***STAPLEFORD ABBOTTS PARISH COUNCIL***

c/o Kirsty McArdle, Parish Clerk

The Cow Shed, Bons Farm, Stapleford Rd, Stapleford Abbotts RM4 1RP

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**DRAFT Minutes of the Council Meeting**

**Village Hall, Tuesday 4th February 2020**

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| --- | --- |
| **Present:** |  |
| **Councillors:** | Jayne Jackson (Chair)  | Marion Francis (Deputy Chair) |
|  | Colleen Atkinson | Cllr Jim Brown |
| **Essex CC****Councillor** | Maggie McKewen |  |
| **Officers:** | Kirsty McArdle, Parish Clerk |
| **Residents**:  | 9 members of the public present |  |

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| --- | --- |
| 559/20 | **Apologies for Absence** |
|  | none |
| 560/20 | **Declarations of Interest**  |
|  | none |
| 561/20 | **Minutes of last Meeting: January 2019** |
|  | December approved and signedJanuary approved and signed |
| 562/20 | **Matters Arising**  |
|  | **Actions** 556/19**Action:** Clerk to ask Cllr Maggie McKewen for an update – whether Highways will officially close the south entrance of Gutterage Lane.Cllr Maggie McKewen stated that it is not on the list for the Highways Panel but has been assured that it will be. Note that it is difficult to close a Highway. Discussion regarding the footway through the village. The Essex CC Rangers have not cleared the detritus accumulated from the hedgerow.**Further Action**: Clerk to forward the appropriate letter from Essex CC to Cllr Jayne Jackson, stating that the Rangers will do this work.563/20Community Land Plots**Action:** Plot 4 leave until the end of January – bring back to Council Feb.Complete **Further Action:** Clerk to write to the tenant regarding the funds received and the credit allocated towards future invoices. AND chase tenancy agreement **Action:** Clerk to chase tenant of plot 2 for payment and tenancy agreement.Incomplete 564/20**Action:** Clerk to demand the precept of £11,619 from Epping District by 31st Jan deadline.Complete **Action:** Clerk to make minuted changes and present the final budget to the Council 4th Feb.Complete and on these minutes below**Action:** Clerk to look into the Legal cover offered by EALC as a memberComplete.EALC will facilitate & recommend a sympathetic solicitor, but ultimately the cost of any legal action is with the PC567/20**Action:** Clerk to request a road sweep of Gutterage laneComplete  |
| 563/20 | **Matters for Report** |
|  | 1. Community Land Plots

Covered above1. EALC donation for Chief Exec leaving present

Denied1. Cleaning Road Signs

Not clear which authority is responsible for this and whether cleaning takes place. Noting that the roads in the parish are not major roads**Action:** Cllr Jayne Jackson will arrange for a quote to clean all road signs and to include the bus shelters. |
| 564/20 | **Finance** |
|  | 1. **Transactions Dec 2019 / Jan 2020**

|  |  |  |
| --- | --- | --- |
| Kirsty McArdle, Clerk | Clerk duties Jan 20 | £550 |
| SA Village Hall Assoc | Hall hire for Feb meeting | £31.50 |
| Michael Rix | Hedge Trimming | £240 |

1. **Budget 2019/20 to date**
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| --- | --- | --- | --- | --- | --- | --- |
|   | **Income**  |   |   |   |   |  |
|   |  | **Actual**  |   | **Budget** |   | ***Difference***  |
| 1 | Precept (Epping Forest DC) | 11619 |   | -11,619 |   | *0.00* |
| 2 | Allotment / field Rent  | 3399.5 |   | -3,684 |   | *-284.50* |
|   |   |   |   |   |   |  |
|   | **Total**  | **15018.5** |   | -15303 |   | *-284.50* |
|   |   |   |   |   |   |  |
|   | **Expenditure**  |   |   |   |   |  |
|   |  | **Actual** |  | **Budget** |  | ***Difference***  |
| 3 | Parish projects  | 0 |   | 950 |   | *950* |
| 4 | Clerk's Salary + Allowance | 5040.07 |   | 6500 |   | *1459.93* |
| 5 | Consultant fees | 81 |   | 60 |   | *-21* |
| 6 | Chair expenses  | 0 |   | 50 |   | *50* |
| 7 | Members' Expenses | 0 |   | 150 |   | *150* |
| 8 | Insurance - CAS | 260.68 |   | 300 |   | *39.32* |
| 9 | Hire of Hall | 106.5 |   | 400 |   | *293.5* |
| 10 | Rent of Office | 0 |   | 500 |   | *500* |
| 11 | Donations | 154 |   | 350 |   | *196* |
| 12 | Subscriptions | 358.68 |   | 360 |   | *1.32* |
| 13 | Churchyard Maintenance | 0 |   | 450 |   | *450* |
| 14 | Internal Audit Fee | 0 |   | 220 |   | *220* |
| 15 | Audit Fee (external) | 0 |   | 130 |   | *130* |
| 16 | Training & Seminars | 558 |   | 500 |   | *-58* |
| 17 | Work to hedges by footways | 0 |   | 500 |   | *500* |
| 18 | Sundry Expenses | 57.41 |   | 200 |   | *142.59* |
| 19 | Maintenance Village/ Parish Equipment | 406 |   | 500 |   | *94* |
| 20 | Election | 0 |   | 3000 |   | *3000* |
| 21 | Office Services/IT Expenses  | 0 |   | 183 |   | *183* |
|   |   |   |   |   |   |  |
|   | **Total**  | **7022.34** |   | 15303 |   | *8280.66* |
|   |   |   |   |   |   |  |
|   |   | **7996.2** |  | **0** |  | **7996.16** |

 |
| Noted that 1 month of expenditure to go for the current yearAt present somewhere in the region of £7,000 will go to reserves£1000 is allocated for the History project – drone delayed due to weather and will recommence Spring 2020.Suggested to Councillors that all reserve funds are allocated e.g. unforeseeable legal action. |
|  | 1. **Budget 2020/21**
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| **INCOME/PRECEPT** |
| **1** | Interest Receivable | 0 |   |
| **2** | PRECEPT | **-11,619.00** | confirmed & requested |
| **3** | VAT refund | **0** | No major expenditure planned |
| **4** | Community Land Plots | **-3,684.00** | no increase planned |
|  |
| **TOTAL INCOME** | **-15,303** |   |
|  |
| **EXPENDITURE** |
| **Projects**  |  |   |
| **5** | Parish Projects  | **950** | This is phase 2 (Phase 1 postponed payments from Reserves) |
| **6** | Seniors' Lunch  | **800** |   |
| **7** | Bridges (death of a notable Figure) | **100** |  Added  |
| **Staff & Councillors** |   |   |
| **8** | Clerk's Salary, OT, PAYE, Pension etc | **6500** | note: no PAYE or NI as below the Tax threshold if this is only income  |
| **9** | Chair expenses  | **50** | This is purely for needing to look smart for duties of being Chair - clothing allowance etc nothing else. Hence been cut  |
| **10** | Members' Expenditure | **50** | Most of the expenses are not personal, they're Council so cut |
| **11** | Training & Seminars | **700** | increased expecting new cllrs and more training opps for all. Includes milage expenses claim |
| **12** | Travel, other  | **60** | e.g peter spence  |
| **13** | Social  | **100** | e.g. Christmas drinks |
| **General**  |  |  |
| **14** | Consultancy fees | **120** | Payroll Diane Malley increase looking into alternatives with EALC |
| **15** | Insurance | **260** | 3 years same fee at discount |
| **16** | Hire of Hall | **250** | £17.50 x 11 months. £50 for extra hires  |
| **17** | Rent of Office | **250** | Sharing an office with Care Service and no longer charged - PC agrees to pay  |
| **18** | External Audit Fee | **0** | We're exempt |
| **19** | Internal Audit Fee | **300** |   |
| **20** | Subscriptions | **370** | EALC 305, ICO 40, Vol Action Epping 15. Expect rise from EALC.  |
| **21** | Donations | **350** | 11/11 wreaths £55, Air ambulance £100 and contingency |
| **22** | Office Expenses  | **183** |   |
| **Maintenance**  |   |   |
| **23** | Churchyard Maintenance | **450** | F Cheroumi. £150 per time  |
| **24** | Work to hedges & footpaths | **1500** | increased to pay for footpath work |
| **25** | Maintenance of Village/Parish Equip | **500** |   |
| **Other**  |
| **26** | Sundry Expenses  | **200** |   |
| **27** | Election | **0** |   |
|   |   |  |   |
| **TOTAL EXPENDITURE**  | **14,043.00** |   |
|  |  | 1,260.00 |  |

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|  | **Action:** Clerk to distribute to Councillors. Final budget to be agreed March meeting |
| 565/20 | **Projects** |
|  | 1. **History project -** No update
2. **Security meeting** - Tues 24th March 2020, 7pm Village Hall

Name changed to **‘It’s Your Neighbourhood’****Agenda**

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| **Subject**  | **Speaker (10 mins)** |
| Security | TBC – Police? |
| Neighbourhood Watch | Hopefully NW Epping Forest |
| Letterbox security | Local postman TBC |
| Neighbourhood Planning project,  | Cllr Colleen Atkinson |
| Footpaths group | Clerk – Kirsty McArdle |
| RHS supported Gardening Club | Clerk – Kirsty McArdle |

 **Stalls / Speakers Confirmed:**Local community Police – Andrew CookVictim SupportVoluntary Action Epping ForestVerisure alarmsTriangle Security Patrols(leaflets sent from Essex Trading Standards)**Stalls / Speakers TBC**Neighbourhood Watch Epping ForestMA Security Systems Serious Fraud DivisionLocal postmanRCCC – woman – although not needed until we have a group formed.**Action:** Clerk to invite Councillors from Lambourne PC**Action:** Clerk to arrange Tea and Coffee to be provided FOC**Action:** Clerk to ensure PC consultation forms available**Action:** Clerk to invite Diane Moggridge from Lambourne NW**Action:** Clerk to put poster into Link-Up March**Action:** Clerk to have 300 A5 leaflets printed for distribution by others ready for March meeting. Leaflets also to be place in the shop and the church.Councillors suggested to Rev. Roger Gaylor that he may want to giveaway the spare Woodland Trust saplings/whips at the event.  |
| 566/20 | **Planning** (Development Control & Enforcement Team) |
|  | **Decisions December 2019**EPF/1568/19 Mrs Michelle Marks The Orchards Crown Park Farm Bournebridge Lane RM4 1LUChange of use of an existing outbuilding (in use as an annexe for the past 5 years) to a separate residential dwelling. Full Planning Application Decision: Grant Permission (With Conditions) EPF/2292/19 Mr L Philp Fir Tree Cottage Bournebridge Lane RM4 1LUProposed replacement dwelling. Decision: Refuse Permission EPF/2293/19 Mr L Philp Fir Tree Cottage Bournebridge Lane RM4 1LUProposed replacement dwelling comprising of rotation of existing with permitted extensions. Decision: Refuse Permission EPF/2460/19 Mr Charlie Biss Albyns Hall Albyns Lane RM4 1RSThe demolition of the existing Albyns Hall and the erection of a new similar single dwelling house. Decision: Grant Permission (With Conditions) EPF/2583/19 Ms Siobhan Cook 1 Stable Close RM4 1DWProposed erection of an outbuilding Decision: Grant Permission (With Conditions) EPF/2588/19 Mr Sethi The Shrubbery Tysea Hill RM4 1JSProposed double storey side extension. Decision: Grant Permission (With Conditions) EPF/2852/19 Alandale Logistics Royal Oak Public House Oak Hill Road RM4 1JLProvision of a gate which will allow vehicular access to the site with open pedestrian access. Decision: Grant Permission (With ConditionsEPF/2237/19Mr William Barry The Pillars Tysea Hill RM4 1JUApplication for a Certificate of Lawful Development for existing use of buildings A,B, C, D, E, F, G, H, I and J for storage and distribution (within Use Class B8) and associated office use (within Use Class B1a), and open storage / display in connection with the use of the said buildings in the areas indicated on the approved site layout plan numbered WB/2/11'. Certificate of Lawful Development - Existing Use Decision: Lawful EPF/2624/19 Mrs Lynda Flower Bons Farm Stapleford Road RM4 1RPCertificate of Lawful Develoment for existing use of building as two single dwelling houses. Certificate of Lawful Development - Existing Use Decision: Lawful EPF/2662/19 Mr & Mrs Jonathon Shaw Oakbrook Tysea Hill RM4 1JPApplication for a Lawful Development Certificate for a Proposed rear extension at ground floor level. Certificate of Lawful Development - Proposed Use Decision: Lawful EPF/2676/19 Mr & Mrs Michael and Suzanne Dipple Crown Park Farm Bournebridge Lane RM4 1LUApplication for a Lawful Development Certificate for a Proposed added rear dormer to the existing loft (Revised App to EPF/2183/19). Certificate of Lawful Development Decision: Lawful EPF/2912/19 Mr W Hussain Knolls Hill Farm Bournebridge Lane RM4 1LUApplication for Prior Approval for a Proposed Larger Home Extension measuring 8.00 metres, height to eaves of 4.00 metres & a maximum height of 4.00 metres. Prior Approval - Single Storey Rear Extensions Decision: Approval Not Required**Weekly List of Planning Applications 31st Jan – comments by 24th Feb**EPF/0102/20Mr D LeoneWildorbarBournebridge LaneProposal: Rear extension, alterations new roof, rooms in roof and dormer windows.EPF/0130/20Mr Ronald SinghOrchard HouseStapleford RoadRM4 1EJProposed loft conversion with a hip to Suffolk hipped ends (semi-gable).**Weekly List 17th Jan – Comments by 10th Feb**EPF/3037/19Mr David KingOlives Farm (Plot 1 only)Murthering LaneRM4 1JTProposal: Application for approval of Details Reserved by Condition of EPF/2605/17 - Conditions 4`Hard and soft landscaping' 5 `Surface water drainage' 11 `Details of materials' Details ofscreen walls and fences' 14 `Hard and soft surfacing and 15 `Bat surveys' (Conversionand extension of courtyard of barns into 2 dwellings).EPF/3054/19Mr David KingOlives Farm (Plot 1 only)Murthering LaneRM4 1JTProposal: Application for approval of Details Reserved by Condition of EPF/2605/17 Condition 6`Contaminated land Phase 1' 7 `Contaminated land Phase II 8 `Remediation' and 9`Verification' (Conversion and extension of courtyard of barns into 2 dwellings).**Weekly list 11 Jan – comments by 3rd Feb**EPF/3033/19WES & AWH Developments LtdEsperanza NurseryStapleford RoadRM4 1EJProposal: Application for Approval of Reserved Matters following Outline Approval for officedemolition, boiler house & x2 no. glasshouses. Erect x5 no. dwelling houses, accessdrive, turning head, amenity & parking areas. (Ref: EPF/0898/19)EPF/0001/20Mr & Mrs C Freshwater1 Church TerraceChurch LaneRM4 1ESProposal: Application for a Lawful Development Certificate for a Proposed hip to gable loft conversion with a rear dormer including Juliet balcony.**3 Stables Close** Resident noted that there has been another application for 3 Stables Close (Maes Mawr new development) for a garage and party platform on topThis has not been received by councillors on the weekly listResident disturbed by garden lighting left on at this property, from dusk ‘til dawn, with concern for the environmental impact of this. **Oak Hill Green** EPF/0216/20The Planning application has gone in to Epping Forest DCPlans from the developers shown at the meetingCouncillors have a meeting with the developers Mon 10th Feb 2020 and will feed back at the next parish council meeting**High House Farm** EPF/2708/18The Parish Council supports this development The application was refused June 2019 and the developers are appealing the decision**Action:** Clerk to write to Cllrs Philips, & Brady who were the main EFD councillors against the development, asking why this is the case. |
| 567/20 | **Essex CC** (Highways, flytipping, vegetation, pavements, potholes etc anything ‘street scene’) |
|  |  |
| 568/20 | **Open Forum** |
|  | **Enforcement case** (un-named due to sensitivity)**Action:** Clerk to write a letter to the Chief Executive complaining of the service received by Enforcement and Land drainage **Action:** Clerk to purchase the deeds from the Land Registry **Welcome Leaflets** Rev Roger Gaylor – to let everyone know that the welcome leaflets are available in the church for anyone and everyone.**Footway / Pathway through Village** The Rangers were tasked with clearing the debris from the path by the EPDC Director (in correspondence April 19) and it hasn’t been done.Cllr Maggie McKewen noted that the Rangers do not do difficult tasks. Acknowledged that clearing this paemet may be too difficult re health & Safety for the Rangers.**Action:** Clerk to forward relevant letter from the Director to Cllr Jayne Jackson to follow up. |
|  | Meeting closed 9:10pm |
| 569/20 | **Time & Date of next meeting**Tuesday 3rd March. 7:15pm, Village Hall, Stapleford AbbottsEveryone is welcome  |

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

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