

# Margaret Roding Parish Council

## MINUTES

Ordinary Meeting of Margaret Roding Parish Council  
held on Tuesday 22<sup>nd</sup> March 2022 at The Farmhouse, Reid Rooms

**Present** Cllr Peter Briggs  
Cllr Lee Cooper (chair)  
Cllr Lorraine Player  
Clerk Allison Ward

**Residents and Visitors** 1 resident

	<b>Apologies for absence</b>	
1	Cllr Ian Crisp and Cllr Chris Turner sent apologies to the meeting due to ill health, Cllr Simon Phillips sent apologies to the meeting due to work commitments. All apologies were accepted by the Parish Council.	
	<b>Declaration of Interest for this meeting</b>	
2	None	
	<b>Public Forum</b>	
3	None	
	<b>Minutes</b>	
4	Minutes of the Ordinary Parish Council Meeting 25 <sup>th</sup> January 2022 were proposed by Cllr Briggs as a true record, seconded by Cllr Cooper with all in agreement; the Chairman signed the minutes.	
	<b>County and District Cllr Report</b>	
5	County and District Cllr Susan Baker sent apologies to the meeting as she was attending a parish council meeting elsewhere in the ward.	
	<b>Clerk's Progress Update and Correspondence</b>	
6.1	Following the government decision to issue a notice of designation removing Uttlesford's right to make decision on major (more than 10 dwellings) planning applications in its district, the Clerk has circulated various update notes.	
6.2	The clerk attended the parish council cluster meeting with the new CEO of Uttlesford District Council; topics discussed included enforcement, planning, waste services and housing allocation policy.	
6.3	Ride Essex-London cycle event has announced their route for the events on Saturday 28 <sup>th</sup> and Sunday 29 <sup>th</sup> May. This will include a full day road closure for the B184 on the Sunday and severely limit residents' ability to travel around the district and county. See this link for further details, <a href="https://www.ridelondon.co.uk/road-closures/road-closure-information">https://www.ridelondon.co.uk/road-closures/road-closure-information</a> Whilst the A1060 remains open through the village, it will not be possible to travel beyond Leaden Roding towards Harlow.	

Signed  
Lee Cooper  
Chairman Margaret Roding Parish Council

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7	<b>Councillor's Updates</b>	
7.1	<p>Environment and Health – Discussion on ditch maintenance.</p> <p><i>Cllr Cooper opened this item to general debate to allow the resident to take part, there were no objections.</i></p> <p>A resident began by outlining the issues with flooding of resident's gardens along the A1060 between the property Hillenor and Ravenstone and presented a map and images detailing their understanding of the flow of surface water in the vicinity. This matches with the parish councils understanding and confirms there are 5 different water flows converging into the culvert at the bottom of Marks Hall Lane.</p> <p>Cllr Player asked how we resolve the issues, and it was suggested a regular pattern of ditch maintenance needs to be in place. The meeting recognised getting landowners together and to agree a consensus to clear all ditches regularly is unrealistic and furthermore, the parish council has no powers to enforce ditch clearance it can only politely ask landowners for assistance. The local authority with the powers to enforce is Essex County Council and their resourcing priorities will be where there is a threat to life or property. Cllr Briggs noted properties have flooded along this stretch, most recently in 2020 and asked whether residents reported this to the Essex Flood Management Team, the meeting was unable to confirm.</p> <p>The Clerk added that in conversations with landowners it was suggested they are not able to clear ditches that are adjacent to the A1060 due to the risks of working so close to the main highway and their own insurance. It is unclear who is responsible for arranging and paying for traffic management to allow landowners to clear ditches adjacent to busy routes.</p> <p>It was further suggested that a map of ditches and maintenance information be shared with new residents in order that they understand their responsibilities and the water flows. There were mixed views on this as the parish council is not an expert and the information has been put together with 'best' local knowledge, it may be incomplete or less than 100% accurate.</p> <p><i>Cllr Cooper closed the public participation before the council agreed the actions,</i></p> <ol style="list-style-type: none"> <li>i. Clerk to contact County Cllr Barker for advice on who is responsible for traffic management.</li> <li>ii. Cllr Briggs to prepare a final version of the map for the stretch from Hillenor to Ravenstone showing foul and surface water flows as far as the parish council is aware.</li> <li>iii. Clerk will continue to chase Uttlesford District Council requesting the ditch behind The Gossetts is cleared of vegetation to below the outlet pipes, to note there is currently a dispute between Uttlesford and Essex County Council on the ownership of this ditch.</li> <li>iv. Clerk to include a note in Parish News reminding residents of their responsibilities and the need to keep ditches clear of garden waste and vegetation. The Clerk confirmed the Essex County Council ditch maintenance booklet is available via a link on the parish council website home page.</li> <li>v. To consider how to share information with residents on ditches and water flow.</li> </ol> <p>Further actions which arose from the discussion not related to ditches are,</p> <ol style="list-style-type: none"> <li>i. Overgrown hedges on the A1060 along the school walking route are narrowing the footpath. Clerk to speak to landowners for assistance as Essex Highways have to date not accepted this as a priority.</li> <li>ii. The resident suggested a welcome pack to be given to new residents. The Clerk will look at setting this up on the website, with an additional letter to be given to residents.</li> </ol>	All Cllrs/ Clerk

Signed  
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7.2	Transport – Nothing to report.	
7.3	Communication – Nothing to report.	
7.4	Local Government – Nothing to report.	
<b>8</b>	<b>Planning</b>	
<b>8.1</b>	<p><b>Applications</b></p> <p>The following is a prior notification relating to an agricultural building and is not open to general comment. The meeting has no comment on the status of the agricultural building.</p> <p>Application      UTT/22/0202/PAQ3  Development      Prior Notification of change of use of agricultural building to 1 no. dwelling  Location            Barns at Ongar Road</p>	
<b>8.2</b>	<b>Decisions - None</b>	
<b>8.3</b>	Essex County Council granted permission for ‘a sand and gravel quarry and associated works/development including formation of new access and mobile plant area; together with the importation of inert material to facilitate site restoration’ at ‘land south of A1060 (Salt’s Green), Chalk End, Roxwell’.	
<b>9</b>	<b>Annual Review of Parish Council Policy</b>	
<b>9.1</b>	Standing Orders, the Clerk confirmed the parish council follows the model standing orders issued by National Association of Local Councils (NALC). Given there have been no changes to these during the year there are no amendments to the existing standing orders.	
<b>9.2</b>	Financial Regulations the Clerk confirmed the parish council follows the model financial regulations issued by NALC. Given there have been no changes to these during the year there are no amendments to the existing financial regulations.	
<b>9.3</b>	Grant policy, the meeting considered the existing policy and agreed no changes were required.	
<b>9.4</b>	Complaints Procedure, Cllrs considered the existing policy which relates to parish council’s administration and procedure and agreed no amendments were necessary. This policy will be added to the website.	Clerk
<b>9.5</b>	The parish council has adopted the model Code of Conduct as issued by Uttlesford District Council for parish councils, there have been no amendments to this in the year. There have been no changes to privacy policy legislation and no changes to Freedom of Information. The Clerk will remove virtual meeting policy from the website as this is no longer relevant.	Clerk
<b>10</b>	<b>Parish Projects</b>	
<b>10.1</b>	Defibrillator – A decision is pending on whether Uttlesford will allow the defibrillator to be placed on a pole in The Gossetts car park.	Clerk
<b>10.2</b>	VAS sign – Application pending to Essex County Council for permission to place a sign on the highway.	Clerk

Signed  
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10.3	Queen's Platinum Jubilee bank holiday weekend events – The meeting was grateful for the offer of support from a resident who had contacted the Clerk, however agreed on this occasion the parish council is not in a position to organise a community event.					
11	<p style="text-align: center;"><b>Finance</b></p> <p>The Clerk had received an email grant request from Margaret Roding Parochial Church Council asking for assistance towards the insurance cost of the parish church. The Clerk reminded the meeting of the legislation and guidance on making grants to churches, after considering Cllr Briggs proposed that given the historic pattern of assisting the church and the fact this is the oldest building in the village and the only community space remaining, that the Parish Council awards a grant of £600 for the purpose requested, this was seconded by Cllr Cooper with all in agreement.</p> <p>Cllr Player proposed the following cheque be issued; this was seconded by Cllr Cooper with all in agreement.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Allison Ward (Parish Clerk for February 2022 to March 2022)</td> <td style="text-align: right;">£ 122.64</td> </tr> <tr> <td>Margaret Roding Parochial Church Council</td> <td style="text-align: right;">£ 600.00</td> </tr> </table>	Allison Ward (Parish Clerk for February 2022 to March 2022)	£ 122.64	Margaret Roding Parochial Church Council	£ 600.00	Clerk
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Margaret Roding Parochial Church Council	£ 600.00					
12	<p style="text-align: center;"><b>Items for next Agenda</b></p> <p>Nothing to add at this stage. To note the May meeting will begin with the Annual Village Meeting and will be followed by the Annual Meeting of the Parish Council.</p>					
13	<p style="text-align: center;"><b>Date of Next Meeting</b></p> <p>Tuesday 17<sup>th</sup> May 2022 at 7.30pm in The Farmhouse at the Reid Rooms. The meeting closed at 9.30pm.</p>					

Signed  
Lee Cooper  
Chairman Margaret Roding Parish Council