

Stanford Rivers PARISH COUNCIL

MINUTES

Meeting: PARISH COUNCIL

Date: 9th September 2021

Time: 5.30pm

PRESENT:

Councillors (5) Cllr Glover (Chairman), Cllr Jackson, Cllr Mrs Jackman, Cllr Adams, Cllr Hollington
Cllr Saridja

* for part of meeting

Also in Attendance (1) - Adriana Jones – Clerk

Members of the Public (0)

Members of the Press (0)

QUESTIONS FROM MEMBERS OF THE PUBLIC

None.

P14.826 APOLOGIES FOR ABSENCE

Councillor Tallon. EFDC Cllr Brady and ECC Cllr MacIvor had also given their apologies.

P14.827 OTHER ABSENCES

None.

P14.828 DECLARATIONS OF INTEREST

None.

P14.829 MINUTES

Councillors **APPROVED** the minutes of the Parish Council meeting held on 8th July 2021.

P14.830 NEIGHBOURHOOD WATCH

Cllr Adams reported that the Parish continued to have very little activity with regard to reported crimes.

P14.831 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

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

- The EALC 77th Annual General Meeting will be held on Thursday 23rd September via Zoom. Councillors were asked to contact the Clerk if they wanted to attend.
- The Clerk had responded to the Shonks Mill consultation on proposed changes to the Footpath.
- The Council's grounds maintenance contractor has been instructed to cut the trees around the bench near to the phone box in Toot Hill. This has been completed
- EALC has been working closely with ECC Highways and will be delivering a Highway Briefing to EALC members. Councillors were asked to contact the Clerk if they wish to attend - 7th October between 10am and 1pm via Zoom
- The Clerk has asked the EALC EF Branch Secretary that the following issue is placed on the next meeting agenda:
 - **BREAKDOWN IN COMMUNICATIONS** - For some time now, EFDC has been seemingly moving toward a more 'corporate' structure which has, over time, diminished the individual personal contacts and direct routes that Parish and Town Council's had into officers at EFDC, with the majority of queries now having to go through the same route and process as members of the public. The only other alternative is to raise the issue with directly with District Councillors for action. Whilst these new processes may be good from an 'organisational' standpoint for the District Council, it is proving to be both damaging and frustrating for members of the public and local councils, who in some cases have to wait months for a response – if they get one at all. This is contributing to a breakdown in the relationships that Parish and Town Councils have (had) with EFDC. Given as Parish and Town Councils now seem to be taking on assisting members of the public who are exacerbated with trying to contact, or get action from, EFDC, I believe either a specific Local Council Liaison Officer is employed at EFDC to deal directly with Parish enquires and queries, or alternatively Parish and Town Councils are provided with Officers names, their responsibilities, direct line phone numbers and email address for EFDC Officers to whom they can make direct contact to raise a query.

Stanford Rivers PARISH COUNCIL

Cllr Mrs Jackman asked the Clerk if she had had discussion with other Clerks regarding this, and the Clerk confirmed she had held informal discussions with some of the Clerks. Cllr Mrs Jackman asked that the Clerk contact all other Clerks and Chairman in the District encouraging them to attend these liaison events.

- A copy of the July ECC Highway Highlights was attached to the agenda.
- The EALC is running 3 free community briefings on Police Community Specials with a question and answer session to give an understanding on Police Special Constables working in the community and how to generate interest from volunteers. These sessions will be held on 16th and 21st September between 11am-12pm, and on 6th October between 2pm-3pm, are free, and will be held remotely. Councillors were asked to contact the Clerk if they would like to attend a session.
- Councillor noted that the Clerk has successfully completed her CiLCA qualification with an exemplary submission. Councillors will recall this Council paid for this qualification, and now that the Clerk has successfully finished a 75% bursary cost has been refunded to the Council.
- The Clerk had purchased 'warm lights' for the Christmas Tree as coloured ones not back in stock until November which would be too late, the cost being £67.99
- With regard to verge cutting, Councillors noted that the cutting of grass verges is undertaken by Essex County Council themselves and takes place during the late Spring and Autumn months. Councillors were asked to advise the Clerk of any specific areas that are causing concern, to which Cllr Adams advised that the verges along the London Road still had not been cut. Cllr Hollington advised that the contractor who had been cutting the verges in this parish for years was now no longer working due to ill health. He used to cut private areas and not necessarily ECC areas. The Clerk confirmed she would report the overgrown verges to ECC.
- Councillors were asked to start thinking about dates for the Christmas events in the Parish, advising that at present COVID restrictions would not prohibit such events from going ahead however the Council needed to be responsive to local circumstances given the concern over winter COVID rates. It was agreed to set a date in the November meeting, and to assume at this stage it would be going ahead.
- Noted that an invitation had been received from North Weald Parish Council to attend Remembrance Sunday event 14th November, followed by Luncheon, which the Chairman confirmed he would be attending. It was also agreed to have a wreath to go to St Margaret's Church.

P14.832 SPEEDERBOT

Councillors noted that the Parish Council had been made aware of a Facebook page called SpeederBot / A113speederbot which tracks the speed of vehicles along the A113 through Stanford Rivers. It also has a twitter address - @a113speederbot. This has been created by an Ongar resident following a case in another village where a local resident wants to prove his case for lowering the speed limit where he lives after becoming fed up with drivers ignoring speed restrictions. It is believed this is a computer program that works using network surveillance of people's mobile phones, which then tweets or posts on facebook every time a vehicle's average speed exceeds 45mph on a residential section of the A113. It is not clear at this stage exactly how accurate this system is, how it works, and if can be used as evidence of speeding. The Clerk had messaged the author of the Facebook page asking if a representative would be willing to attend the September Parish Council meeting to explain more about this system, however no response had been received.

Cllr Adams provided a further update, confirming that he had in fact liaised with the individual who had set up the Speederbot, advising that it uses network data which is freely available (for a cost) used by SatNav and traffic companies, with the data coming direct from Google. The system allows you to set up queries where specific data can be extracted from iphones and android phones which are monitored via their GPS systems. Traffic companies use this information to establish where there are traffic jams and good traffic flows. Cllr Adams advised that there is a resident in the Parish with whom he has been exchanging emails who had set up this Speederbot between Bridge Farm and the Gateway Signs near the Woodman, and that this individual is gathering data on average speeds in this area along with numbers of vehicles that exceed 45mph. Cllr Adams advised this information is very useful to determine the times of day and frequency of when people are abusing the speed limit in this area. The individual had provided an infographic which was shown to Councillors during the meeting to help them understand what Speederbot it. This is the second one to be set up in Essex.

This resident has provided information to some Councillors and also ECC Cllr McIvor, however the resident is not aware of the work this Parish Council has done in the past concerning speeding in the area and Cllr Adams advised he was trying to set up a meeting with the resident. At present, the data cannot be linked to a specific vehicle or person, and as such there are data protection implications.

Cllr Mrs Jackman asked what sort of costs the Parish Council would need to pay to be part of the scheme, to which Cllr Adams advised that he read it was approximately £10 a month to get access to the same sort of information the resident has access to. If we as a Council wanted to use this information, we may wish to offer

Stanford Rivers PARISH COUNCIL

to make a regular payment or for a snapshot of data a one off payment. Cllr Jackson advised that he and Cllr Adams had discussed this a number of times with the key points being this Council could build up a picture of the data and times, and that from a Community Speedwatch perspective this would help focus the times they are out in the community. This information should also be forwarded on to the police guiding them as to when they can set up their own speed traps. Cllr Jackson suggested the Council didn't need this data or to make payments regularly, but that the data itself would be very useful.

It was noted that this individual wanted to remain anonymous. The Clerk expressed her concern about the lack of knowledge regarding this scheme, especially given that the individual wanted to remain anonymous, and that in order to protect the Council she suggested in the first instance it should be establish whether or not this system was legal, and that she would be contacting Safer Communities Essex to establish this. Cllr Adams advised that you need to be software savvy to write a code to extract the data. Cllr Adams advised that this resident has already received some abusive comments on Facebook. Cllr Saridja advised that the internet suggests other councils are already doing this. It was **AGREED** to ask the resident if would be happy to build a spreadsheet that we can dump the data into and then pick up some points to be discussed at the next meeting. The Clerk advised that if the resident was asked to build a spreadsheet, this should also include details of how much this would cost and what this Council would be paying for. Cllr Adams agreed he would liaise with this individual to find out more about this scheme and establish what would be the best data that the Parish Council needed and get an idea of cost to obtain said data. It was also **AGREED** that the Clerk would look into whether or not this was legal just to cover the Council, and that she would contact Safer Communities in this regard.

P14.833 PLANNING APPLICATIONS

Councillors **CONSIDERED** the following matters:

- a. Councillors recalled from the July meeting that the owners of Colemans Farm offered for Councillors to take a tour of the site so they can see for themselves the site and tree house / hut units. The Chairman recalled that one of the biggest issues with these applications was the access, which had caused concern amongst local residents. The entrance from School Road was the preferred option, but not the one being used. Cllr Mrs Jackman expressed her concern that the works had taken place before any application had been granted, thus being without permission. Cllr Mrs Jackman advised she had seen further in the agenda that a number of applications for this site had been refused, and assumed therefore that enforcement would now get involved. Cllr Adams requested the Clerk established what the current position was. Councillors were grateful of this offer to visit site, and may at some time in the future take it up.

b. Councillors **CONSIDERED** 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		
EPF/2072/21	Millside, Toot Hill Road, Ongar, Essex CM5 9LJ	Application to determine if Prior Approval is required for a proposed enlargement of a dwellinghouse by construction of additional storeys.
The Parish Council believes Prior Approval is required. The Council would like to raise the following points:		
<ol style="list-style-type: none"> 1. Under the eligibility criteria, the applicant has stated that the proposed additional storey will only be constructed on the principal part of the building (the definition being that the main part of the building excluding any front, side or rear extension of a lower height, whether this forms part of the original building or a subsequent addition). This property has been historically extended, and the proposed additional storey is located on top of an extended part of the property. The Parish Council is not clear what the wording in the legislation is implying, and asks that specific attention to this matter is given. 2. Concern has been raised by a local resident that this additional storey would impact their amenity. Prior Approval is needed to ensure this matter is adequately considered. 		
EPF/1576/21	Lilac House, 6 London Road, Stanford Rivers CM5 9PH	Construction of new single storey bungalow and associated works including access, parking and landscaping.
The Parish Council OBJECTS to this application for the following reasons:		
<ol style="list-style-type: none"> 1. This section of the A113 London Road is made up of historic farm cottages on large plots of land, originally designed and used to gain access to the field behind to tend to the animals. 		

Stanford Rivers PARISH COUNCIL

The views across to the field contribute to providing a sense of openness at this location, from what is a very tight, narrow and busy section of road. New dwellings sited on these deliberately designed open spaces between houses will have a detrimental affect on the Green Belt, and would be contrary to policy DM4 of the Submission Version of the Local Plan. Should permission be granted, a precedent would be set for the other properties along this stretch of road.

2. *Whilst Essex County Council has not raised an objection to this application, the site is located on a very narrow stretch of the A113 London Road, measuring just under 5.5m very close to this location. In addition, speeding along this stretch is a constant problem. The Parish Council has concerns that additional traffic entering and exiting at this narrow section would have a detrimental affect on highway safety.*
3. *The site is not served by any sustainable transport opportunities, thus demanding a reliance on a private motor vehicle.*

*Should the District Council be minded to grant permission, consideration **MUST** be given to the potential hazards that would be created by construction traffic / vehicles that would be used at the time of the build, which should be dealt with by way of condition so as to not cause any obstruction or danger to what is a priority 1 route. Construction Traffic **must not** be permitted to stop / park on the road whilst making deliveries, or for waiting as it would be too dangerous. In addition, any pre-commencement conditions imposed by Highways should be rigorously adhered to.*

EPF/1738/21	Weald Lodge Toot Hill Road Ongar CM5 9LJ	Single storey rear extension and alterations to existing rear extension. No Objection
3. To NOTE any planning applications upon which EFDC do not normally accept comments		
EPF/1799/21 PN	Willows End Cumley Road Stanford Rivers Ongar CM5 9SJ	Application to determine if Prior Approval is required for a proposed demolition of existing dwelling to allow for construction of a new dwelling.
4. To NOTE any enforcement actions or appeals.		
NIL		
5. To NOTE any other planning matters – including Planning Decisions		

EPF/1623/21

Land opposite Blackberry House Toot Hill Road Ongar Essex CM5 9QP
Net zero carbon four bed house with associated landscaping. Decision: Refuse Permission
Reason – green belt and that it fails to show how it meets paragraph 80 concerning exceptional quality of design.
Also no S106 ref SAC

EPF/1889/19

Land to south side of Steers Farm School Road Toot Hill Ongar Essex CM5 9SD
Proposed new infill detached 5 bedroom house with detached carport
Decision: Granted with conditions (and S106 agreement)
Numerous conditions, but includes the 3m minimum height of the hedge, and if any hedge dies is must be replaced.

EPF/0408/21

Colemans Farm Toot Hill Road Stanford Rivers Ongar CM5 9QN
Retrospective permission for erection of 3 holidays huts.
Permission REFUSED – for reason of affect on SAC, Highways and biodiversity
The Parish Council objected to this application.

EPF/0491/21

Colemans Farm Toot Hill Road Stanford Rivers Ongar CM5 9QN
Retention of a tree house.
Permission REFUSED – for reasons of effect on SAC, effect on the oak tree, traffic, highway and biodiversity
The Parish Council objected to this application

EPF/1526/21 & EPF/1537/21 LB

Stanford River House, 135 London Road Stanford Rivers Ongar CM5 9PP

Stanford Rivers PARISH COUNCIL

Single storey rear extension, glass link to existing outbuilding. Internal alterations including creation of vaulted ceiling with rooflight. Demolition of workshop and existing garage and erection of new of new garage incorporating storage and log store. New boundary wall and first floor dormers
Permission REFUSED – for reasons of design
The Parish Council had no objection to this application.

EPF/0809/21

Land South side of Toot Hill Road (adj to Donkey Hobbit) Clatterford End Ongar CM5 9QN Certificate of lawful development for proposed polytunnels for market gardening purposes. Decision: Lawful
The Parish Council originally noted this application, however had asked that full consideration should be given to the fact that it may not be classed as a CLD.

EPF/1215/21

157 London Road Stanford Rivers Ongar CM5 9QB
Application for a Lawful Development certificate for a proposed single storey side extension, rear dormer window and outbuilding
Decision: Lawful. The Parish Council had noted this application

EPF/1216/21

159 London Road Stanford Rivers Ongar CM5 9QB
Application for a Lawful Development certificate for a proposed single storey side extension, rear dormer window and outbuilding
Decision: Lawful. The Parish Council had noted this application

EPF/1799/21

Willows End Cumley Road Stanford Rivers Ongar CM5 9SJ
Application to determine if Prior Approval is required for a proposed demolition of existing dwelling to allow for construction of a new dwelling.
Decision: Prior approval not required. The Parish Council had noted this application.

P14.834 HIGHWAYS AND FOOTPATHS

a) Local Highway Panel Requests

Councillors **NOTED** the update on LHP schemes for this Parish, or ones this Parish has an interest in, below:

- LEPP192054 – A113 London Road, Stanford Rivers Signage scheme – Approved for funding 2021/2022 – Update received that this work may not even be done in this financial year – Clerk has sent email to Cllr Mclvor asking him for zoom meeting so this Council can explain what work we have done in this past regarding this issue, and expressing concern about suitability of the Local Highway Panel.
- LEPP202031 - A113 Romford Road, Great Colemans, Stanford Rivers, Request for measures to protect Grade 2 listed building from large vehicles clipping the property's guttering and wall such as signage (slow / narrow section) and metal barriers around the base of the building to stop lorries from being able to get close enough to collide with the gutter, at Validation Stage, awaiting Highway Boundary information. NOTE: This was not submitted by the Parish Council. No update.
- LEPP202047 - A113 Romford Road jw Little bury Mill, Stanford Rivers – Request for Traffic calming measures at the junction, at Validation Stage, awaiting speed and volume information. NOTE: This was not submitted by the Parish Council. No update
- LEPP202005 – A113 London Road, Stapleford Tawney, request for traffic calming measures and signage, at Validation Stage, awaiting speed and volume information. NOTE: This was submitted by the Parish Council, but is not within the Parish. No update.
- NEW REQUEST: A113 Layby near Traceys Farm – request for hedging to be removed and replaced with reflective barriers. Trevor Baker is sending a chaser to ECC regarding the work they need to do.
- NEW REQUEST: A new formal LHP request has been sent for the reinstatement of signage outside Piggotts for directional signage towards Toot Hill. This was supported by ECC Cllr Mclvor.

Stanford Rivers PARISH COUNCIL

The next meeting of the Local Highway Panel will be 27th September 2021.

- b) **Flooding of A113 near Traceys Farm** – It is understood that some works have taken place to clear the ditches in this area, however further works are scheduled but not yet completed.
- c) **Speed Camera** – Councillors will recall from the July meeting that the Clerk had emailed ECC with regard to new guidance concerning speed cameras and that Parish Council's had the opportunity to pay for them. UPDATE: The Clerk has been advised that 'the situation has not changed at the moment and ECC is still awaiting the new policy to be finalised and be signed off by the cabinet member in due course.' Cllr Jackson advised that the issue for us is the policy of needing street lights in order to have a camera, although Cllr Adams advised that this wasn't the case in Theydon Bois. The Chairman confirmed he held the Speed Camera and would be returning this to Cllr Jackson.

P14.835 NOTICE OF CONCLUSION OF AUDIT 2020/2021

Councillors **NOTED** the completion of the External Audit (AGAR) for 2020/2021, and that a copy of the Auditors signed off page, and the Notice of Conclusion of Audit have been uploaded onto the Parish Council website and will be placed on the Parish Council notice boards. There was one 'except for' matter included in the report which relates to Section 2 of the AGAR, and the figure included for Box 10 which was incorrect. The Clerk had incorrectly taken the final balance figure from the September 2020 PWLB statement as being the balance after the September payment, however this was in fact before the September payment was made. The correct figure that should have been included in Box 10 was £24,511, and not £25,263. This alteration has been made to the final accounts report for 2020/2021, and will be correctly reflected in the 2021/2022 External Audit

P14.836 IDEAS AS TO HOW TO SPEND GRANT FUNDING FROM CLLR MCIVOR

Councillors will recall from the July meeting that ECC Cllr Mclvor had advised he had a small pot of funding (approximately £1,000) that could be spent in the Stanford Rivers Parish, and was looking for project ideas. This subject was included in the latest edition of News and Views, and the following responses were received:

1. *There isn't a playground or anywhere for the little ones to go. Yes there is something children can use at the far end of pub car park, but there is nothing that is accessible to anyone who a) doesn't have the money to go to the pub everyday! Or b) wants to use in the mornings when the pub isn't open. It would be lovely to have an area, either on the green or by the village hall, where children could play and mums could meet and younger residents could make friends.*
Cllr Mrs Jackson advised that whilst this was indeed a fantastic idea, the cost of installing a play area was in the tens of thousands of pounds, and as such felt this wouldn't be appropriate.
2. *First aid courses for the community in the Parish. Depending on the criteria it could be short uncertified or longer certified courses. Or just Defib training. Dog First Aid also.*
Cllr Adams stated that he would support this idea, particularly because the Parish now had a defibrillator, and possibly training on this could be included. In addition, perhaps another solution would be install a defibrillator in Little End, Stanford Rivers. The Clerk suggested that perhaps Cllr Adams could put forward a possible location, and the Clerk would look at the legalities of having a Defibrillator. Cllr Mrs Jackman suggested the Woodman may be a good location. Cllr Jackson suggested the old Piggots location could be suitable location.

It was **AGREED** to put this on the November agenda, and that the Clerk would contact Cllr Mclvor advising him of these ideas.

P14.837 HIGHWAYS DEVOLUTION SCHEME

ECC, in conjunction with EALC, are currently inviting Parish Councils in Essex to take part in the ECC Highways Devolution Scheme. The scheme purports to help participating Parish and Town Councils across Essex County Council's jurisdiction to improve their area based on the local community's knowledge and needs. Councillors were reminded that this was brought before Council roughly two years ago, when at which time it was generally felt that the scheme was not fit for purpose and that this Council did not want to take part.

This scheme is now being reinvigorated and focuses on the local delivery of smaller-scale works such as verge and vegetation work, traffic sign maintenance and minor footway repairs. The paperwork supplied states that the scheme allows local councils who choose to participate to improve their street scene quicker than the county council can in many cases. This in turn will enable ECC to focus on delivery of the larger, more complex highway works such as road resurfacing and other capital projects, which have a wider impact and need more specialist skills, resources and equipment. Attached to the agenda was the EALC special county update no. 174, which provides details about how Parish & Town Councils can utilise this programme for the benefit of Essex's local

Stanford Rivers PARISH COUNCIL

and rural communities together with a briefing paper which gives an overview of how the initiative links to the relevant legislation and outlines how parishes can engage with the project (please note the overview is 87 pages and as such consideration should be taken if printing).

The ECC Website advises that service areas being devolved in the pilot are primarily 'streetscene' type items – things which if left under-repaired or maintained can significantly disfigure the local environment. However, they are also items which have a lower general priority for investment by ECC and so are less likely to be dealt with in the near future. Parish and Town Councils who sign up to the pilot are free to choose which combination of the in-scope activities they wish to deliver. There is no obligation to deliver all the activities listed; participating councils may choose which particular services they wish to deliver. The 2021/22 pilot is grant-funded by ECC. Participating Parishes and Towns may wish to consider topping up funds from their own resources, and / or combine their funding grant with those of neighbouring parishes who may also be participating. The grant agreement contains detailed guidance as to the scope of the activities listed. The amount of funds that would be provided to the Parish Council to complete the work would be £0.68 per person (based on 2019 population stats that show 823 residents equating to £559.64 in total), however there would be a minimum payment of £1,000. It would be up to the parish to decide how they spend their budget and prioritise what work they undertake. The Clerk ran through activities that could be devolved. Cllr Mrs Jackman reminded members that the reason this Council did not take part last time was because the amount of funding being provided wouldn't go anywhere near the amount needed to complete the work, thus leaving the Council terribly exposed.

The Chairman advised that the ongoing problem was potholes, to which the Clerk stated that the scheme did not allow for the maintenance of potholes, or anything along a priority 1 route which excluded the entire A113. The Clerk advised that she had asked for a map showing the areas for which ECC is responsible, however no such map had been supplied at this time. After further discussion it was **AGREED** that this would be placed on a future agenda if there were any changes to the scheme which made it even remotely feasible that the cost would cover the works that were needed.

P14.838 REPORTS

Members **RECEIVED** the following reports:

- Chairman's Report – The Chairman advised on his attendance at the Toot Hill Village Hall which, despite the poor weather, was a great success. There were two enormous downpours, after which the entire area was very muddy. Hopefully next years event will be much better when the issue of COVID would not cause so many restrictions. The Clerk asked that Councillors place next years date in the diary as soon as its known and agree to make themselves available for perhaps half an hour each to share the burden of manning the stand for the event.
- Vice Chairman's Report – Cllr Jackson advised that he had sent the Clerk an email about an accident on the A113 outside Murrells farm with a white van slamming into the back of a car turning into Murrells farm. Cllr Adams advised that the speederbot did post up some pictures. The Clerk confirmed she was still keeping a record of these accidents. In terms of speedwatch, it was not expected this would start until the spring, but if any Councillors wished to run a session it would need a minim of 3 people to this. The Gun has not yet been calibrated, and would not be until next year.
- District and County Councillor Reports – Cllr Mclvor had submitted a written report advising of a road closure at Toot Hill Road near its junction with Blake Hall Road starting 22nd September for three days.
- Cllr Hollington advised that he had looked at the light by number 4 Epping Road, and there was no light causing a problem to passing traffic. Cllr Hollington agreed he would keep an eye on this over the winter months.
- Cllr Saridja advised that he still felt that no overtaking signs should be erected.

P14.839 QUEENS JUBILEE 2ND JUNE 2022

This item was briefly mentioned under the Clerks Report at the July meeting, and it was agreed to place this on the September agenda for full discussion. Attached to the agenda was a copy of the guidance for taking part in the celebrations. The Clerk advised that the Chairman had purchased a beacon for the last jubilee and that this was erected by a local farmer, and that the suggested celebrations for next year did revolve around a beacon. Cllr Jackson asked if the Chairman still had the beacon, which he confirmed he did however it needed some substantial repair and that he would obtain a cost for doing this. Cllr Jackson stated that he would support having some sort of community celebratory event. The Beacon was previously lit near where the Christmas tree is erected in Toot Hill, and it was agreed this would be a suitable location again next year. Cllr Hollington suggested

Stanford Rivers PARISH COUNCIL

a pork roast could be a possibility. It was also **AGREED** that a traditional afternoon tea could be held either on the Green or in the Toot Hill Village Hall, and that the Clerk would look into this further to establish exactly what the requirements were.

P14.840 TOOT HILL SHOW

Despite the extremely poor weather, the Toot Hill Show did its best to provide an enjoyable day for all who attended. The Chairman managed the Stanford Rivers stand as a result of the Clerk having to self isolate, and made the best of the day. As a result of the poor weather, the show unfortunately suffered a loss of £2,288.38. There was a total of 538 adult entries. In accordance with the agreement reached at the May parish Council meeting to provide support of £1 per adult entry, the invoice has been included under agenda item 18 for approval. This loss is prior to the support offered by the Council.

P14.841 TOOT HILL VILLAGE HALL

Councillors **NOTED** the following update:

- a) The Clerk is awaiting a quote to replace the sensor light at the front of the hall that was broken. Cllr Tallon is organising this.
- b) The Clerk was advised there was a wasps nest in the roof of the Village Hall near to the decking area. A contractor was asked to remove the nest, which has now been completed, at a cost of £60. The Clerk is awaiting a copy of the invoice for these works.
- c) The lock to the Garage has been changed to a number coded lock for ease. This was purchased by Cllr Tallon, and a refund will be needed. It is understood that a number of groups store items in the garage and will need access. It was also established that the garage is alarmed. The Clerk visited today and was shocked at what was in the garage, including an exercise bike and a large motorised toy car. It was noted that this needs a full clean out and it is suggested this is done over the winter months after the Clerk has contacted all regular hall hirers and advised them that they need to claim it or lose it. Cllr Jackson asked if any other local residents have access to the garage, to which the Clerk advised she did not know. It was also unknown who installed the alarm, or how this was turned off. It was **AGREED** a clean would be needed over the winter.

[Cllr Glover left the meeting – Cllr Jackson took over as Chair]

- d) The Clerk has applied for funding via the ECC COVID Community Buildings Fund for provision of funding to allow for a 2 hour weekly deep COVID clean between 1st October 2021 and 31st March 2022 to provide reassurance and confidence to local residents and groups when hiring the hall over the winter months. The total cost of the grant request is £780.
- e) Hall Hire is increasing, with regular bookings now in the diary for the remainder of 2021. It is still expected that the expenditure for 2021/2022 will considerably outweigh any income received. Hirings are picking up.
- f) Council considered whether or not we should have a cancellation policy for hall hires. It was **AGREED** that regular hall hirers would have a cancellation policy of 48 hours, and that occasional hall hirers would be required to give 2 weeks notice of cancellation, with 100% of costs being retained if cancelled after this period.
- g) Councillors **NOTED** that the foliage at the front the hall has been cut back.
- h) The Chairman recently completed some maintenance work on the two benches on the decking to the Village Hall, however it is understood that the condition of these benches is declining and further repairs / replacement may well be needed. It was noted that these were purchased in May 2017. The Clerk sat on them today and both benches were fine, albeit rickety, and it was **AGREED** to put this on an agenda in the new year. Cllr Jackson suggested that this could be a possible idea for Cllr Mclvors grant funding.
- i) Clerk completed a Risk Assessment today at the hall today and there are a number of resultant actions. The Clerk has also enquired for a quote to conduct a Fire Safety Risk Assessment and service of the fire extinguishers which is overdue. This was urgent and may well need to be completed before the next meeting. Cllr Adams suggested it may well just be cheaper to get them replaced.
- j) The Clerk has sent off for a Legionella water test kit costing £44.50 plus VAT.

Stanford Rivers PARISH COUNCIL

- k) The Clerk had been advised that there was a smell of gas from the entry point at the back of the hall. This has been checked today and there was no gas smell at all. This should be monitored.

P14.842 NEWS AND VIEWS

The next publication was expected mid November. Cllr Adams suggested something should be included about speederbot.

P14.843 FINANCIAL REPORTS

The following payments were **AGREED**.

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary August and September 2021	£720.00 (paid monthly £360)
BACS	HMRC	PAYE August and September 2021	£180 (paid monthly £90)
BACS	Toot Hill Village Show	Support for 2021 event	£538.00 (£0 VAT)
BACS	David Wickham	Clean Toot Hill VH July and August, and Phone box tidy.	£110.35 (£0 VAT)
BACS	PWLB	Loan payment	£1,489.63 (£0 VAT)
BACS	PKF Littlejohn	External Audit 2020/2021	£240.00 (£40 VAT)
D/D	Eon	Electricity supply Toot Hill Village Hall PLUS Sep invoice for the same	£31.46 (£1.50 VAT) £28.40 (£1.35 VAT)
BACS	Calor	Gas standing charge Toot Hill Village Hall	£20.59 (£0.98 VAT)
BACS	Adriana Jones	Reimbursement for stamps for News and Views	£198.00 (£0 VAT)
BACS	North Weald Bassett Parish Council	Printing of News and Views	£60.00 (£0 VAT)
BACS	Lights 4 Fun	New fairy lights SR tree	£67.99 (£11.33 VAT)
BACS	AquaCert	Legionella Water Testing Kit	£53.40 (£8.90 VAT)
BACS	A&K Automotive	Grass Cutting	£906.00 (£151.00 VAT)

Bank Balances as at 31st August 2021

Unity Current Account 4775	£ 32,858.89
Unity Deposit Account 4788	£ 36,539.00

INCOME: £543.75 – EALC – 75% refund bursary CiLCA (U000003)
 £100.00 – History Group THVH income (U000033)
 £19.80 – High Country Ladies Group THVH income (U000033)
 £104.50 – Flower Club THVH Income (U000002)
 £54.00 – Silk Club THVH Income (U000002)
 £299.50 – Stone THVH Hire 11/8 (inc £250 deposit – returned 11/8)
 £60.50 – Knipes THVH hire 20/8

b. Update on Cllr Tallon change of signatory

Unity Bank has confirmed that Cllr Tallon is now a signatory on the Councils bank accounts. Cllr Tallon had been asked to confirm that his electronic access has been set up and is active.

There was a payment of £44.96 which we had paid to Eon, however it had not been receipted on our account. Email was received yesterday to confirm that this has now been found and will be credited.

Cllr Jackson stated that he felt the reserves held by the Council were quite high, to which the Clerk agreed and advised that this would be addressed in January.

Stanford Rivers PARISH COUNCIL

P14.844 DATES OF NEXT MEETINGS

A decision as to if meetings will be held remotely or in person will be considered the 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:

- 11th November 2021 – to be held in Toot Hill Village Hall – Cllr Saridja suggested that this council should continue to meet remotely as COVID was still an issue. The Clerk advised that legally the Council should meet in person, however many Councils across the Country felt too that remote meetings should be permitted. The situation was that if a Council did not meet in person, then it could be deemed that any decisions made at that meeting would need to be ratified at the next formal meeting held in person.

Signed Date