***STAPLEFORD ABBOTTS PARISH COUNCIL***

c/o Ellie Thomas, Interim Parish Clerk

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**Minutes of the Council Meeting**

**7pm Tuesday June 2 2020 Online**

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| **Present:** |  |
| **Councillors:** | Jayne Jackson (Chair)  | Marion Francis (Deputy Chair) |
|  | Colleen Atkinson Barrie Challingsworth | Catherine BurnettKim Lidlow |
| **Officers:** | Ellie Thomas, Interim Parish Clerk |
| **Residents**:  | 5 members of the public present online |  |

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| 592/20 | **Apologies for Absence** |
|  | None.  |
| 593/20 | **Declarations of Interest**  |
|  | None |
| 594/20 | **Minutes of last Meeting** |
|  | May 2020 minutes approved as a true record |
| 595/20 | **Open Forum** |
|  | Andrew Tomsett attended and reported re. Planning application at Wycheways, of which he is a son of a neighbour. Council received his update and noted his concerns raised on behalf of his relative. CA read our objection response and Council added further points – AT approved, said he will report back on EFDC responses, and left meeting. |
| 596/20 | **Matters for Report** |
|  | Clerk’s Report* Stop Stansted Expansion – survey circulated. We have queried if this will be kept private or if the council’s name will be visible if the results of the survey go public.
* Grant for CIF: suggestions for new amenities include speed reduction schemes & road signs such as “Please drive slowly through our village”
* Rural bulletins – circulated
* COVID updates – circulated
* Memorial Bench – we have had some ideas and the general idea is pending
* 6/5 chair & councillor forum, attended by CB, very good.
* Support your local business information – circulated and on our Nextdoor & website
* EFDC and ECC sent info on many items including libraries, picking up litter, trading standards, fraud and track & trace – all circulated, relevant articles are on our website.
* EALC health forums - circulated
* VAEF sponsored walk information circulated – to be discussed later on in agenda. They also called for news about what community organisations did during lockdown
* Training – info circulated & one GDPR course booked so far – one more to book.
* Village sign has been dealt with by SAPC & the Whites
* Parish Online newsletter – circulated
* Chestnut Cottage Albyns Lane – information sent about planning case 19/5 - Brentwood Council is governing body, but it is in our parish so we need to know
* Transport updates – circulated & MF to represent us on this portfolio
* New EALC Legal Department - address circulated in case legal advice needed.

KL asked to go on a GDPR course – actioned.CA requested Councils Explained book to be ordered from EALC - actionedCB going to forums – asked Clerk to keep New Councillor materials coming – actioned.**Report on footpaths** The Covid 19 challenge has been with us now for many months.  One of the responses to this has been for people to stay at home and now stay alert to manage the virus and save lives.  A major part of that message was to take an hour of exercise daily and this has now been extended to encourage people to exercise as often as they wish in order to maintain both physical and mental health. This has meant that many residents have been out walking and cycling locally. There have been some challenges residents have met in attempting to do this exercise along footpaths in the village.**Response by Parish Council**The Councillors have had a series of email communications and met virtually to discuss how we can, as a council, assist in making the access to walking better.  Several Councillors walked a number of footpaths to get an idea about the potential challenges. Generally, our initial findings lead us to believe that many footpaths and road side walks have become inaccessible.**Action plan**

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| **Area of concern** | **Response** | **Timeframe** | **Responsible** |
| Identify footpaths | Purchase maps | May | Clerk |
| Walk initial test footpaths | Walk 5 paths and feedback | May | Ca, B, |
| Refer to SAPC meeting for review/ action plan | Report to June Council meeting | June | Ca |
| Further proposals for consideration | * List all footpaths
* Walk all footpaths
* Identify footpaths which have become inaccessible
* Create action plan including cost for returning some inaccessible paths to use
 | July | All |
| Roadside areas | Agree way forward for roadside areas which need cutting back to enable walking where footpaths are unavailable | July | All |
| Remedial action for footpaths | Consider setting up a voluntary group to assist with footpath managementGain public interestReview risks/ social distancing requirementsConsider applying for a grant | July | Ca, B |
| Sign: social distancing/ one way system | To consider and discuss | July | All |
| Review & update action plan |  |  |  |

**Recommendation**Councillors are asked to consider the report and agree the way forward for improving access to public footpaths and roadside walking.**Council response**No feedback from village as yet – put this on web site. Legalities: confirmed that landowners are responsible for public footpaths on their land.Working Party: CA called for this and polled volunteers – BC offered. JJ suggested attendee of last SAVH meeting who was very keen to help. Suggested bringing this item to the next open meeting at village hall.Suggested way forward: create a working party, involve parishioners too, see who can walk each path, make the expeditions (noting date, as if footpaths are not accessed for a certain length of time their status changes and if we walk them all we keep them at the status quo), and approach the landowners about what we find, and monitor the situation. Some paths have not been walked and are overgrown – public footpaths should be publicly accessible.CB suggested including stiles as some are in disrepair – though others have been replaced.Obviously at the moment we are tied by restrictions on going out – noted.Working party discussion TBA – CA leading, JJ & BC assisting – walks to be allocated - more soon. **Communications report**We are living in a society which affords us a whole range of methods of communication. All of us have our preferences and mediums with which we feel most comfortable. As a Parish Council we acknowledge this and are seeking views as to the platforms by which you would feel best communicated with. Stapleford Abbotts Parish Council like many has retained its traditional parish boards and is fortunate to have 4 located in the village. These can be found by the village shop, village hall, on the corner of Bournebridge Lane and Oak Hill/Stapleford Road and on Oak Hill Road near the junction of Kensington Park. In addition we have a website and encourage villagers to utilise next-door.com. We also have access to placing articles in the local Link Up magazine.In these unprecedented times we are all having to find different ways of communicating & in some instances extend our skills and work beyond our comfort zones. We are aware that different platforms can work together to push and pull information, optimising information-sharing. With this in mind we are seeking views as to how our parishioners would ideally like be communicated with, from paper magazines and boards possibly going online during the Covid crisis, to opening up to engage our parishioners via other mediums such as Twitter or Instagram.Throughout any communication we must be mindful and protective of public information & abide at all times with GDPR legislation. There are however information, helpline support and guidance documents from EFDC which we would like to make more accessible to all parishioners. We value and welcome thoughts and suggestions for our consideration.**Council response**We are interested in communication with parishioners and the ways they want to do this - we have a variety of platforms including Linkup which will resume publication soon. JJ & Clerk to confirm content. Encourage people to look at the boards & website (in Linkup) but cannot be responsible for telling people to look at website or inform them if something new has been added; and publicise grant possibilities, calling for suggestions for what to apply for money to buy. CB to get information on grants.**Charities**Requests for donations are normally discussed at the parish council meeting: discussed VAEF sponsored walk for local food bank, all approved, and suggested £50 donation – MF cited this as usual recommended contribution. Agreed – donation to go ahead & be minuted, Council to check regulations on charitable giving as part of ongoing Standing Orders review – suggested to institute a charity policy & procedure – general stages and who is involved to be discussed next meeting.**Village Hall**SAVH are having refurbishment of lights in the parish rooms – SAHVA asked us to pay the invoice for the work since it is in the parish office and Council claim the VAT back. Liz Whymark has paid 1772.40 (1477 & 295.40 VAT) so JJ has been able to pay contractors Polar Bear. VAT return to feature this.   |
| 597/20 | **Finance** |
|  | **Transactions for May 2020 – All agreed and actioned**

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| VAEF | AFFILIATION FEES  | £12 |
| GDPR COURSE COLLEEN | TRAINING | £14 |
| GDPR KIM | TRAINING | £14 |
| SAVHA/ POLAR BEAR | PARISH ROOMS REFURB | £1772.40 |
| CLERK  | SALARY MAY 2020 | £495 |
| EALC BOOK | COUNCILS EXPLAINED | £19.99 |
| VAEF DONATION | SPONSORED WALK (FOODBANK) | £50 |

Due to the current climate and restrictions in place re the Coronavirus, the above payments are made by internet banking. This will continue until September at least in absence of a policy – policy to follow.PKF Littlejohn audit returns to be brought to the July meeting in advance of deadline. |
| 598/20 | **Planning** (Development Control & Enforcement Team) |
|  | 4 applications that were released after the agenda was drawn up and posted: **2 KENSINGTON PARK**[http://planpub.eppingforestdc.gov.uk/NIM.websearch/(S(gtzzt455rreivh45xbfw1v45))/Results.aspx](http://planpub.eppingforestdc.gov.uk/NIM.websearch/%28S%28gtzzt455rreivh45xbfw1v45%29%29/Results.aspx)NO OBJECTION – WITH CONDITIONS* We would request that it is ensured that the doors which are part of this design, meet the regulations for disability access and security. See additions suggested in separate email.

**3 STABLE CLOSE**[http://planpub.eppingforestdc.gov.uk/NIM.websearch/(S(gjxqx43rzpjvdduwmqcsx345))/Results.aspx](http://planpub.eppingforestdc.gov.uk/NIM.websearch/%28S%28gjxqx43rzpjvdduwmqcsx345%29%29/Results.aspx)OBJECTION   * We object on the grounds of overdevelopment related to previous applications on this site, light pollution and loss of privacy for neighbours.
* We request also that previous applications are acknowledged on this planning application.

**ESPERANZA**[http://planpub.eppingforestdc.gov.uk/NIM.websearch/(S(ayxxhkr3dvcf3tqtqmi3mlzr))/Results.aspx](http://planpub.eppingforestdc.gov.uk/NIM.websearch/%28S%28ayxxhkr3dvcf3tqtqmi3mlzr%29%29/Results.aspx)OBJECTION  * We object on the grounds of overdevelopment - the original application was for 5 houses which could be deemed acceptable but this is for 8 which is not.
* We are concerned that the dwellings may become an estate, with gated areas – the house designs fit into The Drive that the developer has built, but not those in the rest of the area. We are particularly concerned about difficulties with the village infrastructure being able to support this development, and some of the data regarding highway traffic and accidents involved in this case being at least ten years out of date.
* This proposal is also opposite the Brook Farm Business Centre, a hub of 15 businesses plus an Equestrian Centre, all of which generate a sizeable amount of traffic both mechanical and equine. We believe this traffic would pose a serious safety risk were this development to be built according to the updated plan.

**WYCHEWAYS**[http://planpub.eppingforestdc.gov.uk/NIM.websearch/(S(pbpbgs551pku1gngzw221k45))/Results.aspx](http://planpub.eppingforestdc.gov.uk/NIM.websearch/%28S%28pbpbgs551pku1gngzw221k45%29%29/Results.aspx)OBJECTION  * We object on the grounds of dubious permission for the drop kerbs, hazards posed by the electric gates, and overdevelopment concerning the rear extension and front wall, which appears to have been moved forward. We also object to the basement plans and the fact that there appears to be no legal pull-off on the road accommodated.
* The property now has two entrances and the new entrance does not meet the planning requirements of space behind a vehicle while stationary at the entrances.
* We would like the enforcement refusal of permission on this site to stand.
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| 599/20 | **Parish Council Projects** |
|  | History project currently on hold. Drone photography – Craig is applying for permission from airport and motorway authorities to take photos. Clerk to write to him for an update. |
| 600/20 | **Correspondence** |
|  | None |
| 601/20 | **Meetings of Outside Bodies and Training Courses**  |
|  | KL to attend Data Protection course (see above): actioned. Free educational documents sent by EALC have been circulated and new book on council processes will be ordered now (see above). |
| 602/20 | **Highways** |
|  | CA suggested getting signs cleaned – JJ to action. Grass verges – Concern about verge between school & Passingford Bridge - Highways to be requested to take remedial action for this footpath as a matter of urgency |
| 603/20 | **Matters for future Agendas** |
|  | Sponsorships for financial regulations.Encourage feedback for grants – JJ can do a straw poll at Plant Sale (and check which councillors will be there and when, so we can keep up momentum). |
| 604/20 | **Open Forum** |
|  | Parishioner reiterated concern about condition of verges. Clerk to write to ECC Highways requesting urgent clearing of footpath opposite the school on Stapleford Road from Hook Lane to the right on the right hand side of the road – CA to correspond with Clerk. |
| 605/20 | **Time & Date of next meeting**An online meeting will take place on July 7 2020 at 7pm – depending on Coronavirus restrictions. |

**Signed by Chair:..........…………………………………………………………..Date:…………….**

**Signed by Clerk: …………...………………………………………………………Date:…………….**