***STAPLEFORD ABBOTTS PARISH COUNCIL***

c/o Kirsty McArdle, Parish Clerk

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

Tel: 07864564504, Email: [StaplefordAbbottsParishCouncil@gmail.com](mailto:StaplefordAbbottsParishCouncil@gmail.com)

[www.staplefordabbotts.blogspot.com](http://www.staplefordabbotts.blogspot.com)

**DRAFT Minutes of the Council Meeting**

**7pm Tuesday 7th April 2020 Online**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present:** |  | | |
| **Councillors:** | Jayne Jackson (Chair) | Marion Francis (Deputy Chair) | |
|  | Colleen Atkinson |  | |
| **Officers:** | Kirsty McArdle, Parish Clerk | | |
| **Residents**: | 9 members of the public present | |  |

|  |  |
| --- | --- |
| 570/20 | **Apologies for Absence** |
|  | None  To note that Cllr Jim Brown resigned 11th February 2020 |
| 571/20 | **Declarations of Interest** |
|  | None |
| 572/20 | **Minutes of last Meeting: January 2019** |
|  | February minutes approved (note March PC was cancelled due to being inquorate) |
| 573/20 | **Matters for Report** |
|  | **Motion 1-4-20 – Co-Option Policy**  To adopt the Co-Option Policy  Proposed by Cllr Colleen Atkinson  Seconded by Cllr Marion Francis  **Agreed and Adopted**  **Action:** Clerk to forward to those parishioners who have currently expressed an interest and put it on the website. |
| 574/20 | **Finance** |
|  | 1. **Transactions March, April 2020**  |  |  |  | | --- | --- | --- | | Kirsty McArdle, Clerk | Clerk duties Feb, March, April 2020 | £1,225 | | Jayne Jackson | Expenses Seniors’ lunch Mar 2020 | £700 | | EALC | Affiliation fees | £316 | | DM Payroll | Payroll services | £120 |   **Motion 2-4-20**  Due to the current climate and restrictions in place re the Coronavirus, it’s proposed that the above payments ONLY are made by internet banking.  Those with access to internet banking are not to pay themselves i.e. Cllr Jayne Jackson and Kirsty McArdle – Clerk  **Agreed**  Cllr Marion Francis stated:   * No requirements for an AGM this year * Elections are postponed   Cllr Jayne Jackson stated that there’s no Link-Up magazine in May |
|  | 1. **Budget 2020/21**  |  |  |  |  | | --- | --- | --- | --- | | **INCOME** | | | | | **1** | Interest Receivable | 0 | | **2** | PRECEPT | -11619 | | **3** | VAT refund | 0 | | **4** | Community Land Plots | -3434 | |  | | | | | **TOTAL INCOME** | | **-15,053** | |  | | | | | **EXPENDITURE** | | | | | **Projects** | |  | | **5** | Parish Projects | **950** | | **6** | Seniors' Lunch | **800** | | **7** | Bridges | **100** | | **Staff & Councillors** | |  | | **8** | Clerk's Salary, OT, PAYE, Pension etc | **6500** | | **9** | Chair expenses | **50** | | **10** | Members' Expenditure | **50** | | **11** | Training & Seminars | **700** | | **12** | Travel, other | **60** | | **13** | Social | **100** | | **General** | |  | | **14** | Consultancy fees | **120** | | **15** | Insurance | **260** | | **16** | Hire of Hall | **250** | | **17** | Rent of Office | **250** | | **18** | External Audit Fee | **0** | | **19** | Internal Audit Fee | **300** | | **20** | Subscriptions | **370** | | **21** | Donations | **350** | | **22** | Office Expenses | **183** | | **Maintenance** | |  | | **23** | Churchyard Maintenance | **450** | | **24** | Work to hedges & footpaths | **1500** | | **25** | Maintenance of Village/Parish Equip | **500** | | **Other** | | | | | **26** | Sundry Expenses | **200** | | **27** | Election | **1000** | |  |  |  | | **TOTAL EXPENDITURE** | | **15,043.00** |   **Approved** |
|  | 1. **Annual Accounts 2019/20**   These are almost complete. There’s a small discrepancy of a few hundred pounds between the bank end of year figures and that of the PC. We are waiting for all bank statements from the bank to check the accounts  **Action:** Clerk to complete   1. **Audits**   There are no internal auditors available from the EALC staff bank. i.e. those Clerks and officers trained to specifically audit Parish / Town Councils  There is no external audit required as the PC is below the threshold of £25,000 of either income or expenditure.  There is still a declaration of income and expenditure to be made to PFK Littlejohn, the local government auditor, when the 19/20 accounts are complete.  **Action:** Clerk to do this   1. **Community Land Plot invoices**   All invoices for the next 6-month period, 1st May to 31at October, have been sent to the tenants. |
| 575/20 | **Planning** (Development Control & Enforcement Team) |
|  | Councillors have received 13 applications since the last meeting February.  Comments have been made on 2 applications and one more comment may be made.  All applications & Parish Council comments are on the website   1. **Oak Hill Green**   Cllr Marion Francis made the following statement:  We met with Pearl Holdings, the Developers of Oak Hill Green on February 10th. They had the result of the traffic census they had carried out on our behalf. They had been in discussion with Highways (Essex CC) who advised that the proposed pedestrian crossings on Oak Hill road and Tysea Hill would not now be allowed as the traffic is too fast moving. Highways propose dropped kerbs instead.  The gas main will not be moved and all safety advice from CADENT will be adhered to during construction.  We reiterated with them that it was not their planned development we would object too but that we could not agree to **any** development on the site.   1. **High House Farm**   Cllr Jayne Jackson made the following statement:  There are currently 2 applications running alongside each other for this development one is going through the appeal process with Epping Forest District Council (27 dwellings) and the second application (20 dwellings) is going through the consultation process, so we are waiting a decision.  The Parish Council have no objections to the development being carried out on this site. We have been in discussions with the developer and the land owner for many years, and we are happy for the development to go ahead.  Further, this is contaminated land and it’s preferred that it’s cleared for housing. |
| 576/20 | **Open Forum** |
|  | Parishioners were asked to submit questions in advance as there would be very limited time available for the online meeting  **Questions received in advance**   * Please can I request questions regarding the parish council stance and action re Oak Hill Green, in particular why the response to EFDC suggest the Parish Council support planning on this land and why when the village is over quota this is being supported outwardly by working with developers. This assumes support openly in actions.   As stated earlier the PC does not support any development on that site. As this site is allocated in the Local Plan there is little chance of stopping it. If there has to be one then we have worked hard to ensure it’s of the highest standard - and if we must have a development, we would prefer this developer to continue with their plan.   * Linked to this why when the majority of the village are against this development and linked to the over quota why is a simple enough is enough approach is not being followed.   The PC has reacted as stated   * Furthermore, why are houses adjacent appearing to be informed/consulted but not those opposite?   This is not something the PC can control and to be taken up with EFDC Planning.   * general question regarding the planning permission process under the constraints we are now all working under. Is it suspended?   Is it delayed, if so for how long?  If it’s business as usual how will this be achieved?   Planning applications or the work of the EFDC officers have not been suspended. Comments for applications are continuing to be received.  Assurance planning adhered to planning open for business  It will probably be May before the next committee meeting can take place. Planning officers are continuing to take all comments forward.  As Planning is statutory obligation, they must continue with Planning processes.  It’s business as usual.   * Speed of vehicles through the village, what’s being done?   It’s getting worse. The PC will continue to alert the police and attempt to get some checks in place.  All planning applications receive a comment about the speed of traffic. Highways are not supporting. Possible way forward is Automatic Number Plate Recognition (ANPR)  **Action:** Cllr Jayne Jackson  **Questions via live chat**   * The letter sent to Planning re Oak Hill Green does not state PC is objecting.   Yes, it does and available on the website   * A few years ago, people volunteered to do speed monitoring on the pavement but didn’t hear anything more.   The Police did it instead due to safety concerns   * How much are we bound by legislation re the Oak Hill Green development   It’s in the Local Plan which was promoted widely.   * We would appreciate a clearer message to EFDC   We were approached by the developers and we’re obliged to meet with them. If we didn’t it would go against us for not agreeing to meet. We have not agreed with them. We’ve put our problems forward to the developers and they’ve come up with solutions where possible and this is outlined in our letter of comment.   * What are the numbers for the Oak Hill Green development 45 or 41?   The application is for 45. If the gas pipe is not moved it will go down to 41.   * What’s the situation with additional councillors – did we miss this at the beginning of the meeting?   Now we’ve adopted a co-option policy anyone can apply to be co-opted. Contract the Clerk at [staplefordabbottsparishcouncil@gmail.com](mailto:staplefordabbottsparishcouncil@gmail.com) and it can be sent the policy directly.   * Many people didn’t realise there was a time change for the meeting   Apologies the time did change as Zoom, the online platform, does not allow for quarter hours.  Thank you given to Kirsty McArdle, the Clerk for almost 2 years of service.  Wishing her well. |
|  | Meeting closed 7:35pm (40 minutes limit on Zoom) |
| 577/20 | **Time & Date of next meeting**  TBC  An online meeting will take place early May if we still cannot gather publicly due to Coronavirus restrictions. |

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

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