***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

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

**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** 556/19Clerk 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 19An 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**

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| --- | --- | --- |
| 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**
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| **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 memberNote 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 ??? |
|  |  |
| 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 1HSDevelopment: 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 1JPDevelopment: 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 1LTDevelopment: 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 1LUDevelopment: Proposed basement to an existing dwelling. Decision: Refuse Permission (Householder) EPF/2244/19 Mr Brendan Kelly Coppice Lodge Curtis Mill Lane RM4 1HSDevelopment: 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 1LUDevelopment: Certificate of lawful development for a proposed rear dormer window with Juliet balcony. Certificate of Lawful DevelopmentDecision: Not Lawful **Applications Week of 20th Dec 19** EPF/2754/19Mr Kevin ClementsLocation: The Oaks, Bournebridge Lane, RM4 1LTProposal: Proposed single storey rear & side extensions, loft conversion with front & rear dormer windows and Juliet balconies to rear. EPF/2956/19Mr Brett Spooner11 Towneley Cottages, Tysea Hill RM4 1JPProposal: 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 commentedEPF/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/2912/19Mr 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 DevelopmentsMaes 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 laneBurnt 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 residentsParish Council agreed. |
|  | Meeting closed 8:55pm |
| 569/20 | **Time & Date of next meeting**Tuesday 4th February 2020. 7:15pm, Village Hall, Stapleford AbbottsEveryone is welcome  |

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

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