

STANFORD RIVERS PARISH COUNCIL

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Adriana Jones
Clerk to the Council

TO: ALL COUNCILLORS

You are hereby summoned to attend the Annual Meeting of the **Parish Council** which will be held on **Thursday 9th May 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
 4th May 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. ELECTION OF CHAIRMAN

To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon. To **EXECUTE** the declaration of Acceptance of Office of Chairman of the Council.

2. ELECTION OF VICE CHAIRMAN

To **PROPOSE** and **SECOND** nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon.

3. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

4. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

5. 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.

6. ELECTIONS

a) To **NOTE** that the 2024 Parish Council elections were uncontested, with Councillors Glover, Jackson, Tallon, Hollington and Saridja all being elected unopposed. This leaves two vacancies. Councillors are reminded they need to:

- Complete their declaration of acceptance of Office
- Review / Renew their Register of Members Interest
- Complete their election Expense forms

The Clerk will have copies of these at the meeting for completion.

b) To **NOTE** the outcome of the District and Police, Fire and Crime Commission election. For Theydon Bois with Passingford Ward, District Councillors elected were Cllr Clive Amos (LD) elected for four years, Cllr Tippy Cornish (LD), elected for three years, and Cllr Sue Jones (Con) elected for years.

7. CO-OPTION OF COUNCILLORS

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

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8. CONFIRMATION OF MINUTES

To **APPROVE**, as a correct record, the Minutes of the Parish Council meeting held on 14th March 2024.

9. 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

10. 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:

- The Clerk submitted a formal response to ECC regarding the Waste Plan consultation.
- Councillors are asked to note that the outcome of any planning appeals are not directly reported to the Parish Council.
- There is a cost to advertise in Ongar News (this is following agreement at March Meeting to place advert for Toot Hill Village Hall). Clerk will provide details.
- EALC AGM 26th September 2024
- Kings Portrait received
- Compliment received regarding works to directional sign on Toot Hill Green – forwarded to EFDC

11. NEIGHBOURHOOD WATCH

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

12. FIRST AID COURSE

At the March meeting it was agreed to look into the possibility of hosting a First Aid / Defibrillator training course for members of the community, funded by the Parish Council. Cllr Tallon to provide an update on the options available, and broad costings. The Clerk has also obtained costings. Councillors are asked to consider how they wish to move forward with this.

13. WORKING GROUPS

To **AGREE** to set up the following working groups, to investigate and consider the relevant matters as per an agreed terms of reference, the rationale being that investigative work is required to take place in-between meetings in order to provide information for the following meeting:

1. Solar Panels at Village Hall Working Group

Councillors are reminded this council has received £15,000 in grant funding, which must be spent by 2nd January 2025 for this project. In addition, £15,000 of earmarked reserves have been set aside. The rough estimate to place solar panels on the roof of the village hall is between £40-50K. The Clerk has submitted a National Lottery Funding request for £20k for the remaining funds. To **AGREE** members of the working group, and the Terms of Reference.

2. CCTV at Village Hall

It was agreed as part of this years budget to install CCTV at the village hall, however a spec was never fully agreed. To **AGREE** members of the working group, and the Terms of Reference.

The Clerk will provide further details at the meeting.

14. 2023/2024 APPROVAL OF ACCOUNTS

To approve the 2023/2024 accounts, as attached to the agenda.

15. SHONKS MILL FLOOD STORAGE AREA

On 9th April, Cllr Jackson and the Clerk attended an online meeting hosted by the EA to provide an update on the Shonks Mill Flood Storage Area. Initially the EA were also planning on attending the Annual Meeting of the Parish just after this meeting, however have advised that as the online meeting was well attended they felt that it would be more beneficial to schedule a separate face-to-face meeting at a later date involving both Parish Councils. They have advised that the meeting was recorded, a copy of which can be viewed at:

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<https://events.teams.microsoft.com/event/b11e00ec-0269-4aa8-a184-f79126be4346@770a2450-0227-4c62-90c7-4e38537f1102/attendee/96a273f8-2067-4c16-a6e9-bedf18ed20b5>. Clerk and Cllr Jackson to provide an update.

16. OPEN SPACES AND GROUNDS MAINTENANCE**a. Tree on Jubilee Green**

Councillors are reminded that the tree on Jubilee Green to all intents and purposes looks to have died, however there are still some green areas at the base of the Tree. Both Cllr Adams and Cllr Jackson suggested it may just be worthwhile cutting back all the dead areas, to see if the green areas take root. The Clerk will provide an update at the meeting.

b. Damage to grounds maintenance lawnmower

On 4th April, the Parish Councils grounds maintenance contractor contacted the Clerk to advise that his mower had been damaged by a long piece of wood into which nails had been placed. The cost to repair the damage was £240. There are a few issues for Council to consider:

1. Does the Council wish to refund the cost of damage to the mower (copy invoice has been requested)
2. Why was there a long piece of wood with nails in it on the green in the first place, and the risk this causes to local residents who may use the green, including dog walkers.

Councillors are asked to **CONSIDER** what action they wish to take on both matters.

c. Areas to be cut

To consider specific areas to be cut, including Barnmead and the corner of the green as you enter Toot Hill Road.

17. 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.

18. 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		
EPF/0523/24	6, Lilac House, London Road, Stanford Rivers, Ongar, CM5 9PH	New Dwelling within residential curtilage of Lilac House and associated car parking https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000003oZI
EPF/0814/24	Millside, Toot Hill Road, Ongar, CM5 9LJ	Single storey side/rear extension. Extension of roof space into new extension with new front, side and rear dormers. Renewal of previous approval EPF/0862/21 https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000007JHF
EPF/0815/24	Oak Lodge Stud, Mill Lane, Stanford Rivers, Ongar, CM5 9SF	Application for variation of condition 2 'Plan no's' on planning permission EPF/1434/23 (Demolition of existing stables, menage, round pen and field shelters and consolidation of surrounding areas to create one new residential dwelling with prescribed domestic curtilage) https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000007KLN
EPF/0761/24	Grove Cottage, 22 Epping Road, Stanford Rivers, Ongar, CM5 9SQ	Single storey extension to rear and side. https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000006EOT
2. To NOTE any planning applications that have been responded to via the Clerks delegated powers		
EPF/0486/24	Land adjacent to Willows End, Cumley Road, Toot Hill	Construction of new dwelling

*Meeting: PARISH COUNCIL***The Parish Council OBJECTS to this application for the following reasons:**

1. Part of the justification for the previous applications which involved the demolition and rebuilding of the current property on Willows End was to locate it **more centrally on the plot**, specifically EPF/0941/21 which states that the proposals would 'allow for more separation between the neighbouring dwelling, without a 4m addition close to the neighbour's boundary'. The Parish Council was happy with this extra degree of separation. However seemingly the previous approved applications have been deliberately designed to create what is in effect an infill plot, so the desire to create a dwelling more centrally located on the plot was a ruse. The Parish Council had concerns about this at the time of the previous application, however this is not a valid objection so did not mention it. The amenity of the neighbouring properties, and the impact on green belt, have been at the forefront of the Parish Council thoughts for this site. This application is now reverting to the previous position, however making it worse in that the newly proposed building would be higher than the previous building which was located so close to Elm Cottage.
2. The Parish Council has concerns about the creation of a basement structure so close to the foundations and boundary of the neighbouring properties, and has concerns regarding compromising the structural stability of adjoining properties.
3. The Parish Council has concerns regarding the loss of amenity for the neighbouring property, Elm Cottage. The newly proposed property is higher than the previous property located here, and there is the potential for overlooking into Elm Cottage. The height of the property also seems dominant when viewed alongside Elm Cottage.

EPF/0513/25 & EPF/0542/24	The Calf Shed, Colemans Farm, Colemans Lane, Ongar	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
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The Parish Council has NO OBJECTION to these applications, subject to:

- **Listed Building Officer Consent**
- **The roof height as a result of the proposed mezzanine providing sufficient and safe headroom**
- **The property remaining a holiday let, and not used as a residential dwelling.**

EPF/2129/20PN & EPF/2158/20PN	Willows End Cumley Road Stanford Rivers Ongar CM5 9SJ	Prior approval for the addition of one storey to the existing bungalow. & Prior approval for the addition of one storey to the right hand side of the existing bungalow.
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EPF/2129/20 – After having reviewed the requirements of this permitted development right, the Parish Council has some concern that a second storey running the full length of the property could possibly cause an issue of overlooking and loss of amenity to the neighbouring property, Elm Cottage.

EPF/2158/20 – The Parish Council raises no concerns regarding this application.

EPF/0522/24	Murrells Farm, London Road, Stanford Rivers, Ongar, CM5 9QE	Prior approval for change of use from agricultural building to dwelling. After reviewing the impact of the proposals under permitted development, the Parish Council would have NO OBJECTION to this application.
EPF/0581/24 & EPF/0582/24LB	40, Berwick Lane, Stanford Rivers, Ongar, CM5 9PY	First floor extension to extend the existing flat roofed dormer to provide a first floor bathroom and ground floor alteration internal alterations and extension to existing outbuilding to create kitchen / living space with glazed roofed link to the house, and Grade II listed building application for the same NO OBJECTION
EPF/0326/24	Land at Mill Lane, Toot Hill, CM5 9SF	Removal of existing stables, barn and menage and construction of a single dwelling.

Whilst the Parish Council has NO OBJECTION to this application, it would like for it to be noted that as a general principle it does not support the loss of stables in the Parish. Stabling and horses are a familiar feature of rural life which helps give the rural area its character. However, the Parish Council looks at each case on its own merits, and in this particular instance, after taking into

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account the history of the site, the calculations in terms of volume, along with the proposal of a single storey building, the Parish Council does not object to the proposals. However, it asks that if the Local Planning Authority are minded to grant permission, the following are attached as conditions to the permission:

- **That all permitted development rights are removed to ensure the future protection of green belt**
- **That all buildings identified as being removed to facilitate the volume change are demolished prior to occupation of the new dwelling, and the area turned to grass with the hardstanding removed.**

EPF/0443/24	The Stables, Murrells Farm, Stanford Rivers, Ongar, CM5 9QE	Erection of Garden Building
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The Parish Council OBJECTS to this application on the basis of overdevelopment in the green belt. The height of the proposed garden building, at 5.3m, is considerably higher than the previously approved garden building, thus having a much greater impact on the Green Belt. In conjunction with the window in the roof line which seems to serve no functional purpose, the extra height is superfluous for a Garden Building, especially given there are no proposals for a first floor. One can only assume that the height is proposed to potentially convert the garden building to some form of dwelling or annexe in the future.

Informative

The Parish Council feels the more traditional design (in terms of materials, etc) of the proposed garden building would be more suited to the rural area than the previously approved design, however the building as currently presented is too high. Should the Local Planning Authority be minded to approve this application, there should be condition included that the garden building must be ancillary to the main dwelling known as The Stables.

3. To NOTE any planning applications upon which EFDC do not accept comments

EPF/0654/24	Shonks Mill Road, Stanford Rivers, Ongar	Application for approval of details reserved by condition 11 'Hard and Soft Landscaping' on planning permission 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 protection for flood events up to the 1 in 200 year occurrence for properties downstream of the FSA, predominantly in the London Borough of Redbridge. Outline application for 2 replacement dwellings that need to be built to replace 2 that will be lost as part of the FSA)
EPF/0728/24	Clements Farm, Toot Hill Road, Ongar, CM5 9LL	Certificate of existing lawful use for the continued use of the outbuilding as ancillary living accommodation.

4. To NOTE any other planning matters

1. Appeal – 3312757 - EPF/1036/22 - Donkey Hoppit, Toot Hill Road, Ongar, CM5 9QN - Conversion of an existing stable into a one bedroomed dwelling - Appeal against refused. Decision: Appeal allowed 15th November 2023 – Permission Granted. The Parish Council objected to this application.
2. Enforcement – White Bear Mews – A response has been received following alterations to the build of the new property at White Bear Mews against planning permission – response is ‘*There is no condition which requires the bin store to be retained and the mezzanine floor does not need pp. PD rights have been removed for A, AA, B, D and E, but these do not relate to the works that have taken place. There has been no other alteration to the building. There is no breach of planning control and I have closed the case.*’

5. To NOTE the following planning decision by EFDC

EPF/0286/24	Hilltop Farm, Toot Hill Road, Ongar, CM5 9LJ	Application for approval of details reserved by condition 3 'Hard and Soft Landscaping' on planning permission EPF/0107/22 (Construction of outdoor, open air swimming pool within garden boundaries)	Approved 4/3 PC unable to comment as DRC
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19. TOOT HILL SHOW

This years Toot Hill Show will take place on Saturday 3rd August. Councillors are asked to **CONSIDER** their participation in this years event.

20. HIGHWAYS / FOOTPATHS

- a) **LEPP202047** – A113 London Road, Stapleford Tawney, request for traffic calming measures and signage JW Epping Lane / A113, at Validation Stage. No update.
- b) **Water along A113 to Bridge Farm** – As agreed at the March meeting the Clerk contacted EFDCs Drainage Engineer regarding the water that collates at Bridge Farm, advising that this Council felt a clear out of the drainage in the area was needed. The Engineer responded confirming that both he and ECC were aware of the issue, and that whilst a date for works had not yet been agreed, he would chase this up. Cllr Adams also provided pictures of the offending drain where it seems the blockage starts, and this is the same drain which has been patched up for the Ride London event. The Clerk has checked ECC website, and there are numerous reports of this issue. The Clerk will check for any updates on a regular basis.
- c) **Fly Tipping**
Two instances of fly tipping have been reported in the layby near Traceys Farm, which included a dumped sofa, mattress and fridge freezer.

22. LIGHTING OF THE BEACON D-DAY

At the March meeting, Councillors suggested that the Beacon on Toot Hill Green should be lit on 6th June in the evening to commemorate the 80th Anniversary of D-Day. It was not agreed to be a wide scale public event, but more of a symbolic gesture. Councillors are asked to **AGREE** the arrangements for this event.

23. RESPONSES TO BUS QUESTION IN N&V AND ONGAR NEWS

Councillors will recall a question was placed in both N&V and Ongar News to ask people who would use an extended bus service between Ongar and Romford to contact the Parish Council. This was to support any lobbying the Parish Council was able to do to extend the service. Councillors are asked to note the Clerk received 21 responses – 5 as a result of the N&V Article, 14 from the Ongar News article, and 2 unknown, all in support of extending the 375 bus service. Councillors are asked to **CONSIDER** if they wish to take any further action at this stage.

24. TOOT HILL VILLAGE HALL

- a) Solar Panels for Roof – Dealt with under separate agenda item.
- b) Oven Rubber Lining – Cllr Tallon to provide an update.
- c) Lights in hall – Cllr Tallon to provide an update
- d) Electricity Supply Hall – Clerk is currently liaising with Utility Aid who are working in partnership with the National Association of Local Councils to obtain best value quotes for electricity supply. The current contract ends on 1st June 2024.
- e) CCTV – Dealt with under separate agenda item
- f) Legionella – The annual Legionella Test has been completed, and a certificate placed in the notice board at the hall.

25. NEWS AND VIEWS

To be issued prior to Toot Hill Village Show.

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

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary Apr & May 2024	£1,109.46
BACS	HMRC	PAYE Apr & May 2024	£277.20

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BACS	David Wickham	Clean Toot Hill VH March and April and Phone box tidy	£196.59 (£5.43 VAT)
BACS	Calor	Standing Charge, plus refill Tank 17/4/24	£772.31 (£36.78 VAT)
BACS	J. Pavitt	THVH Partial Deposit Refund Hire in December	£100.00
BACS	Microsoft (Reimb A Jones)	Office 365 Annual Subscription	£59.99 (£10.00 VAT)
BACS	SK Automotive	Grass Cut Parish Areas April 2024	£504.00 (£84.00 VAT)
BACS	Eon Next	Electricity Supply March Toot Hill Village Hall	£61.75 (£2.94 VAT)
BACS	EALC	Annual Affiliation Fee	£264.44
BACS	Zurich Insurance	Annual Insurance 24/25	£885.92
BACS	North Weald Bassett Parish Council	Printing N&V	£100.00
BACS	Viking Direct	Stationery	£44.39 (£7.40 VAT)
BACS	RCCE	Annual Subscription	£59.70 (£9.95 VAT)

Bank Balances as at 30th April 2024

Unity Current Account 4775	£ 4,334.16
Unity Deposit Account 4788	£ 88,553.18

INCOME:

£ 130.00	– Essex Silk Painters Hire Feb & Mar – Chq #053
£ 49.50	– Victoria Cycling Club hire 25/2 – BACS 4/3
£ 48.40	– HC Ladies Group hire Feb & Mar – Chq #054
£ 60.00	– History Group hire Feb & Mar – Chq #054
£ 52.00	– Pilates Hire March – BACS 19/3
£ 52.00	– Includingsport Ltd – Hire 3/3 – BACS 25/3
£ 250.00	– EALC Ride London Grant – BACS 25/3
£ 85.80	– Silk Club Hire 16/3 – BACS 3/4
£ 32.00	– Forest Radio hire 28/4 – BACS 25/4
£22,345.00	– EFDC Precept 24/25

27. DATES OF NEXT MEETINGS/EVENTS

Councillors are asked to **NOTE** the date of the 2023 meetings:

- **THURSDAY 13TH JUNE – EXTRAORDINARY MEETING 6pm**
- 11th July
- 12th September

28. ITEMS FOR NEXT MEETING

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

- Review of Policies and Procedures
- Internal Audit
- AGAR (External Audit)

29. 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.