***STAPLEFORD ABBOTTS PARISH COUNCIL***

c/o Ellie Thomas, Interim Parish Clerk

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**Draft Minutes of the Council Meeting**

**7pm Tuesday July 7 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**:  | 6 members of the public present online |  |

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| 606/20 | **Apologies for Absence** |
|  | None.  |
| 607/20 | **Declarations of Interest**  |
|  | Councillor Burnett: I am declaring an interest in Oak Hill Green for the following reasons: Whilst living opposite the site does not constitute a conflict of interests nor does being part of an informal (non constituted) neighbourhood group, I do, voluntarily, hold information which enables communication within the  group. The group, Stapleford Abbotts Residents Group (SARG), does not have a chair or a leader as it is purely an informal group of residents. That said however, in holding this information and being the key coordinator for communication I would not want any misinterpretation and then criticism of myself or any other councillor. I am therefore declaring and interest under this rationale.Councillor Francis: Declaring an interest in St Francis, Tysea Hill – it is owned by my father in law. |
| 608/20 | **Minutes of last Meeting** |
|  | June 2020 minutes approved as a true record |
| 609/20 | **Open Forum** |
|  | Nothing raised for discussion at this point |
| 610/20 | **Matters for Report** |
|  | **Clerks Report*** Noise Pollution – Skipahoy – noted – this is under Brentwood jurisdiction, but we could have a neutral word with them as they may not be aware of the noise and be able to muffle it. Clerk to draft a letter as and when the occasion arises.
* Notice Boards – pending: they are not EFDC’s so we need to refer to Planning
* Rear Oak Hill Road – writing to them – paper trail on file
* CAS Insurance bulleting re easing lockdown – circulated
* Green Infrastructure – asked if they have any further training sessions – popular!
* Training – 2 booked last time for Sept, in middle of booking now for latest New Councillor Courses (3 to be confirmed, KL, CB, BC)
* Maps – PDF sent, others on the way as soon as printer at EFDC is fixed!
* All COVID bulletins from Rural England, EALC, EFDC and ECC (covering everything from economy to car parking to opening stepping stones) - circulated
* Footpaths – recce under way by councillors.
* Overgrown garden @ Sophie – letter received,
* July 24 health & wellbeing forum – free – anyone? CB unable to go.
* Cllr Burnett has been attending bi-weekly group forums with Chelmsford and Epping  and with Braintree and Uttlesford Councillors and chairs. Very useful & interesting resource.
* Linkup – they now have pen pictures in each issue – we suggested residents to interview.
* Saltbag Partnership form is off, awaiting response in winter.
* National Cycle Network is now mapped for free by OS – link on request
* Liz Whymark is aware of village halls post-covid webinars - we will get billed once she books.
* Posters up - green infrastructure & social distancing – more can be printed if need be

**Communications Review –Summary of outcomes from review: July 2020; Cllr Burnett*** **Rationale:** Our society affords 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 sought views as to platforms by which parishioners prefer to be communicated with.
* At the time of the review, June 2020, Stapleford Abbotts Parish Council like many, has retained its traditional parish boards and remain fortunate to have 4 located in the village. In addition we have a website and encourage villagers to utilise [next-door.com](http://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 and 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 sought views as to how our parishioners would ideally like be communicated with, and how the Covid crisis may have brought a need to engage our parishioners via other mediums such as Twitter or Instagram. Like any review of communication we acknowledge that unless parishioners are aware of communications systems it is hard to gain information regarding their views, leading to a limitation in the process, this therefore required a proactive approach, ref scope below.
* Throughout any communication we must be mindful and protective of public information and abide at all times with data protection legislation. There is however a wealth of information, helpline support and guidance documents from EFDC which we would like to make more accessible to all parishioners.
* **Scope:** A report was issued prior to the SAPC meeting June 2nd 2020 with the statement “We value and welcome your thoughts and suggestions for our consideration” this report was also referred to at the meeting. Additional comments were sought through the Stapleford Abbotts Residents Group, SARG, Stapleford Abbotts walking group, informal conversations with parishioners as well as advice from chairs and councillors through forums with councils from Epping, Chelmsford, Braintree and Uttlesford, approx 20 councils in total, including representatives from parish, district and county. **Age ranges communicated with 18-86 years.**
* **Timescale:** Information was gathered over a period of 1 month.
* **Findings:** A wide range of communication methods are used by parish, district and county councils, many reported use of the traditional boards and the importance of a comprehensive website for sharing information to residents. Some used Facebook and had received mixed success with one having to close down the Facebook group/page as it drew excessive negativity. A few have experimented with other more controllable social media such as twitter and Instagram, which can be used for posting positive messages alongside notifications as to where important information can be found, without drawing detailed conversations on the media platform. All found a monthly newsletter or magazine valued highly by parishioners.
* In speaking to residents of SA responses were very much aligned to age and technical experience. Most residents said they valued Link Up, but noted a lack of regularity with information and updates from SAPC. A number of residents stated they don't look at the website and were unaware of the web address or what it contained, other residents looked at the website for minutes of meetings and felt it could contain more information. Many residents were unaware of where parish boards were other than the shop. Younger residents said they may value information through mediums such as Twitter & Instagram. Some residents suggested a Facebook communication. Most residents spoken to were aware of monthly council meetings, were interested, but not always able to attend. A number of people use [next-door.com](http://next-door.com), some residents are registered on this but are not comfortable using it.
* It would seems that any communication system would need to incorporate a range of mediums with a central information point in order to push information out and pull those requiring information to a central point. Research shows the more this is used the more people interact.
* This requires a coordinated response with a central point for pushing out information.

**Recommendations:*** SAPC adopts a push/pull communication system which incorporates a range of mediums which pull residents to a central point for more detail, the central point being the website.
* The website contains details of communications systems being used.
* Boards continue, web site states locations.
* Monthly reports and information in Link Up with a designated person to write and co-ordinate. Footer of each report to state where communications can be found, boards, website address, Twitter and Instagram, using a Find us at… approach.
* Website review, can the current site do what we need it to do? Propose July /August 2020 review for launch of updated or new site if required in September. Appoint dedicated person with the correct technical background, such as the clerk.
* Retain use of [next-door.com](http://next-door.com) for those familiar with and already using this media.
* Trial use of Twitter or Instagram (or both) to push out information. Allocate a dedicated coordinator.
* Use of Facebook is not recommended following feedback from other PCs.

Discussion followed of cost of updating website, and that the clerk can be central to communications (councilors feed information and clerk disseminates it correctly). Facebook might be more accessible to older contingent and groups can be controlled – Instagram is also colourful and many people like it. Agreed that everything should be kept up to date. Suggested a plan, and a working party – to communicate about cost and time involved.  |
| 611/20 | **Finance** |
|  | Transactions for July 2020 – All agreed and actioned

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| CLERK  | SALARY JUNE 2020 | £484 |

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| 612/20 | **Planning** (Development Control & Enforcement Team) |
|  | EPF/1190/20 **Location:** 3A Kensington Park Oak Hill Road Stapleford Abbotts RM4 1AF**Proposal:** Application for Approval of Details Reserved by Conditions 4"Surface Water Drainage,"5"Details of the treatment of all boundaries," 11"full details of both hard and soft landscape works" and 12 "Wheel washing" for EPF/2301/17. (Proposed single detached infill property within an existing residential development).Return: This isn a DRC and has already been agreedEPF/0876/20 **Location:** St Francis Tysea Hill Stapleford Abbotts RM4 1JP**Proposal:** Application for Prior Approval for larger Home Extension measuring 8 metres, height to eaves of 4.00 metres & a maximum height of 4,00 metres.Return: No objection in principle: neighbours have not yet seen the plans. To revisit before deadline of July 20.* Barn behind Bournbridge Lane – residents letter on drainage issue and request for an update has been referred to Planning.
* Wycheways: EFDC has all our latest information regarding objection. Resident’s letter (Mr Paul) pending reply as we await advice on same from Monitoring Officer.
* Oak Hill Green Draft Response – updated, will be sent ASAP. This won’t go to committee until September at least. New drainage information pending – applicants have revisions to do.
* Golf Course – Navestock PC contacted, and our response is in with EFDC
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| 613/20 | **Parish Council Projects** |
|  | * Drone project: Craig Mitchell fears he is unable to complete, and has offered existing footage free. Planning a meeting with him to discuss – Clerk arranging - as we hope to salvage this project. Discussed reimbursement, as COVID sent filming costs up.
* Footpaths Project – Cllr Challingsworth. We would like to think that by the end of the month we will know what we are going to do and have everyone’s reports on the paths. Summary to follow by July 31. Many thanks to all participants for their hard work.
* Maps: Cllr Francis pointed out that Essex Highways.org has maps of the county including one of the village area which gives rights of way numbers.
* Communications Review – report from Cllr Burnett above – can go on our website.
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| 6140/20 | **Correspondence** |
|  | Covered except for issue involving Thames Water: a resident wrote to Cllr Burnett about sewage kick-back after a spell of torrential rain dislodged the manhole cover near them and released sewage over the garden. Thames Water responded very quickly which is good (Ian Ansell at EFDC also aware) – but the main sewage pipe (from Collier Row - Ongar) is feared to be too small for purpose if more building goes ahead – the proposed development of 42 houses would garner an objection on this ground. Residents are encouraged to report anything sewage or smell related issues to Thames Water. Clerk & Cllr Francis to collaborate on a letter to Thames Water cc’d to Planning, regarding fear about pipeline plus the fact that water pressure is under stress and has been since houses to rear of Oak pub were built. |
| 615/20 | **Meetings of Outside Bodies and Training Courses**  |
|  | Transport Committee – Cllr Francis on board and her observations made the front page of their bulletin.Training – 3 councillors booked provisionally on the New Councillor Webinar.Cllr Burnett has been to local council forums and recommends them to all. |
| 616/20 | **Highways** |
|  | Traffic calming – discussed reducing speed limit to 30 and enforcing it: police would need to be involved to get this off the ground. Noted that the speed limit changes at several points throughout the village. Cllr Burnett talked about “psychological” methods of calming – including gates at the entry and exit of a settlement and virtual speed humps. The cost might not be as much as speed cameras. Ideas given about where the limits should start and end. Police and Traffic need to be informed and to back this and it should be part of a Neighbourhood Plan – Cllr Jackson to speak to Ray Russell, who organised original anti-speed campaign, for advice. |
| 617/20 | **Matters for future Agendas** |
|  | Neighbourhood PlanTraffic calmingFeedback on communication strategyPlants and flowers around the villagePossible pencilling in an extraordinary meeting – to cover planning issues especially. |
| 618/20 | **Open Forum** |
|  | Village sign was knocked over at Havering exit and is now not there – Cllr Jackson will report this. Bournebridge Lane sign still being repaired and will be back in situ soon. |
| 619/20 | **Time & Date of next meeting**Meeting closed at 20.10. Next meeting will take place on September 1 2020 at 7.15pm – depending on Coronavirus restrictions. |

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

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