

# STANFORD RIVERS PARISH COUNCIL

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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 12<sup>th</sup> August 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**  
 7<sup>th</sup> September 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. CO-OPTION OF COUNCILLORS

To **CONSIDER** any co-options for the vacant Councillor position.

### 5. CONFIRMATION OF MINUTES

To **APPROVE**, as a correct record, the Minutes of the Parish Council meeting held on 11<sup>th</sup> July 2024, and to note the minutes of the Planning Committee meeting dated 22<sup>nd</sup> August 2024, as attached to the agenda.

### 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:

- Hedge along A113 – liaison with Cllr Adams
- Liaison with neighbouring Parish Councils regarding this councils response to the Solar Farm application.
- EALC annual conference 26<sup>th</sup> September – speakers include Roger Hirst (Police, Fire, and Crime Commissioner), Charlotte Eisenhart (NALC), Christian Vincent (Worknest), David Ball (Cloudy IT), Andy Prophet – Deputy Chief Constable, Essex Police, and Mark Tomkins (Aubergine).

- Improvements to ECC reporting structure, including the ability to report urgent issues online, such as large potholes, fallen trees, or flooded roads, an option to inform Essex Highways if a known issue has worsened, a feature that allows users to sign up for updates regarding specific issues, and the ability for residents to upload defect photos, enabling ECC to clearly distinguish between existing and new problems.
- Clerk liaising with email hosting providers regarding the .GOV domain hosting for email.
- EFDC Local Councils Liaison Committee Thursday 21<sup>st</sup> November 2024 7pm.
- Christmas Lights have been ordered – Solar lights have been purchased, and the Clerk will place these on the tree this year, providing a cost saving. The cost was £69.10. The Clerk will provide an update.
- EFDC Consultation on pavement licencing policy – deadline for responses 30<sup>th</sup> September.  
<https://www.eppingforestdc.gov.uk/licensing/pavement-licence/>
- Complaint from resident following article in N&V about the idea of flowers and visual cues along the verges through Stanford Rivers. Clerk will provide an update at the meeting.
- Dumped lorry left in Layby at Traceys farm – reported and now removed.
- Police CCTV Registration System for Kent and Essex – emailed to Councillors and placed on social media.
- ECC Community Initiatives Fund open - The CIF aims to empower local communities by offering financial assistance for both capital and revenue projects that improve and support the well-being of residents. For the upcoming year, a total of £300,000 has been allocated to the fund, with grants of up to £10,000 available to successful applicants. Panel convene December.
- Email from Stephen Lloyd Jones, Sustainable Transport Officer at EFDC.
- Essex Transport Strategy Consultation – closing date 22nd September – has been placed on social media [https://consultations.essex.gov.uk/essex-highways/essex-transportstrategy/supporting\\_documents/Essex\\_Transport\\_Strategy\\_Public\\_Consultation\\_August\\_2024.pdf](https://consultations.essex.gov.uk/essex-highways/essex-transportstrategy/supporting_documents/Essex_Transport_Strategy_Public_Consultation_August_2024.pdf)
- Current Consultation on the NPPF, deadline for which is 24th September 2024.
- Thursday 8th May 2025 80th Anniversary of VE Day – country encouraged to have community events
- Sunday Times request for information about Speederbot for article
- Update published in July on the River Roding Project - <https://consult.environment-agency.gov.uk/hnl/the-river-roding-project-information-page/>

## 8. FIRST AID COURSE

It was agreed at the May meeting to establish if there was appetite in the local community for anybody who may wish to take part in free First Aid / Defibrillator training, and if there was enough interest via an article in N&V to consider running a course, maximum 12 persons. The Clerk will provide an update on the responses, and councillors will be asked to **CONSIDER** if they would like to run a course.

## 9. NEIGHBOURHOOD WATCH

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

## 10. VILLAGE ENHANCEMENTS FOR STANFORD RIVERS

It was agreed the July meeting that Councillors would consider the placing of planting near to the Gateway signs to Stanford Rivers. Councillors will also need to consider the maintenance of this planting if it goes ahead. The Clerk will provide an update at the meeting.

## 11. WORKING GROUPS

To receive an update from the various working groups, and **AGREE** any action that is needed:

### 1. Solar Panels at Village Hall Working Group

As agreed, the Clerk, Chairman and Vice Chairman met with representatives of the construction company that the Clerk has been liaising with to discuss the project further. There were a number of main points discussed, including:

- i. Need to complete some investigatory work to establish if the current roof structure is able to hold the weight of the solar panels.
  - ii. If Solar Panels should go on both sides of the roof, and the costs and benefits of this
  - iii. The need to possibly cut back the trees surrounding the village hall, to enable more light to come in.
  - iv. The possibility of selling energy back to the grid (the supply would be linked via the existing supply at the hall).
  - v. If the proposal with battery power is worth the cost.
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- vi. The possibility of changing to an electric boiler, given the age of the gas tank.
- vii. The need to apply for a Prior Notification application to EFDC.
- viii. That works should take place in March 2025, and will last around 3-4 weeks.

Councillors are asked to **NOTE** that the Clerk has made the Prior Notification planning application to EFDC, the cost of which was £213.03, and is waiting for the contractor to provide a date on which the investigative works can take place on the hall to establish the suitability of the roof structure. There will be a cost to this investigative work.

## 2. CCTV at Village Hall

No further action has taken place at this time, however the Clerk plans to hold a working group meeting at the end of September.

## 12. OPEN SPACES AND GROUNDS MAINTENANCE

- a) **Tree on Jubilee Green** – To ascertain if there has been any additional growth after watering.
- b) **Cutting of Grass Areas** – To receive an update regarding grounds maintenance, including the cutting of ECC owned land. To note that ECC Cllr McIvor has been involved with this matter.

## 13. STANFORD RIVERS SIGN ON JUBILEE GREEN

Following a review of assets, the Clerk has seen that the sign located on Jubilee Green which acts as the marker for the old congregational church needs maintenance, which includes full rubbing down and repainting. It is suggested this is completed in the same colour as at present. Councillors are asked to **AGREE** this work. The Clerk will provide an update on costs.

## 14. TREE RISK ASSESSMENT

The Council has a duty of care for its trees and all users of Parish owned or leased land. At a minimum it is recommended that a Risk Assessment is completed at least once every 5 years by a qualified arboriculturist. The Clerk will provide details of quotes at the meeting, and the Council will be asked to **CONSIDER** how it wishes to move forward.

## 15. 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.

## 16. CHANGES TO PLANNING AT EFDC

EFDC has now agreed changes to how planning decisions will be made at Local Planning Authority level. Attached to the agenda is a brief summary of what was agreed, and the changes that have been made, with the Clerk's emphasis in bold. The changes will mean that the Parish Council will have to ensure that if it wishes to object to a planning application, clear reasons material to the planning merits of the application will need to be detailed, and for the objection to be considered at an EFDC Planning Committee meeting the Parish Council must also state their willingness to attend and speak at said meeting. There are also changes to ward member representation, with ward Members being welcome to speak at committee meetings, ensuring that residents voices are represented, and their views are heard, however ward Members will not be able to cast their vote on whether an application is approved or not. Councillors are asked to **NOTE** these changes.

## 17. CONCLUSION OF EXTERNAL AUDIT 2023/2024

Councillors are asked to **NOTE** the conclusion of the external audit for 2023/2024, details of which have been uploaded onto the Parish Councils website and will be placed on notice boards, and also attached to the agenda. The auditor has issued an unqualified audit, with no matters brought to the attention of Council.

## 18. PLANNING APPLICATIONS

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

1. To <b>CONSIDER</b> any planning applications submitted to the Parish Council for comment as detailed below		
EPF/1742/24	Land Opposite Blackberry House, Toot Hill Road, Ongar, Essex CM5 9QP	A detached stable building and use of land for horse keeping for personal use <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv000001n0fs">https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv000001n0fs</a>

EPF/1775/24	Surrywood, 12 London Road, Stanford Rivers, Ongar, CM5 9PH	Demolition of the existing bungalow and construction of a new Chalet bungalow. <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/aOhTv000001rsuY">https://eppingforestdcpr.force.com/pr/s/planning-application/aOhTv000001rsuY</a>	
2. To <b>NOTE</b> any planning applications that have been responded to via the Clerks delegated powers			
<b>NIL</b>			
3. To <b>NOTE</b> any planning applications upon which EFDC do not accept comments			
<b>NIL</b>			
4. To <b>NOTE</b> any other planning matters			
<b>NIL</b>			
5. To <b>NOTE</b> the following planning decision by EFDC			
EPF/0891/2 4	New House Farmhouse, Mutton Row, Stanford Rivers, Ongar, CM5 9QH	Grade II Listed building consent for internal and external works to chimney stack, fire places, sole plate and releveling of floors.	Approve with Conditions
EPF/1415/2 4 NMA	Land North of Shonks Mill Bridge, Shonks Mill Road, Stapleford Tawney	Non-Material Amendment for 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 pro	Approve with Conditions
EPF/1371/2 4	3 Church Cottages, Rosary Cottage, Church Road, Stanford Rivers, Ongar, CM5 9PS	Erection of replacement granny annexe with integral garage in place of existing garage and outbuildings within the residential curtilage of the main dwelling	Approve with Conditions <i>PC had no objection subject to being ancillary</i>
EPF/0513/2 4 & EPF/0542/2 4	The Calf Shed , Colemans Farm, Colemans Lane, Ongar, CM5 9QN	Conversion of former agricultural building into a holiday let by upgrading thermal performance and adding a mezzanine level sleeping platform. The replacement of existing windows and door with white painted timber joinery to match existing, and listed building application for the same.	Approve with Conditions <i>PC had no objection</i>

## 19. TOOT HILL SHOW

The Clerk, Chairman and Cllr Adams manned the stand at this years Toot Hill Show, however the event was somewhat scuppered due to a gust of wind taking hold of the gazebo and smashing into a vehicle that was behind the stand. The Gazebo had been pinned into the ground by the Chairman using pegs. As a result, the Parish Council had to pay the cost of a pickup truck to transport the vehicle and its occupant to Cambridge after the event, as well as the cost to replace the windscreen, the total of which was £412.50. The Clerk has received email confirmation from the occupant that this is in full and final settlement of the damage that occurred. The Parish Councils excess under its insurance is £100, however at this stage this matter has not gone through the insurance company. Councillors are asked to **CONSIDER** if they wish for the Clerk to reclaim funds via the insurance company, including the possible knock on effect this may have on next years insurance, and if it would be worthwhile. The Clerk will also be purchasing a new Gazebo to replace the broken one, the cost of which is expected to be around £100.

## 20. VAS

Westcotec have been instructed to visit the VAS by Bridge Farm to assess if it can be repaired. The cost is £195 plus VAT. The Clerk has been advised that repairs could cost between £200-1,5000. The Clerk has asked the contractors to call her when they are on site, under the proviso that if repairs can take place costing £200 or less then it may be possible for the Clerk to authorise the repairs the same day. Councillors area asked to **AGREE** this action.

## 21. TOOT HILL VILLAGE HALL

- a) Solar Panels for Roof – reported earlier in the meeting.
- b) Councillors are asked to **NOTE** that the annual service on the Boiler at the hall was completed on 22<sup>nd</sup> July 2024. During the service and relevant testing, two gas leaks were detected outside of the main hall,

and after investigation leaks were coming from the pipe from the tank going into the isolation valve and the pipe before it goes into the building. These were rectified the same day. The cost of the service and repairs was £240.00.

- c) Enquiry received from Denisa Teodor, Election Team from the Consulate General of Romania in London, to hire the hall for a prolonged period of time. Clerk will provide an update and Councillors will be asked to **CONSIDER** this hire.
- d) Radiator loose on wall at far side near fire escape – does this need work to repair. Cllr Tallon to update.

## 22. NEWS AND VIEWS

The next copy of N&V will be late November. Councillors are asked to advise the Clerk of any articles they would like placed into the next edition.

## 23. FINANCIAL REPORTS

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

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary Aug & Sep 2024	<b>£1,109.46</b>
BACS	HMRC	PAYE Aug & Sep 2024	<b>£277.20</b>
BACS	David Wickham	Clean Toot Hill VH July & Aug and phone box tidy	<b>£182.00</b>
BACS	Adriana Jones	Reimb Prior Notification Planning Application for Toot Hill Village Hall, and associated plan.	<b>£213.03</b> (£15.51 VAT)
BACS	PKF Littlejohn	Annual External Audit 23/24	<b>£252.00</b> (£42.00 VAT)
BACS	EFDC	Election costs 2 May 2024	<b>£243.72</b>
BACS	PWLB	Loan Repayment	<b>£1,375.63</b>
BACS	Brown Plumbing	THVH Boiler service and replace pipes / gas leak	<b>£240.00</b>
BACS	Toot Hill Village Show	Advert in show programme	<b>£12.00</b>
BACS	Viking Stationery	Stamps and Envelopes N&V	<b>£297.47</b> (£42.47 VAT)
BACS	Adriana Jones	Reimb Christmas Lights	<b>£69.10</b> (£tbc VAT)
D/D	Eon Next	Electricity – final payment	<b>£15.24</b> (£0.73 VAT)
D/D	EDF Energy	Electricity Toot Hill Village Hall – 18 <sup>th</sup> June – 31 July	<b>£84.60</b> (£4.03 VAT)
BACS	Calor Gas	Gas Supply THVH standing charge	<b>£20.59</b> (£0.98 VAT)

### Bank Balances as at 31<sup>st</sup> August 2024

Unity Current Account 4775	£ 22,081.21
Unity Deposit Account 4788	£ 86,213.92

**INCOME:**

- £ 20,000 – National Lottery Funding Solar Panels – 5/7/24
- £ 234.00 – Essex Silk Painters 6/4, 4/5 & 1/9 - #55
- £ 224.00 – Essex Silk Painters 5 & 6 July - #56
- £ 79.20 – High Country Ladies Group Hire Apr-Jun - 2/7/24
- £ 215.50 – Brentwood Borough Council hire 4/7 - 25/7/24
- £ 99.00 – Sainsbury Hire 10/8 – 6/8/24

### b. To review the bank reconciliation up to 31<sup>st</sup> August 2024 alongside the bank statements.

## 24. DATES OF NEXT MEETINGS/EVENTS

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

- 14<sup>th</sup> November
- 9<sup>th</sup> January 2025

## 25. ITEMS FOR NEXT MEETING

To put forward any items for the next meeting, including:

- Review of Policies and Procedures

**26. 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.'

None at this time.

**Item: GROUNDS MAINTENANCE CONTRACT CONTINUATION**