***STAPLEFORD ABBOTTS PARISH COUNCIL***

c/o Ellie Thomas, Interim Parish Clerk

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**Draft Minutes of the Council Meeting**

**7pm Tuesday March 2 2021 ONLINE**

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| **Present:** |  | | |
| **Councillors:** | Jayne Jackson (Chair) JJ | Marion Francis (Deputy Chair) MF | |
|  | Colleen Atkinson CA  Barrie Challingsworth BC | Catherine Burnett CB | |
| **Officers:** | Ellie Thomas, Clerk | | |
| **In attendance**: | 9 Residents | |  |

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| 709/21 | **Apologies for Absence** |
|  | Kim Lidlow (KL) |
| 710/21 | **Declarations of Interest** |
|  | None |
| 711/21 | **Minutes of last Meeting** |
|  | January & February 2021 Minutes passed as a true record. |
| 712/21 | **Matters for Report** |
|  | Reminder that in Open Forum all attendees have 3 minutes to speak & the session will last 15 minutes. Please mute all microphones unless you are speaking, and any abusive behaviour will not be tolerated.  Clerk’s Report  EFDC bulletins circulated to Council  EFDC Green Homes Grant – please ask Clerk if you are interested  ECC bulletins circulated to Council  VAEF bulletins circulated to Council  Libraries services - reading friends group, please ask Clerk if you are interested  EFDC museum dance project - please ask Clerk if you are interested  Solar Together Essex solar panels buying scheme – you can register online, ask Clerk if you are interested.  Lost pet skunk in the Stapleford area – concern about its whereabouts.  Elections - happening this year, awaiting packs and info from EFDC  Bus shelter on Oak Hill Road opposite Tysea Hill junction taken down due to damage, the foliage here has also been tidied up.  Fly tipping on Hooke Lane removed, ditto on Gutteridge Lane reported.  ANPR - Chignal fed back to us, considering options.  eForests -free trees for eco community projects: nice to know for future reference, we can also forward it to the church and school.  Census is coming - all info from EFDC circulated  New notice boards are up – many thanks to Mick Francis for hard work on this, bus shelter and other local projects.  Defibrillators: CB to get update – will see Top Oak landlord. CB asked for clarification of process for the last one - MF did the purchase and installation of the defibrillator and JJ did the registration with the Ambulance Service. The installation had to be by an electrician recommended by the company who sold the defibrillator, who was experienced in fitting defibrillators. Equipment & pads are monitored monthly. Any grant applications to go via PC – more soon.  High House Farm: Ray Russell (RR) former Chair of SAPC, invited by Chair to give the backstory on this site, and application for which is going to Plans East on March 3. RR said that over 40 years ago it was a fat-rendering plant, and when operations stopped, was a derelict eyesore on top of the hill. The owner had asked how the PC would feel about buildings there, and long discussions followed about what was needed, including buildings taking the same footprint of existing, a parish room on the site, and all ecological information being supplied. The owner has tried to make the best of an unprepossessing place, and to make it an asset to the village.  7 houses now have planning permission here, with 13 more proposed. Noted that there is a worry about flooding if the village expands more. RR explained that there is a new drainage system in at The Drive. As to overdevelopment, affordable housing is proposed for High House Farm, and other developments in the village do not have this. Noted that developments of 5 bed + houses put the village out of reach of young families and downsizers, but with the 1/2/3 bed houses and flats at High House, there might be a chance of attracting the young families we need who would also support the school.  CB: presented opposite view: I am here as a member of SARG, and I am very much opposed to any development whatsoever in the village. The overdevelopment will bring problems, not least that the infrastructure will be unable to cope. Serious worry about flooding. Village cannot keep expanding like it is. We cannot do anything about the 7 houses that have planning, but another 13 should be a definite no. Very much against this – I don’t want anything more built here.  CA stated the importance of reviewing and commenting on each development application on merits of each case. BC stated he disagreed with this principle and he was against all developments and did not assess each individual application.  Noted that the development was approved by the previous PC – this PC voted as follows:  For=3 Against=1 Abstention=1 Absent=1  Noted that the planning officer at EFDC has put it forward for rejection. Comment that this is Previously Developed Land, which there is very little of in the village. Noted that the developer is also mindful of issues such as flooding.  Public Rights of Way/ Pathways Action Group: action plan being worked on. Prep work includes a tetanus survey and many routes have now been walked. Group members to send CB details of walks they feel need action and training they would like to undergo. Deadline 12/3. Practical activity to commence 29/3 when lockdown rules ease. Action plan will then trigger grant application (localism officer’s budget will fund the training).  First aid training: JJ commented that if the group would like this, we can enrol them in the regular course we run for the villagers and PC. We will book this for the summer  Policies: to be reviewed – not done in 2020 due to Covid which also precluded the AGM. We will review policies & standing orders and endorse at the AGM. List circulated to Council: let us know if there are others to be considered. Query if we have a procurement policy - no. This either needs to be a standalone policy or in our financial regulations. Procurement policy can be included in list to consider & review.  New Website: In process – Clerk to liaise with them this week, advise on pages and ascertain time line for completion. Council email addresses to be allotted. Clerk to find out how emails can link to the site (or of there will be an Info@ address). Suggested to have a page where businesses can advertise which could help fund the site.  Health & wellbeing plan: church contacts added. Action re streaming for church added. Maybrand to be added. Link for streaming to be sent via SARG. Plan to go on new web site.  Repairs in village: New notice boards at Kensington Park & Bournebridge Lane up. Stapleford Abbotts gateway signs at the Drive – one is new, the other not. Agreed to find price to replace this – in uPVC so low maintenance, MF to ask Mick to quote. Sign at RH of North Road from Havering has disappeared – Clerk to report this. Noted that we could talk to Highways about more signage which might help calm traffic. Sign cleaning – Clerk to prod Highways again (it id Highways legal responsibility to motorists to keep signs in good and legible order but if they still don’t respond, considering having it as a parish project (risk assessment to do).  Emergency Plan: explained to new councillors. It should be updated – as there are several new residents who have key skills and are happy to offer their services.  Death of National Figure: recent concern made us make sure we are up to date on this. We have required items and the schedule for flags: also adaptation of the plan vis-a-vis Covid-19. MF and Vicar discussed this, the church is still open for private prayer and condolence book could be sited in church porch if anything happens in lockdown.  Dart Bus: initially successful, report ongoing, will await its release.  Allotment for Rent: 3 people interested. As per policy, interviews to follow (TBD if this is Zoom or in person – Councillors please let us know if you have a question for them). Possibility of 2 sharing the allotment: to determine. |
| 713/21 | **Finance** |
|  | Financial roundup presented for last 6 months. To check that field rents all came in correctly.  Transactions for February 2020 – All agreed and actioned.   |  |  |  | | --- | --- | --- | | EALC | EALC COURSE JJ ANNUAL MEETING | 84 | | EALC | EALC COURSE ONLINE JJ DATA | 16.80 | | EALC | EALC COURSE ZT DATA | 16.80 | | EALC | EALC COURSE JJ SAFETY | 16.80 | | EALC | EALC COURSE JJ ONLINE STRESS | 16.80 | | EALC | EALC COURSE ONLINE JJ DIVERSITY | 16.80 | | EALC | EALC COURSE ONLINE ZT DIVERSITY | 16.80 | | EM THOMAS | CLERK FEB/ OFFICE SUPPLIES | 509.50 | | ICO FEES | ICO | 40 | | MICK FRANCIS | REMOVAL DAMAGED BUS SHELTER | 550 | | MICK FRANCIS | NOTICE BOARD FITTING | 380 | |  |  |  | |
| 714/21 | **Planning** (Development Control & Enforcement Team) |
|  | No applications in time frame this month.  Spreadsheet of applications pending and those already built circulated to Councillors for comment. Redbridge to be added to the list as it has planning permission & recirculate. |
| 715/21 | **Parish Council Projects** |
|  | History project – drone expert unable to attend, but happy to answer any queries via the Clerk. |
| 716/21 | **Correspondence** |
|  | Emails to Essex Police re. liaison activities – Clerk to further, and set up a meeting with local officer. Resident wrote in to highlight damaged pavements and the hazards they resent to wheelchair users: to report to Highways. |
| 717/21 | **Meetings of Outside Bodies and Training Courses** |
|  | Chair & Clerk taking online courses. JJ went on AGM course (CA has attended too).We will hold PC meeting in first week of May as usual, and AGM 14 days later. |
| 718/21 | **Highways** |
|  | Flytipping – covered earlier.  Potholes and drain issues – constantly being reported. Huge pothole Bournebridge Lane – we will repot this.  Lorries getting stuck at the end of Tysea Hill – this happened in the middle of a funeral procession recently. |
| 719/21 | **Matters for future Agendas** |
|  | None |
| 720/21 | **Open Forum** |
|  | Resident: village sign looks faded, pole needs varnish and ironwork around it needs painting. JJ to look into this – the details of sign makers are in parish office.  Resident: propose thanking EFDC on council tax freeze- all agreed.  Resident: suggested we put a notice in Linkup asking for new residents who could offer medical and interpreting skills (among others) to come forward. Agreed. All new councillors to get copy of Emergency Plan.  Chair thanked Ray Russell for attending meeting. |
| 721/21 | **Time & Date of next meeting**  Meeting ended 8.26pm  Next meeting will take place on April 6 2021, at 7pm by Zoom |

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

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