/20	Glade Lands Toot Hill Road Stanford Rivers Ongar CM5 9LJ	Change of use of integral garage to living area. <b>The Parish Council has NO OBJECTION to this application</b>
EPF/2473/20	Vine Cottage 7 Toot Hill Epping, Essex CM5 9QW	First floor rear extension. (Revised application to EPF/1638/20). <b>The Parish Council has NO OBJECTION to this application</b>
EPF/2497/20	105 London Road Stanford Rivers Ongar CM5 9PP	First floor addition to side and rear, single storey side extension and raised rear patio <b>The Parish Council has NO OBJECTION to this application</b>
EPF/2601/20	Knightlands House 46 Berwick Lane Stanford Rivers Ongar CM5 9PX	Application for a two storey outbuilding, garage at ground floor, study/office at first floor with a terrace. <b>Whilst the Parish Council has NO OBJECTION in principle to this application, Councillors would like to raise a concern regarding the poor sightlines when exiting the property from the access gates. In addition, the Council requests that if permission is granted, the following are considered for condition:</b> <b>1. Building and use must be ancillary to the main dwelling</b> <b>2. No loose surface materials to be used near to the highway</b>
EPF/2745/20	Woodside Farm Berwick Lane, Stanford Rivers, Ongar, Essex CM5 9PZ	Demolition of existing dwelling and construction of new dwelling.(Amended application to EPF/0893/20) <b>At the time of the original applications for Woodside Farm, the Parish Council considered the impact the proposed new dwelling would have on the green belt, and whilst it was felt that the dwelling itself would represent a much grander and greater dwelling than the original dwelling, the demolition of the associated cart lodge was also taken into account. For these reasons, the council did not object to the application, albeit some concern was raised that the property was perhaps rather large and potentially out of keeping with the rural setting. This new amended application further increases the size of the dwelling, and the Parish Council feels that these proposed changes increase the size of the dwelling over the original dwelling size to such a degree that it would, for reasons of its bulk and size, now represent an unacceptable increase and as such have a detrimental impact on the green belt. The Parish Council therefore OBJECTS to this proposal on this basis.</b>
<b>3. To NOTE any planning applications upon which EFDC do not normally accept comments</b>		
EPF/2330/20 DRC	Highlands Farm Old Rectory Road Stanford Rivers Ongar Essex CM5	Application for approval of details reserved by condition 5 'Drainage details' on planning approval EPF/0174/18 (Proposed rebuilding of barn for use as dwelling)

	9PR	
EPF/2697/20 CLD	The Bungalow 43 London Road Stamford Rivers Little End CM5 9PJ	Application for a Lawful Development Certificate for Existing use of a building as a self contained dwelling house.
<b>4. To NOTE any enforcement actions or appeals.</b>		
The Clerk has raised an <b>enforcement enquiry</b> (reference 289379476) concerning the use of Colemans Farm as a glamping site, being as permission has not been granted for this application, yet the site is already built and in use. Case allocated to James Gordon.		
<b>Waste at Stewarts Farm</b> (EFDC registration FS-Case-270313294). Advised 5/1/21 that representative visited site and could not locate any waste. Update requested from resident and Cllr Glover, which identified that although much of the waste had been burnt, additional waste was now piling up. EFDC advised, and a further visit is expected to take place w/c 11 <sup>th</sup> January.		
<b>Fly Tip</b> at which address details found (EFDC Registration FS-Case-266473638). Update requested.		
<b>APPEAL LODGED</b> EPF/0547/20 - 44 Epping Road Stamford Rivers Ongar CM5 9SQ Appeal reference: APP/J1535/W/20/3262444 Appeal against refused of application for the removal of the existing garage and shed/glasshouse and erection of a new detached dwelling at the rear of the site utilising the road access. Written Representations to be made by 26 <sup>th</sup> January 2021. The Parish Council objected to this application.		
<b>5. To NOTE any other planning matters – Planning Decisions</b>		

Cllr Mrs Jackman asked for an update on the application for Woodside Farm in terms of whether or not the application had been determined, and the Clerk advised that according to the District Council's website this had not yet been determined. Cllr Mrs Jackman asked that the Clerk keep updated with this matter. The Chairman stated that from his perspective if the larger application had been before the Council first time round, this would have tipped him over the edge in terms of the proposal having a greater impact on the green belt than what was already there.

EPF/1662/20 - 151-153 Millrite Mews London Road Stamford Rivers Ongar CM5 9QF

Erection of detached dwelling.

Permission REFUSED 23/11/20 for reasons of Green Belt, Amenity of neighbouring properties, Epping Forest SAC, effect on the Woodman Grade II listed property, and unsustainable location.

The Parish Council had no objection to this application subject to Highways not objecting

EPF/2060/20 - Land adjacent to Maybanks Farm Ongar Toot Hill CM5 9SQ

Removal of existing barns and construction of a detached dwelling (Revised application to EPF/0896/20).

Permission REFUSED 11/11/20 for reasons of Green Belt, bulk and scale when considering neighbouring properties, Epping Forest SAC, inconsistency of plans concerning landscape retention.

The Parish Council had no objection to this application

EPF/2163/20 - Colemans Farm Toot Hill Road Stamford Rivers Ongar CM5 9QN

Application for Variation of Condition 3 (driveway material) for EPF/3460/17. (Demolition of agricultural buildings, construction of two detached houses, extension to dairy cottage garden, provision of boundary treatment, and hard and soft landscaping).

Permission GRANTED 20/11/20

The Parish Council had no objection to this application.

EPF/2129/20 & EPF/2158/20 - Willows End Cumley Road Stamford Rivers Ongar CM5 9SJ

Prior approval for the addition of one storey to the existing bungalow and Prior approval Enlargement of a dwellinghouse by construction of additional storeys

Prior Approval Required, and REFUSED 25/11/2020, for reasons of failure to comply with permitted development rights

The Parish Council objected to EPF/2129/20, but had no objection to EPF/2158/20

EPF/2466/20 - Glade Lands Toot Hill Road Stamford Rivers Ongar CM5 9LJ

Change of use of integral garage to living area.

Permission Granted 15/12/2020 Decision

The Parish Council had no objection to this application

EPF/2473/20 - Vine Cottage 7 Toot Hill Epping, Essex CM5 9QW

Single storey side/rear and First floor rear extension.(Revised application to EPF/1638/20).

Permission Granted 22/12/2020

The Parish Council had no objection to this application

**P14.756 REPORTS**

Members **RECEIVED** the following reports:

- Chairman's Report – The Chairman praised the efforts of the Toot Hill Village Christmas Tree group, who did a great job with the tree on the Toot Hill Village Green. The Christmas Tree on Jubilee Green left a lot to be desired, and it was rather small with poor lighting. Hopefully this will be improved next year. The Chairman confirmed he had been working on the electricity problem with local residents in Little End which was addressed earlier in the meeting. The Chairman advised he understood the Moletrap had now been sold, and works were taking place to hopefully improve it as a public house.
- Vice Chairman's Report – Cllr Jackson reported that as it stands there is no point getting the gun calibrated at this time until it is known if speedwatch will resume.
- District and County Councillor Reports – Cllr Brady was present, and advised that she continues to read all the minutes produced by the Council which kept her well informed. Cllr Brady advised that one of the biggest issues at District was a planning application at Waltham Abbey concerning a distribution centre, and although this didn't really affect this Council the principal of changing an allocation in the Local Plan from what was housing to employment could have a bearing. Cllr Brady briefly mentioned that a number of parcels of land in Stapleford Abbots were also earmarked for development in the Local Plan, and that although the residents were unhappy about this, the housing has to go somewhere. In addition, it was noted that that effectively there was only one field separating Stapleford Abbots and Havering-atte-Bower, and that part of this would also be developed, leaving only a small sliver of land and stream separating the two areas.
- Parish Councillors Reports – Cllr Tallon advised that he had not received any update concerning Barnmead. The Clerk confirmed she would obtain an update.

Cllr Adams asked for the LHP reference for the Roundels and Gateway Signs so that he could liaise with Cllr Keska concerning this, to which the Clerk advised the LEP number was within the body of the agenda and that details could be found on the Local Highway Panel website.

**P14.757 BUDGET / PRECEPT 2021/2022**

Councillors considered the budget, and subsequently the precept, for 2021/2022, noting that for this 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: £21,325 / 368.50 = £57.87. The tax base for 2021/2022 has reduced to 362.50. 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 £20,977 (£20,977 / 362.50 = £57.87). It is appreciated that in terms of calculations for this Council, this is a reduction in what was demanded last year, however changes in the Council Tax Base ultimately change the calculation of the Parish Council element of the Council tax.

After full consideration, Cllr Mrs Jackman **PROPOSED** a 0% increase in the precept. This was **SECONDED** by Cllr Adams. After a unanimous vote, Councillors **AGREED** that the precept demand for 2021/2022 would be £20,977, and the budget would be as follows:

**Income**

Precept	20,977
Bank Interest	0
Other Income	544
Toot Hill Village Hall	770
News and Views	0
<b>TOTAL</b>	<b>22,291</b>

**EXPENDITURE**

	<b>2021/2022</b>
Clerks Salary	5408
Subscriptions	400

Insurance	830
Audit Fee	440
Postage/Stationery/photocopying	50
Car Mileage	50
Miscellaneous / Contingency	500
Toot Hill Village Hall	6710
Christmas Tree Event SR	600
Grounds Maintenance	4000
Open Spaces	320
Training	100
Grant - Church Yard	0
Speed Gun	125
News & Views Post and Distribution	900
PWLB Payments	2960
Toot Hill Village Fete	100
Bank Fee	72
<b>TOTAL</b>	<b><u>23565</u></b>

The following was also **AGREED** or **NOTED**:

- The funding earmarked for VE Day 2020 should be moved to a 'community end of COVID celebration'.
- Income from Toot Hill Village Hall estimated at 6 months based on the income from 2019/2020, and taking into account the affect of COVID.
- The income and expenditure relating to the Toot Hill Village Hall is based on estimates as per the accounts of 2019/2020, however uncertainty over COVID means that it is extremely difficult to accurately budget. In a normal year (based on 2019/2020) income would be £3805.10, and outgoings would be £4482.21. Regular outgoings include electricity, water, rates, calor gas, cleaning, insurance, fire service, boiler service, general maintenance. The insurance is now covered under PC whole insurance.
- Budgeted for two physical copies of News and Views to be sent out 2021.
- It is estimated that the Council will have quite a significant amount of funds in its general reserves, and this is quite high. 100% of the precept held in the General Reserves is quite normal for a small Council, however this high amount should be monitored.
- Contract for grass cutting in the Parish for the coming year to go to SK Automotive on the same basis and costing as last year.

#### **P14.758 NEWS AND VIEWS**

Councillors **NOTED** that N&V is one of the biggest challenges for the Clerk, especially now considering she has to deal with the Toot Hill Village Hall, and advised that Council should consider going forward sourcing a local person to take on the role of creating the publication. Councillors confirmed they understood this situation, and suggested a notice should be placed in N&V asking if a local person wishes to take on the role.

#### **P14.759 TOOT HILL VILLAGE HALL**

Councillors **NOTED** the following:

- a) Cllr Adam enquired as to if there were any works required to the Garage, The Clerk advised that she didn't think any structural works were required, but there was a clean up / clear out needed.
- b) As a result of the third lockdown due to Coronavirus, the Toot Hill Village Hall is currently closed. The Councils cleaning contractor is undertaking a limited clean of the hall for half hour per week. This is needed for reasons of H&S (Legionella control, etc). It is expected that in accordance with Government Guidance, the hall will remain closed for the duration of lockdown, however the Clerk will conduct weekly reviews of up-to-date Government guidance.
- c) Update on current status of boiler. Noted there is currently no funding available via the Green Homes grant scheme. A date of 22<sup>nd</sup> January has been set for the boiler service and investigation as to if there is any damage to the boiler.



- d) Attached to the agenda was a list of outstanding actions / issues that need to be addressed as part of the transfer of the Village Hall to the Parish Council in order for a smooth transition to the Parish Council. This has been sent to those who were on the THVH Charity Committee to update with information. The Chairman confirmed he had a set of keys.

**P14.760 FINANCIAL REPORTS**

Councillors Approved the following payments, and noted the current status of accounts:

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary December 2020 and January 2021	<b>£720.00</b> (paid monthly £360)
BACS	HMRC	PAYE December 2020 and January 2021	<b>£180</b> (paid monthly £90)
BACS	Art Nursery	Christmas Tree Stanford Rivers	<b>£70.00</b> (£14.00 VAT)
BACS	David Wickham	Clean Toot Hill VH Nov & Dec & tidy phone box Toot Hill Nov & Dec	<b>£146.00</b> (£0 VAT)
BACS	A Jones	Reimburse Microsoft 365 annual subscription	<b>£59.99</b> (£10.00 VAT)
BACS	RCCE	Works to transfer toot Hill VH to ownership of PC	<b>£168.00</b> (£28.00 VAT)
BACS	PKF Littlejohn	External Audit 2019/2020	<b>£240</b> (£40 VAT)
BACS	Auditing Solutions	Interim Internal Audit 2020/2021	<b>£132.00</b> (£22.00 VAT)
BACS	We Are Creative	Annual Website Hosting	<b>£120.00</b> (£20.00 VAT)

**Bank Balances as at 31<sup>st</sup> December 2020**

Unity Current Account 4775	£ 1,983.03
Unity Deposit Account 4788	£ 44,652.88

**INCOME:** £0

The Clerk asked Cllr Hollington to chase up his Internet Banking log on details.

**P14.761 DATES OF NEXT MEETINGS**

A decision as to if meetings will be held remotely or in person will be considered at least 1 clear week before the meeting, and will be based on Government guidance and advice at that time. Councillors are asked to **NOTE** the dates of the next meetings:

- 11<sup>th</sup> March 2021
- 13<sup>th</sup> May 2021

Signed ..... Date .....