

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 11th November 2021** 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

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 9th September 2021 as attached to the agenda.

5. NEIGHBOURHOOD WATCH

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

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:

- EFDC is conducting a consultation on its new Market Policy, which includes details regarding creating a market trading environment that compliments the surrounding area and retail offer, and recognising the importance and contribution of markets to the wellbeing of the local economy. As a Parish we have no market, however Councillors are able to comment on this Policy if they so wish. The consultation ends on Monday 6th December, and can be found at <https://www.eppingforestdc.gov.uk/wp-content/uploads/2021/11/Market-Policy-2021.pdf>
 - Erection and lighting of Toot Hill Christmas Tree is expected to place on Sunday 28th November
 - The Clerk will make arrangements for a wreath to be laid at the memorial in St Margaret's Church on Remembrance day, 11th November.
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- WhatsApp message received from local resident advising that BT/Openreach are planning on erecting 15 poles along Blake Hall Road form the A414 with fibre cable running along the top. As a statutory undertaker, the Parish Council has no power in this regard.
- Scam emails received by Councillors from somebody purporting to be the Chairman.
- Fly tipping now cleared in the layby by Traceys Farm, however it took two reports to get it moved.
- Interim Internal Audit will be taking place Friday 12th November.
- Epping Forest District Council is completing a consultation on its Climate Change Action Plan, which runs until 26th November 2021. A copy of the Climate Change leaflet is attached to the agenda, and a copy of the action plan itself can be found at <https://www.eppingforestdc.gov.uk/environment/climate-change-action-plan-consultation/>
- September ECC Highways Highlights attached to the agenda.
- FOI request for copies of any minutes which include details concerning the Shonks Mill Flood Storage Area.
- The Clerk has started the process of looking into WiFi at the Village Hall.

7. SPEEDERBOT

As agreed at the September meeting, the Clerk contacted Safer Communities to establish if they knew of anything concerning the Speederbot system, however no response has been received. Following further investigation, the Clerk noted that PC Fenn from the Essex Rural Engagement Team had responded to a Speederbot tweet in September, stating that he/she will ensure sporadic planned speed checks. As such, the Clerk has contacted PC Fenn for his comments on this system, and it is hoped a response will be available for the meeting. Councillors are asked to **NOTE** that the Clerk has not found any information to suggest what is taking place is illegal, but in the same breath has not received confirmation that it is.

At the September meeting, Cllr Adams advised he would liaise with the person running Speederbot to establish if a spreadsheet could be created, and what any associated costs would be to obtain information. Cllr Adams is asked to provide an update on this matter.

8. PLANNING APPLICATIONS

- a. Councillors are asked to **NOTE** that the two refused Colemans Farm applications have been passed to Enforcement, and the Clerk has been advised to expect an update next week.
- b. Councillors are asked to **CONSIDER** the following matters:

1. To CONSIDER any planning applications submitted to the Parish Council for comment as detailed below		
EPF/2668/21	5 Church Cottages Church Road Stanford Rivers Ongar CM5 9PS	Proposed single storey rear extension. http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=658493
EPF/2622/21 & EPF/2623/21L B	Stanford River House 135 London Road Stanford Rivers Ongar CM5 9PP	Single storey glass link building, internal works to create vaulted roof section with rooflight. Demolition of workshop and existing garage and erection of new garage, new boundary treatment and roof and fenestration changes. (Revised application to EPF/1526/21). http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=658217
EPF/1774/21	Land adjacent to Maybanks Farm Ongar Toot Hill CM5 9SQ	Removal of existing barns and construction of a new detached dwelling. http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=654318
EPF/2849/21P N	Millside Toot Hill Road Ongar CM5 9LJ	Application to determine if Prior Approval is required for a proposed enlargement of a dwellinghouse by construction of additional storey. http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=659273
2. To NOTE any planning applications that have been responded to via the Clerks delegated powers		
EPF/2140/21	Clements Farm Toot Hill Road Ongar CM5 9LL	Proposal: Removal of existing stables, store buildings and raised ménage to include fences enclosing the manage etc.

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		Proposed development of a single dwellinghouse. Existing site access off Toot Hill Road to be retained to facilitate access to the new dwelling and other parts of Clements Farm
<p>The Parish Council OBJECTS to this application on the basis of over overdevelopment in the Green Belt. Paragraph 145 of the NPPF states that a local planning authority should regard the construction of new buildings as inappropriate in the Green Belt, with a noted exception being the provision of appropriate facilities (in connection with the existing use of land or a change of use) for outdoor sport, outdoor recreation.....as long as the facilities preserve the openness of the Green Belt.</p> <p>The site currently comprises stabling and a menage, both of which are deemed an exception in terms of building within Green Belt. Stables and their associated use is frequently seen in rural areas, and goes some way to help define what it means to live in the countryside.</p> <p>Over the past few years the Parish Council has seen a significant increase in applications using the fact that stables are 'present' on a site as justification to build a house in its place, stating this will 'increase the openness of the Green Belt'. This Parish Council strongly disagrees. Using a calculation to measure the volume of stables (an accepted use in the Green Belt) and comparing this to the volume of a new build house (generally unacceptable in the Green Belt) is a poor way to measure the impact new buildings will have on the openness of the Green Belt, and this continuous ruse is both opportunistic and unsuitable. The continued urbanisation of the Countryside is decimating its rural character, and no exceptional circumstances have been presented to justify this application.</p> <p>In addition, Toot Hill Road is extremely narrow. Whilst there may already be an existing access point, this does not automatically translate to it being a <u>safe</u> access point. In reality there is no clear view when exiting the site and turning left or right into Toot Hill Road. This Council wishes to express concerns about the suitability of the road to accommodate more traffic.</p>		
EPF/1967/21	Donkey Hoppit Toot Hill Road Ongar CM5 9QN	Proposed demolition of stable building, removal of part of hard standing and associated facilities. Change of use to C3 for proposed bungalow, formation of curtilage and landscaping scheme (Revised application to EPF/1278/21
<p>The Parish Council continues to OBJECT to this application on the basis of over overdevelopment in the Green Belt. Paragraph 145 of the NPPF states that a local planning authority should regard the construction of new buildings as inappropriate in the Green Belt, with a noted exception being the provision of appropriate facilities (in connection with the existing use of land or a change of use) for outdoor sport, outdoor recreation.....as long as the facilities preserve the openness of the Green Belt. Whilst it is understood that the applicant has reduced the size of the building, it remains that permission was granted for stables in 2016 on this basis of it fulfilling the greenbelt exception criteria. If this site is no longer required for stabling, it should be returned to its pre-2016 state, thus respecting the openness of the Green Belt. Furthermore, if permission is granted, this would potentially lead to an 'infill plot' south west of the site, in what is an extremely rural are with a very narrow lane, and would further erode the openness of the countryside.</p> <p>If the District Council is minded to grant permission, all permitted development rights should be removed from the site.</p>		
EPF/2246/21L B	Bugle Cottage School Road Stanford Rivers Ongar CM5 9PU	Grade II listed building application to board off the existing internal studs between the kitchen & the utility & adding two studs.
No Objection subject to listed building officer consent		
3. To NOTE any planning applications upon which EFDC do not normally accept comments		
Nil		
4. To NOTE any enforcement actions or appeals.		
NIL		
5. To NOTE any other planning matters – including Planning Decisions		

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Single storey rear extension and alterations to existing rear extension

The Parish Council has no objection to this application subject to listed building officer consent.

Reason for refusal is that the proposal, when viewed along previous additions, would be a disproportionate addition over and above the original building.

EPF/1967/21 - PERMISSION REFUSED 21/10/2021

Donkey Hoppit Toot Hill Road Ongar CM5 9QN

Proposed demolition of stable building, removal of part of hard standing and associated facilities. Change of use to C3 for proposed bungalow, formation of curtilage and landscaping scheme (Revised application to EPF/1278/21)

The Parish Council objected to this application on the basis of overdevelopment in the green belt.

Reason for refusal was overdevelopment in the green belt and mitigation of SAC.

EPF/2246/21 LB – PERMISSION GRANTED 18/10/21

Bugle Cottage School Road Stanford Rivers Ongar CM5 9PU

Grade II listed building application to board off the existing internal studs between the kitchen & the utility & adding two studs.

The Parish Council had no objection to this application.

EPF/1576/21 – PERMISSION REFUSED 10/9/21

Lilac House 6 London Road Stanford Rivers Ongar CM5 9PH

Construction of new single storey bungalow and associated works including access, parking and landscaping
The Parish Council objected to this application on the basis of highway safety and out of keeping with historic street scene.

Reasons for refusal included development in the green belt, erosion of establish gab, and lack of mitigation for EF SAC.

9. HIGHWAYS / FOOTPATHS**a) Local Highway Panel Request**

Councillors are asked to **NOTE** the update on any 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 – Agreed by the LHP to be a priority for the 2021/2022 budget, and estimated completion for Q4.
- 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. Still in validation stage.
- LEPP202048 - 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. At same stage.
- LEPP202047 – 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. Still in validation stage
- NEW REQUEST: A113 Layby near Traceys Farm – request for hedging to be removed and replaced with reflective barriers. No update.
- 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. No update.

b) Local Highway Panel Minutes – September 2021

Item 5 of the minutes from the LHP meeting in September 2021 details a new right for Parish Councils to purchase and install their own Vehicle Activated Signs (VAS) and Speed Indicator Devices (SID).

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A copy of the minutes of this meeting can be found at <https://www.essexhighways.org/uploads/lhp-archive/epping%20forest%20lhp%20minutes%2027th%20september.pdf>

Councillors are asked to **CONSIDER** if this is something that would be of interest to the Parish. The Clerk has already emailed ECC Cllr Mclvor for more information.

- c) **Flooding of A113 near Traceys Farm** – On 5th October the Clerk emailed photos to officers at EFDC and ECC Cllr Mclvor of the flooding near to Tracey's Farm on the A113 following a period of rainfall, to identify that whatever works may have taken place have not resolved the problem of flooding at this location. An Officer at EFDC advised that as Essex Highways (EH) had still not managed to fully re-grade and de-silt the west side ditch that rests fully within the strip of land they own on the west side, the water from the wider catchment was still able to flow straight out on to the carriageway by the lay-by, after which, due to the inadequacy of the road gullies, it pools in the low point between the entrances to Traceys Farm and 157-159 London Road. He further stated that there appears to be good capacity with the twin highway culverts that take the flow under the road (image attached to the agenda), and there isn't any debris caught in the pipe mouths that could have hindered the flow, hence his continuing view that the EH assets remain the primary factor. He stated that back in February he had requested EH to clear out 320m of their ditch, but as we were made aware only less than 50m of that materialised in July, and although he was told that the remainder would be done and was awaiting programming, he assumed this was still the case as there was no indication on EH's online future roadworks map that a date has been set.

However, following this email Cllr Mclvor contacted the team at Essex Highways who advised that these additional works were completed on 20th October, and this included ditch clearance and cleansing of all highway assets including those mentioned. In addition, Cllr Mclvor had been advised that EH will continue to monitor the area to ensure the works carried out have worked. The EFDC Officer subsequently responded advising he was yet to see the works that Essex Highways had now completed, but hopefully they would be sufficient to deal with normal events. But stated that in instances of such major rainfall, the occurrences of which appear to be happening far more frequently, it can be expected that systems will be overwhelmed as even when functioning at capacity, these systems, be that open or piped watercourses and highway assets, constructed and evolved over many decades, won't have been designed for this magnitude of events and hence there will be localised flooding. The catchment that ultimately drains to this point is around 2.5km² which is quite substantial, but as 99% open land, that will at least slow the flows compared with a similar sized catchment in an urban area.

10. STANFORD RIVERS (LITTLE END) CHRISTMAS TREE LIGHTING EVENT

As a result of COVID, last years Christmas Tree Lighting event in Stanford Rivers had to be cancelled. However, it was agreed at the September meeting to plan to go ahead with this years event subject to any changes in Government guidance. As the Toot Hill Event is proposed for 28th November, it is suggested that the Little End event takes place at 5pm on Sunday 5th December. The Clerk has contacted the parishioner who assists with carols, and the organisation which provides Santa's sleigh to see if they are both available. The Clerk has also purchased 600 warm white battery powered lights for the tree, and placed an order for the tree which is expected to be available at the end of November. Councillors are asked to **AGREE** this date and the relevant purchases for the event.

11. IDEAS AS TO HOW TO SPEND GRANT FUNDING FROM CLLR MCIVOR

Councillors will recall this item from the September meeting, where the following ideas had been provisionally agreed as suitable schemes for the funding available from ECC (approximately £1,000):

1. First aid courses for the community in the Parish. Depending on the criteria it could be short uncertified or longer certified courses. Poss Dog First Aid also. Poss include specific defibrillator training.
2. Installation of a Defibrillator in Stanford Rivers (Little End).
 - Cllr Adams is asked to provide an update on a possible location for such a defibrillator (heating and power needed)
 - The Clerk has investigated requirements and costing, and the cost to purchase a defibrillator and cabinet is between £1,000 and £1,500 plus installation costs and any ongoing electricity costs. With regard to heating, all defibrillator manufacturers state that AEDs should not be stored or used in temperatures below 0 degrees Celsius. As such, the need for a heated cabinet seems essential.

Councillors are asked to **CONSIDER** which proposal to put forward to Cllr Mclvor, or if there are any other suggestions for how this funding could be used.

12. MEMBERS REPORTS

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

- Chairman's Report
- Vice Chairman's Report
 - SERP event 28/10
 - Community Specials Briefing 25/10 (copy email attached)
 - Community Speedwatch expected to start again in Spring 2022
- District and County Councillor Reports
- Parish Councillors Reports

13. QUEENS JUBILEE 2ND JUNE 2022

This item will be deferred until the January 2022 meeting.

14. LETTERS FROM LOCAL RESIDENTS REGARDING A NUMBER OF ISSUES

The Clerk has received two letters from local residents regarding the following issues:

- Power Surges in Stanford Rivers
- Flooding at Bridge Farm
- Overgrown Footpath Bridge Farm and Ongar
- Speed of Traffic through Stanford Rivers
- Flood Plain Shonks Mill

A copy of these letters is attached to the agenda. Councillors will be asked to **CONSIDER** the content of these letters, and agree if any action should be taken. Councillors are however reminded that many of the points raised are outside the power of the Parish Council to resolve, and the responsibility lies with other organisations or individuals.

15. TOOT HILL VILLAGE HALL

- a) Cllr Tallon to provide an update on the replacement / repair of the light at the front of the hall.
- b) A Fire Safety Risk Assessment was conducted by Essex Fire Safety on 26th October 2021, including the replacement of any necessary fire extinguishers. A copy of the report and invoice is expected to be received prior to the Parish Council meeting. Councillors are asked to **NOTE** that there may be actions that are needed.
- c) A date for the garage clearance has not yet been set, however this is expected to take place in the new year. The Folk Club have advised of a number of items which belong to them, and one other regular user has now removed their items.
- d) Following the application via the ECC COVID Community Buildings Fund for the provision of funding to allow for a 2 hour weekly deep COVID clean between 1st October 2021 and 31st March 2022, the Clerk has received notification this application has been successful. Funds have been transferred, and the hall cleaner has already started this weekly additional clean. The total cost of the grant received was £780.
- e) Councillors are asked to **NOTE** that the Clerk was notified that the hall boiler was not working (as seems to be a regular occurrence when moving from summer to winter). The Chairman was unable to get the boiler working, and as such Hellaby's were called out and effected a repair, which they did by resetting the upso valve on the LGP tank. The boiler is now fully functional.
- f) The Clerk has written to a local residents adjacent to Toot Hill Village Hall advising that they have permission to park a maximum of two vehicles in the car park at any time.
- g) The Village Hall uses LPG (liquified petroleum gas). When the Council took over the hall, it was agreed with Calor to go onto a 'manual ordering' system. 4 weeks ago the Clerk liaised with Calor and was advised that the tank was extremely low. As such, and in order to ensure consistency of service for hall users, this has now been moved to an 'automated ordering' system, where an automated order will be made when the tank goes below 15%. The tank was filled in October.

16. NEWS AND VIEWS

The next News and Views publication will be distributed mid November.

17. FINANCIAL REPORTS**a. To Approve payments, and to note the current status of accounts:**

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary October and November 2021	£720.00 (paid monthly £360)
BACS	HMRC	PAYE October and November 2021	£180 (paid monthly £90)
BACS	RCCE	Annual Subscription	£72.60 (£12.10 VAT)
BACS	David Wickham	Clean Toot Hill VH Sep and Oct, and Phone box tidy and COVID cleans	£155.90 (£0 VAT)
BACS	EALC	ECC Highways Briefing 7/10 – Cllr Jackson	£24.00 (£4 VAT)
BACS	North Weald PC	Remembrance Sunday lunch and wreathes	£73.00 (£40 VAT)
D/D	Eon	Electricity supply Toot Hill Village Hall	£12.90 (£0.61 VAT)
BACS	Calor	Gas standing charge Toot Hill Village Hall, plus refill of gas tank	£652.40 (£31.07 VAT)
BACS	SK Automotive	Grass Cut, and hedge cutting	£400.50 (£66.75 VAT)

Bank Balances as at 31st October 2021

Unity Current Account 4775	£ 29,580.88
Unity Deposit Account 4788	£ 39,539.00

INCOME:

- £55.00 – Radio Forest Hospital THVH income 11/9 (bacs)
- £54.00 – Silk Group THVH income 4/9 (U000034)
- £72.60 – Galloway THVH income 27/11 (U000033)
- £780.00 – RCCE COVID Grant (bacs)
- £120.00 – OWS THVH Income (U000035)
- £187.00 – M Tallon THVH Income various dates (bacs)

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 is asked to confirm that his electronic access has been set up and is active.

18. DATES OF NEXT MEETINGS/EVENTS

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

- 5th December – 5pm Christmas Tree Lighting Stanford Rivers
- 13th January 2022 – 5.30pm Toot Hill Village Hall