***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 7th January 2020**

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| **Present:** |  | | |
| **Councillors:** | Jayne Jackson (Chair) | Marion Francis (Deputy Chair) | |
|  | Colleen Atkinson | Cllr Jim Brown | |
| **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: September 2019** |
|  | Amendment to be made |
| 562/20 | **Matters Arising** |
|  | **Actions**  556/19  Clerk to ask Cllr Maggie McEwen for an update – whether Highways will officially close the south entrance of Gutterage Lane.  No update |
| 563/20 | **Matters for Report** |
|  | 1. **Neighbourhood Planning**   Councillors Marion Francis & Colleen Atkinson, feedback from meeting 5th Dec 19  An interesting meeting. If the PC registers with Epping District Council that we are writing a Neighbourhood Plan, we have access to free support to write the document - which can be any size and based upon any subject.  A Neighbourhood Plan would mean the Parish Council can better negotiate with developers. Currently any S.106 / Community Infrastructure Levy negotiated and agreed would go to Epping District directly and the Parish may only see 20% of it.  The Parish Council would also be able to negotiate better regarding affordable housing – currently developers can build in the Parish and give Epping District Council the money to build affordable housing somewhere else.  Further discussion took places about infrastructure. Due to the current 230% rise above the Local Plan expectation of 47 new dwellings, the Epping Infrastructure Delivery Plan (IDP) is inadequate – based on 47 dwellings to 2017 to 2033.  The Neighbourhood Plan could address the inadequacy of the IDP.   1. **Community Land Plots**   All tenants have been sent new annual tenancy agreements.  Only 2 have been returned for the Parish Council signature – plots 1 and 3.  Invoices due 31st Dec for period Jan to April inclusive we sent with the new tenancy agreements. 2 plots have paid – plots 1 and 3  **Action:** Plot 4 leave until the end of January – bring back to Council Feb.  **Action:** Clerk to chase tenant of plot 2 for payment and tenancy agreement. |
| 564/20 | **Finance** |
|  | 1. **Transactions Dec 2019 / Jan 2020**  |  |  |  | | --- | --- | --- | | Kirsty McArdle, Clerk | Clerk duties Nov 19 | £451.52 | | SA Village Hall Assoc | Hall hire for meetings | £30 | | Colleen Atkinson | Storage etc ‘Bridges Project’ | 62.91 |  1. **Budget 2020/21** |
| |  |  |  |  | | --- | --- | --- | --- | | **INCOME/PRECEPT** | | | | | **1** | Interest Receivable | 0 |  | | **2** | PRECEPT | **-11,619.00** |  | | **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 will come from Reserves) | | **6** | Seniors' Lunch | **800** | Agreed Dec 19 | | **Staff & Councillors** | |  |  | | **7** | Clerk's Salary, OT, PAYE, Pension etc | **6500** |  | | **8** | Chair expenses | **50** |  | | **9** | Members' Expenditure | **50** |  | | **10** | Training & Seminars | **700** |  | | **General** | |  |  | | **11** | Consultancy fees | **120** | Payroll Diane Malley increase | | **12** | Insurance | **260** | 3 years same fee at discount | | **13** | Hire of Hall | **250** | £17.50 x 11 months. £50 for extra hires | | **14** | External Audit Fee | **0** | We're exempt | | **15** | Internal Audit Fee | **300** |  | | **16** | Subscriptions | **370** | EALC 305, ICO 40, Vol Action Epping 15. Expect small rise from EALC. | | **17** | Donations | **350** | 11/11 wreaths £55, Air ambulance £100 and contingency | | **18** | Office Expenses | **183** |  | | **Maintenance** | |  |  | | **19** | Churchyard Maintenance | **450** | F Cheroumi. £150 per time | | **20** | Work to hedges & footpaths | **1500** | increased to start footpath group | | **21** | Maintenance of Village/Parish Equip | **500** |  | | **Other** | | | | | **22** | Sundry Expenses | **200** | corner of Brook Farm. This may be reallocated for Footpaths ???? | | **23** | Election | **0** |  | | **24** | Add to Reserves | **1000** | New | |  |  |  |  | | **TOTAL EXPENDITURE** | | **14,533.00** |  |   **Action:** Clerk to demand the precept of £11,619 from Epping District by 31st Jan deadline.  **Action:** Clerk to make the following changes and present the final budget to the Council 3rd Feb 2020   * Line 20 – agreed that the Parish Council will not coordinate a footpaths group. But keep the budget the same to ensure funds are available for contractors to maintain footpaths when necessary * Line 24 – remove. The Parish Council has enough reserves for a year if something were to happen.   **Action:** Clerk to look into the Legal cover offered by EALC as a member  Note to Councillors –Unspent moneys go to reserves anyway. Because we’ve asked for the same precept, higher than a break-even budget we need to get it back to Break-Even though expenditure – better to be transparent ??? | |
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| 565/20 | **Projects** |
|  | 1. **History project -** No update 2. **Security meeting** - Tues 24th March 2020, 7pm Village Hall   (includes Neighbourhood Watch, Neighbourhood Planning project, forming a Footpaths group)  Community Police Confirmed, Neighbourhood Watch Essex half-confirmed. More being invited to have stalls |
| 566/20 | **Planning** (Development Control & Enforcement Team) |
|  | **Decisions November**  EPF/2160/19  Ms Leigh Bailey  Brookside Farm Curtis Mill Lane RM4 1HS Development: A block of 5 kennels to keep dogs in  Decision: Grant Permission (With Conditions)  EPF/2236/19  Mr & Mrs D Glover  The Hermitage Tysea Hill RM4 1JP Development: Proposed single storey part rear extension & porch entrance alteration.  Decision: Grant Permission (With Conditions)  EPF/2271/19  Mr Paul Ripsher  Wych Holm Bournebridge Lane RM4 1LT Development: Proposed infill to the front elevation & provide a new front porch with a gable roof. A new pitch roof over the new extension & existing dormer.  Decision: Grant Permission (With Conditions)  EPF/2291/19  Mr L Philp  Fir Tree Cottage Bournebridge Lane RM4 1LU Development: Proposed basement to an existing dwelling.  Decision: Refuse Permission (Householder)  EPF/2244/19  Mr Brendan Kelly  Coppice Lodge Curtis Mill Lane RM4 1HS Development: Certificate of lawfulness for existing use as a dwelling. Certificate of Lawful Development - Existing Use  Decision: Lawful  EPF/2183/19  Mr & Mrs Michael and Suzanne Dipple  Crown Park Farm Bournebridge Lane RM4 1LU Development: Certificate of lawful development for a proposed rear dormer window with Juliet balcony. Certificate of Lawful Development  Decision: Not Lawful  **Applications Week of 20th Dec 19**  EPF/2754/19  Mr Kevin Clements  Location: The Oaks, Bournebridge Lane, RM4 1LT  Proposal: Proposed single storey rear & side extensions, loft conversion with front & rear dormer windows and Juliet balconies to rear.    EPF/2956/19  Mr Brett Spooner  11 Towneley Cottages, Tysea Hill RM4 1JP  Proposal: First floor rear extension. (Revised application to EPF/3009/17).  **Applications Week of 13th Dec 19**  EPF/2852/19  Alandale Logistics  Royal Oak Public House Oak Hill Road Stapleford Abbotts Romford RM4 1JL  Proposal: Provision of a gate which will allow vehicular access to the site, along with a separate pedestrian access gate.  Parish Council has commented  EPF/2887/19  Mr and Mrs Lindsey  3 Stable Close Stapleford Abbotts Romford RM4 1DW (Mays Maur)  Proposal: Detached garage and single storey rear extension.  EPF/2796/19  Ms Victoria Porter  The Elms Bournebridge Lane Stapleford Abbotts Essex RM4 1LU Proposal: Application for approval of condition 3 ' Land Drainage' on planning application EPF/1027/17 (Proposed application for 3 stables and a tack room)  EPF/2912/19  Mr W Hussain  Knolls Hill Farm Bournebridge Lane Stapleford Abbotts Romford Stapleford Abbotts RM4 1LU  Proposal: Application 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.  **Applications Week of 6th Dec 19**  Conditional  approval  Archco Developments  Maes Mawr Stapleford Road RM4 1EJ  Proposal: Application for Approval of Details Reserved by Condition 11 "verification report " for EPF/2933/17. (Demolish existing barn and x3 no. two storey detached dwellings 2 (no.) x 4 bedroom and 1 (no.) x 3 bedroom). |
| 567/20 | **Essex CC** (Highways, flytipping, vegetation, pavements, potholes etc anything ‘street scene’) |
|  | **Gutterage Lane**  Currently flytipped with HGV wheels a sofa & white goods.  Whilst the items are removed the road is never cleaned  **Action:** Clerk to request a road sweep of Gutterage lane  Burnt our vehicles Hook Lane  Very large potholes - end of Bournbridge Lane and another arriving Lambourne End past Hook Lane entrance. |
| 568/20 | **Open Forum** |
|  | Enforcement case (un-named because of this)  Residents have invited Countryfile to look into building on Green Belt and interview them. Residents asked the Parish Council if they’d support the residents  Parish Council agreed. |
|  | Meeting closed 8:55pm |
| 569/20 | **Time & Date of next meeting**  Tuesday 4th February 2020. 7:15pm, Village Hall, Stapleford Abbotts  Everyone is welcome |

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

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