***STAPLEFORD ABBOTTS PARISH COUNCIL***

c/o Ellie Thomas, Clerk 132 Bentley Drive, Church Langley, Harlow, Essex CM17 9QY

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**Draft Minutes of the Council Meeting**

**7.15pm Tuesday April 5 2022**

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| **Present:** |  |
| **Councillors:** | Marion Francis (Deputy Chair, presiding) MF | Kim Lidlow KL  |
|  | Colleen Atkinson CA | Catherine Burnett CB  |
| **Officers:** | Ellie Thomas, Clerk |
| **In attendance**:  | 7 Residents/ Visitors |  |

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| 866/22 | **Apologies for Absence** |
|  | Jayne Jackson (Chair) JJ (holiday) Barb Lowings BL (illness & family member with Covid). |
| 867/22 | **Declarations of Interest**  |
|  | KL is a neighbour of one of the properties in the agenda. |
| 868/22 | **Minutes of last Meeting** |
|  | Confirmed as a true record  |
| 869/22 | **Matters for Report** |
|  | **Clerks Report**EFDC ECC EALC VAEF Libraries & Police bulletins circulated to councillors.Ride London update circulated – road will be closed and village affected on Sunday May 29 2022. We are concerned that businesses including pubs will be affected – and also church as it is Sunday. Farms may also experience issues at milking times. Some residents have had letters, but others not. Clerk to put posters on all noticeboards, either from Ride London or personally designed, and to inform Linkup. Also to look into hardship grants from Ride London for villages on the route who may suffer.Local Councils Liaison Committee – Clerk attended March 14. Comments included affirmation the Local Plan is not out yet. Handyman – a response to our appeal has been received & circulated. Clerk to ask for quote for left-hand gateway sign refurb, village sign frame refurb and post painting.Traffic incident list updated & circulatedNew pads for defibrillator purchasedTree for school to commemorate Platinum Jubilee is here. We are going to pot and care for it till planting ceremony.Commemorative plate on back order from Buckingham Palace shop. Clerk to inform school headmistress of both gifts.Highways ranger has been in the village – we are pleased to report. CB spoke to Loughton CID about recent robberies and reported drones. To follow up.    Near miss on Bournebridge Lane, driver doing 70mph on wrong side of road. Intruders on Hook Lane damaged security lights. **Community speed project** – to meet 10/4/22. Clerk to ask PC Cook for venue – and check with SAVH if car park will be free.**Book swap** – very quiet last time. We will run this again 23/4/22 and discuss at next full council meeting.**Traffic incidents** - covered                              **Neighbourhood Planning** – no movement still, questionnaire still live, had no responses online. Holding on till May 2022 – we will have to take it off the agenda if we do not get 50% interest from parishioners. Suggested a strong article in Linkup, which will need to be very factual. Fill in the form or you will lose the opportunity to have a say in how planning policy is applied here. And also to have a say in how funding is spent here. It will take 3 year to create the NHP so it is not a panacea but it is a safeguard.**Councillor vacancy** - still open for all interested**AGM** - prep in progress, April 12 date, room booked. All welcome. Agenda to go out and to invitees from ECC/EFDC.**Benches/litter bins** – CB has liaised with the top view field landowner, who wants to work with us and has made sensible input, eg securing with a chain to protect farm machinery & advising against the bin. Suggest that this one is done first. Hook Lane site belongs to EFDC, farmers here are concerned about litter and manoeuvring hedge cutters around a seat.**Social Media/ Website** ongoing – defibrillator update & footpath map to go in – Clerk to investigate planning app widget.**Emergency Planning update** – welcome to our special guest Peter Charman, Epping Upland clerk who was a key contact in the EFDC Emergency Planning department for some years. His advice for parish councils considering an emergency plan:* There is no statutory requirement to have a published emergency plan. There are arguments for not publishing one.
* Publishing a plan may set up expectations – “the parish council to the rescue” whereas realistically, a small PC may not have many resources, could not respond in a way they or the locals might wish.
* You can of course have a contingency plan, which you don’t publish. Any plan being better than no plan.
* Start by considering what would happen if something went wrong and decide as a policy how to respond. Similar to business continuity, keep everything backed up and secure.
* PC can collate info and be a source of information to help emergency services & higher tiers of local government.
* Know your people – note who has equipment such as tractors and chainsaws.
* Build a knowledge base – helpful people, equipment, info on roads and farms – all input could be of use.
* Looking after people – in a major incident there are statutes in place for large charities to establish rest centres etc (including SAVH), manage volunteers and donations.
* The PC could be called on to assist so a plan could help – anything that will assist official aid services as well as emergency services is beneficial. List the aid organisations (Red Cross, RVS etc) in the plan.
* We can identify high risks re. national infrastructure– M11, M25, airfield, flightpaths from London, power supplies.
* At a local level, we can encourage people to understand and build their own resilience and plan around road blocks, not being able to get in or out of the village, dealing with flood risk and power cuts etc.
* Don’t publish the plan, but share written guidelines with the EFDC emergency officer, who can filter it into liaison plans for the district and will know what we have available.
* Proformas can be restrictive – start by brainstorming the risks. Try the Essex Prepares website for inspiration and ideas.

**Beacons –** Beacon lighting – 21.45 on 2/6/22. Log burner for flagpole area needed– KL to consult Vicar and source. Church to have a picnic on the Sunday, private events to take place at the school and other streets. Website to be updated accordingly.**Jubilee Gifts** - covered.**Refurbishment of signs** – covered, quote to be requested from new contact.**Footpaths –** paperwork submitted so the team can draw down funds. New equipment to come. New PROW (public rights of way) officer is Scott Thompson, Shirley Anglim is now head of PROW. We have requested ST to meet the footpaths team and take orientation walk. Path 22 is a big project which will need his support, small projects being cleared off first. Appeal is up for new helpers, as some regular volunteers are managing longterm physical issues so cannot undertake heavy work. **Open forum brought forward so visitors can leave early:****Dog attacks**: The police are investigating this now – should be finalised by mid-April. Owner has admitted liability and will keep the dogs but if they get out again, they will be removed. She also will need to pay compo. Resident agrees to share police correspondence with PC on this matter. The MP has been informed.**Keyless cars:** Police have “Faraday pouches” for car owners to keep their started cards in to prevent theft – Clerk to contact PC Cook about getting some for interested residents.**Church extension:** Architect has redrawn plans, diocesan advisory committee say to submit them and appeal if EFDC say no go. |
| 870/22 | **Finance** |
|  | Transactions for March 2022 – All agreed and actioned.

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| EALC | AFFILIATION FEES 2022-3 | 331.41 |
| DEFIB WORLD | NEW DEFIBRILLATOR PADS | 245.19 |
| TEEC | WEBSITE HOSTING FOR THE YEAR | 155.99 |
| E THOMAS | CLERK MARCH | 550 |
| E THOMAS | C BOWERS – APPLE TREE | 28.75 |
| E THOMAS | KIT – INK CARTRIDGES | 21.50 |

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| 871/22 | **Planning** (Development Control & Enforcement Team) |
|  | **Application No:** EPF/0567/22 **Officer:** Zara Seelig **Applicant Name:** TS Paul **Return:** April 18 2022**Location:** Peers Cottage Bournebridge Lane Stapleford Abbotts Essex RM4 1LU**Proposal:** Extensions and remodelling of existing dwellinghouse to include raising the roof ridge following demolition of existing outbuildings. Increase in levels of soft landscaping following a reduction in hardstanding within the site frontage.**Return:** No objection as long as neighbours do not object.**Application No:** EPF/3155/21 **Officer:** Alastair Prince **Applicant Name:** Mr J Torrance **Return:** April 18 2022**Location:** Mitchells Farm Gutteridge Lane Stapleford Abbotts RM4 1EG**Proposal:** Change of use of existing building & yard area to B8 commercial use including siting of portacabin office, container & waste skips.**Return:** objection in principle, but more info and clarification needed. Clerk to contact planning officer - as regards neighbours observations of lorries accessing the site, the definition of work hours and delivery times, the state of Gutteridge Lane that is already rutted and dangerous, and the situation of the existing buildings. Are there are 6 counted as existing, or 3 - as 3 seem to have gone up since Christmas. Are there permissions existing for these buildings? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 872/22 | **Parish Council Projects** |
|  | Covered. |
| 873/22 | **Correspondence** |
|  | None |
| 874/22 | **Meetings of Outside Bodies and Training Courses**  |
|  | None – to cover first aid course next time.  |
| 875/22 | **Highways** |
|  | Still, and always, pushing for improvement. Huge pothole on Bournebridge Lane has been filled.Car charge points – Clerk to drop SAVHA a line about this.  |
| 876/22 | **Matters for future Agendas** |
|   | Planning widget Ride London First Aid Course Jubilee Book swap Millennium Walk 22/5/22Car charge points Neighbourhood Plan Plan for emergencies Digigo book & ride bus, set up in Braintree & Chelmsford, MF has contacted themDangerous bridge at Romford end of village |
| 877/22 | **Open Forum** |
|  | See above. |
| 878/22 | **Time & Date of next meeting**Meeting closed 10.01pm. Next meeting at 7.15pm on Tuesday May 3 2022 in the Village Hall. AGM April 12 2022. |

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

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