

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 14th November 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
 9th November 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 12th September 2024.

5. MEMBERS REPORTS

To receive brief reports from Members and to **RECEIVE** any questions emanating from those reports:

- Chairman's Report
- Vice Chairman's Report
- District and County Councillor Reports
- Parish Councillors Reports

6. CLERKS REPORT

To **RECEIVE** the oral report of the Clerk on matters which may be of current interest to Members and which require a formal update, and to **RECEIVE** such correspondence and communication as the Clerk may place before the Council, which at the time of printing the agenda includes the following:

- Foul waste issue Toot Hill – broken mains – Clerk and Chair received correspondence from local resident, and had liaised with Thames Water. It is understood the issue had now been resolved. Reminder that the PC has very little weight in cases where a statutory undertaker is involved.
- To note the interim internal audit for 2024/2025 will be taking place on 4th December 2024.
- PFCC Community Safety Briefing 3rd December – details emailed out to Councillors
- EFDC Local Councils Liaison Committee Thursday 21st November 2024 7pm.
- Correspondence from owner of Surrywood, 12 London Road, regarding refusal of planning application.
- Thursday 8th May 2025 80th Anniversary of VE Day – keep on agenda
- Sunday Times request for information about Speederbot for article – was eventually published.

- Clerk will be attending an EFDC Corporate Communications Team Peer Review on 4th December 2024 to provide feedback on EFDCs communications.
- EFDC Overview & Scrutiny Committee meeting of 29th October 2024 addressed appropriate scrutiny of Transport for London and the concerns affecting Epping Forest District Council. A copy of the report for this meeting can be found at <https://eppingforest.moderngov.co.uk/mgConvert2PDF.aspx?ID=120956> , and to view the webcast of the meeting, go to https://eppingforestdc.public-tv/core/portal/webcast_interactive/922208/start_time/190000
- To note an update on the sale of the leased land on Jubilee Green.
- Fly Top reported FS-Case-655494531 layby on A113.
- Formal confirmation of the diversion of footpath 47 near the bund at the Flood Storage area now received.
- The salt / grit has been delivered to the village hall. Council is asked if they wish to consider any grit bins or distribution of this salt.

7. FIRST AID COURSE

The First Aid course being run by the Parish Council will be taking place on 18th January 2024 9am to 12pm, with 12 attendees as agreed. Invites have been sent to all those who expressed an interest.

8. NEIGHBOURHOOD WATCH

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

9. CHRISTMAS EVENTS IN THE PARISH

To **AGREE** a date for the Jubilee Green festive event this year, along with leaflets and posters.

10. 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

- a) On 23rd October, works were undertaken to erect a small scaffold and take a piece of the roof covering off the hall in order to establish the structure underneath, and ascertain its suitability in terms of the being able to safely hold the weight of the solar panels. However things didn't quite go as expected, as after safely removing one of the asbestos roof sheets, it became apparent that there is another layer of asbestos lining sheets beneath the top sheets. The contractor had a number of concerns regarding removing this additional layer of asbestos lining, none more so than he was unsure if he would be able to make the roof watertight afterwards. As such, they did not go any further and replaced the asbestos roof sheet and ceased investigate works. The Clerk has discussed this with the contractor, and he believes the most appropriate solution at this point in time is to go from the inside of the hall, removing a number of ceiling tiles. A date is currently awaited for these works.
- b) Councillors will recall that the Clerk submitted a Permitted Development planning application to EFDC regarding the Solar Panels, however she was asked to provide further information including better drawings which included dimensions. The Councils solar panel contact kindly provided these to the Clerk, however when she looked at this she could see that the proposed design would not fulfil the requirements of Permitted Development rights. As such, she spoke with the contractor regarding the options, including either amending the design or submitting a full planning application. The contractor suggested that to amend the design would have a noticeable impact on the amount of energy that would be created. As such, the Clerk has now submitted a full planning application to EFDC for the works.

2. CCTV at Village Hall

Meeting still to be arranged.

11. OPEN SPACES AND GROUNDS MAINTENANCE

- a) **Work on land the PC does not own** – To note a legal update from NALC on this matter, and assess if makes any difference to the current position.
 - b) **Cutting of small island between layby and A113** - At the request of Cllr Jackson, the Clerk contacted ECC asking them to cut back the overgrown island to ensure good visibility is maintained into the layby near Traceys Farm, the response from highways being '*We have determined that the issue it does not*
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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'. Councillors are asked to advise the Clerk if the island has been cut back, as if not then she will contact ECC Fly Tipping department asking them to chase ECC, after all it would be EFDC who pick up the cost for clearing any fly tipping at this location.

c) Tree Risk Assessment - The Clerk has instructed the contractor to complete a Tree Risk Assessment.

12. STANFORD RIVERS SIGN ON JUBILEE GREEN

Councillors are asked to **NOTE** that the works to renovate the Stanford Rivers sign on Jubilee Green has now taken place. The works took place over a period of four days (to allow the relevant coats to dry), and included a layer of anti-rust treatment, with the centre of the sign being painted in gold. The total cost of the works was £230 – slightly more than quoted.

13. BUDGET / PRECEPT 2025/2026

The January 2025 Parish Council meeting will be mainly to address and agree the budget/precept for 2025/2026. Councillors are asked to advise the Clerk of any specific items they would like to be considered for budget, along with details and costings. These should be with the Clerk before 24th December.

14. CALL FOR SUPPORT FROM THEYDON MOUNT PARISH COUNCIL

Councillors were recently sent a copy of an email from Peter Connell, Chair Theydon Mount Parish Council, regarding working together on matters which may be of common interest. For some years they have been trying to involve Essex Highways in their road safety issues. Mount Road, Epping Lane and Banks Lane are in particular all very busy rural roads with no speed limits (other than the 60mph national limit) and have inadequate signage at difficult bends and junctions. Theydon Mount PC have contacted ECC Highways, District and County Councillors, and copied in MPs, in particular about two black spots close to their boundaries with Theydon Garnon and Stapleford Tawney, and they have received informal support from these two Councils. However, they are also looking for support from neighbouring parishes (and residents who use the roads) to provide formal support by contacting Essex Highways and the other parties referred to in the emails. Cllr Mclvor has advised he would be willing to facilitate a meeting between all neighbouring parishes, suggest if we all agree the wording, as a group we could consider signing a letter to the relevant organisations. Councillors are asked to **CONSIDER** this matter.

15. .GOV EMAIL ADDRESSES FOR COUNCILLORS AND CLERK

All Councillors have now been setup with specific email addresses to be used specifically for Parish Council related Business. This protects not only the Council as a body, but also individual Parish Councillors, with regard to the data protection obligations of this Council. The Clerk has signed up to attend a 'Parish Helper' online session being run by the Government on 20th November in order to establish how / if the Parish Council can manage their own email accounts.

16. 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. Clerk and Chair received query from chairman of Swanbourne Parish Council asking how to set a speederbot system up.

17. DEATHS OF TWO LONG STANDING RESIDENTS

The Clerk has been advised of the sad passing of two long standing residents of Toot Hill:

- Allan EDMUNDS (lived in village for 54 years) – Funeral 24th November
- Maureen MEADOWS (lived in village longer than Alan) – Funeral 19th November

The Clerk is liaising with the daughter of Mr Edmunds in the hope of including a short piece on both residents in the next edition of News and Views.

18. WEBSITE

Councillors are asked to **CONSIDER** moving to a community based website, which is free of charge. The Clerk will provide a further update at the meeting, and has emailed Councillors a link to a draft website.

19. CHANGES TO PLANNING AT EFDC

Following recent changes to planning at EFDC, the Clerk would like to make Councillors aware of a current issue that cropped up. Councillors will recall that subject to the Parish Council objecting (or 5 neighbours objecting) to an application with valid planning reasons, a planning application will be referred to one of the two new EFDC Planning Committees for consideration. However, Councillors are asked to **NOTE** that this does not apply to the following types of applications:

- Householder Applications
- Variation or Removal of Conditions
- Advertisement Consent
- Listed Building Consent
- Demolition in Conservation Areas

These applications will be decided by a planning officer, regardless of any objections received, unless the EFDC Portfolio Holder for Planning or the Head of Planning decides it should go to committee. A District Councillor can raise this matter with the planning officer involved if he/she has concerns, who will then discuss it in a portfolio holder meeting to decide if it should go to committee. Councillors are asked to **NOTE** these changes.

20. LOCAL COUNCIL LIAISON COMMITTEE / CLERKS FORUM

Councillors are asked to **NOTE** that nearly all the Clerks in the Epping Forest District have come together to express their concern at the lack of useful communication streams with EFDC, and how matters between District and Parish Councils can be better addressed. Attached to the agenda is a draft of a question which will be placed on the EFDC Local Councils Liaison Committee meeting for 21st November.

21. CONSULTATIONS ON REMOTE ATTENDANCE AND PROXY VOTING

The Government is currently consulting on possible changes to legislation to allow remote attendance at meetings of Parish Councils in certain circumstances, as well as proxy voting. Councillors are asked to **CONSIDER** if the Parish Council should respond to this consultation. The deadline for responses is 19th December. This has also been emailed out to Councillors as they are able to comment individually.

22. PLANNING APPLICATIONS

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

1. To CONSIDER any planning applications submitted to the Parish Council for comment as detailed below			
NIL			
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			
NIL			
4. To NOTE any other planning matters			
ENF/0307/20 APPEAL	Land at Colemans Farm Toot Hill Road, Stanford Rivers Ongar Essex CM59QN	Appeal against enforcement notice to remove glamping buildings and cease use for tourism.	Summary of PCs responses to the applications submitted, along with position of the PC (attached to agenda)
ENF/0103/23	Weald Lodge, Toot Hill Road	Car Sales from premises	Possible Breach – enforcement investigating (parishioner raised)
5. To NOTE the following planning decision by EFDC			
EPF/1742/24 FULL	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 (Revised scheme to EPF/143/17).	Approved with Conditions
EPF/1775/24 FULL	Surrywood, 12 London Road, Stanford Rivers, Ongar, CM5 9PH	Demolition of the existing bungalow and construction of a new Chalet bungalow.	Refused - PC had no objection - refused due to being awkward, visually incoherent and a visually incompatible modern addition, and impact on green belt.

23. TOOT HILL SHOW

To note that at the AGM in October it was discussed that the number of volunteers from the local community will not sustain the show into the future. Many on the committee have served for over 10 years and it has been increasingly difficult to fill all the roles that are needed to run the show. Currently, most of the volunteers are friends and family of the committee, many of whom do not live locally. Despite calls for help over recent years, and a door knocking campaign this year, no committed volunteers have not been forthcoming. Unfortunately, without new committee members coming forward, there will not be a show in 2025. Councillors are asked to note that an article will go into News and Views regarding this.

24. VAS

Works to repair the VAS near Bridge Farm has now been completed, the final cost of the work being £585.12 (inc VAT).

25. TOOT HILL VILLAGE HALL

- a) Solar Panels for Roof – reported earlier in the meeting.
- b) Councillors are asked to **NOTE** that the annual fire safety Risk Assessment has been scheduled for 26th November.
- c) Radiator loose on wall at far side near fire escape – does this need work to repair. Cllr Tallon to update.

26. 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.

27. FINANCIAL REPORTS

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

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary Oct & Nov 2024	£1,109.26
BACS	HMRC	PAYE Oct & Nov 2024	£277.40
BACS	D Wickham	THVH Cleaning and phone box tidy Sep and Oct	£164.00
D/D	EDF	Toot Hill Electricity Aug	£46.87 (£2.23 VAT)
BACS	Calor	Gas Standing Charge	£20.59 (VAT £0.98)
BACS	Adriana Jones	Mileage Reclaim	£71.10
D/D	EDF	Toot Hill Hall Electricity Sep	£42.39 (£2.02 VAT)
BACS	Westcotec	Repair VAS nr Bridge Farm	£585.12 (£97.52 VAT)
BACS	LVM Painting & Decorating	Renovate Stanford Rivers Sign	£230.00

Bank Balances as at 31st October 2024

Unity Current Account 4775	£ 17,329.91
Unity Deposit Account 4788	£ 86,811.51

INCOME:

- £ 105.89 – Floral Art club hires July-Nov
- £ 26.00 – Neil Taylor St Margarets Church Hire 25/9
- £ 78.00 – Pilates hire June/July
- £ 35.75 – Ongar young Farmers hire 8/10
- £ 30.25 – L Cass Yoga hire 23/10
- £ 597.59 – Interest Deposit A/C

- b. To review the bank reconciliation up to 31st October 2024 alongside the bank statements.

28. DATES OF NEXT MEETINGS/EVENTS

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

- 9th January 2025
- 13th March 2025
- 8th May 2025

- 17th July 2025 (note third Thursday, not second)
- 11th September 2025
- 13th November 2025

29. ITEMS FOR NEXT MEETING

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

- Review of Policies and Procedures
 - Planters by village signs
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