***STAPLEFORD ABBOTTS PARISH COUNCIL***

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

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**Draft Minutes of the Council Meeting**

**7.15pm Tuesday February 1 2022**

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| **Present:** |  | | |
| **Councillors:** | Jayne Jackson (Chair) JJ | Marion Francis (Deputy Chair) MF Kim Lidlow KL | |
|  | Colleen Atkinson CA | Catherine Burnett CB | |
| **Officers:** | Ellie Thomas, Clerk | | |
| **In attendance**: | 4 Residents/ Visitors, Cllr Heather Brady EFDC, Cllr Jaymey McIvor ECC | |  |

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| 840/22 | **Apologies for Absence** |
|  | Cllr Barb Lowings BL (travelling) |
| 841/22 | **Declarations of Interest** |
|  | None |
| 842/22 | **Minutes of last Meeting** |
|  | Minor amends to enter and confirmed as a true record |
| 843/22 | **Matters for Report** |
|  | **Clerks Report**  EALC, ECC, EFDC, VAEF, Libraries, Police circulars sent to all Councillors  Precept letter received and acknowledged by Carol Hills of EFDC January 24 2022  More drones sighted Oakhill Road/ Tysea Hill – see below  “Participants in Jubilee” update letter received, much of this is geared to larger places.  Mental health course training – we have registered participants. Falls Prevention course – one councillor asked to be registered.  Accidents list updated & circulated, will be done on a regular basis and we will also be noting the weather conditions  Road sign knocked over reported - catching up with EFDC  Police called to traveller camp – JJ to provide incident number.  FOI sent re council senior care - care homes - we don't govern that, so advising the querent.  Clerk has done a stock check and requested new padlock for shop notice board – granted.  Arnolds Farm application refused (recycling centre) in neighbouring parish Theydon Mount.  Other parish councils have shared Jubilee info – all fairly small scale in this area at least  Other nearby parish councils sharing Emergency Planning info. Many do not have a plan but are keen to see how ours pans out. There are some good contacts locally including a former emergency planner from EFDC. EFDC itself often refers people to resilience forum - <http://www.essexprepared.co.uk/> <https://www.eppingforestdc.gov.uk/crime-and-safety/emergency-planning/>  Goatswood gully – e-mail sent to Environment Agency, they have asked for further information which has been provided.  EFDC response on dog bins: national guidance has changed on dog waste, so these bins are no longer required, EFDC don’t supply them, and waste can go in litter or wheely bins.  **Speedwatch** - form returned to Andy Cook/ Janet Wiley. No response as of yet. Clerk to write to higher authority and to explain that we are Essex and not a London Borough (which we would like to make other call centres aware of). Cllr McIvor offered to share a map of the boundaries. Havering have a speed awareness hub – JJ to pass on details.  **Book swap box:** Set fair for Feb 26, 10-11.30, posters up and church and others to supply the books.  **Traffic incidents:** 5 new ones have happened since last time. Clerk to report to chief commissioner.  **Neighbourhood Planning:** Pamphlet is now on the website and was in centre of Linkup.  **Councillor vacancy:** One vacancy – all those interested please contact the Clerk. Linkup and posters are flagging this up.  **Drones:** CB keeping a log of them as some are low-flying, occurring at night, and could be unscrupulous. PC Cook has in the past asked the airfield about unauthorised flights – CB will ask residents and encourage people to report dangerous or suspicious drones to SAPC. Clerk also to point this issue out to Chief Commissioner.  **Benches/litter bins:** Clerk to get how-to sheet from EFDC. We still need to ask local farmers for permission – councillors to do and report to Clerk. Land registry could assist. To report again that Kensington Park bin is damaged and needs replacing.  **Social Media/ Website:** Up and running – works in progress, and Clerk is developing their webmaster skills!  **Car Park progress:** In discussions and awaiting legalities.  **Beacons:** Update from co-ordinator received - Clerk to check rubric for beacons as we are a small village and to buy a big beacon basket that may not be re-used for a long time may not be sensible. A bonfire was proposed, Clerk to see if this fits the bill.  **Emergency Planning update:** Clerk sent round robin to neighbouring parishes and had some responses. To circulate template sent by Nazeing PC to Council, to respond to Peter Charman who offered advice, and to thank the other councils who responded.  **VIP death procedure:** No new developments here – we have checked our kit and have all the required elements.  **Precept**: request sent and EFDC acknowledged receipt.  **Zoom**: we are not renewing subs this year – no real need any more.  **Mitchells Farm:** Enforcement (Sharon Hart) is monitoring this. There is now a Stop Here sign on Gutteridge Lane, and we await next steps. Clerk is creating a dossier in mailbox. Ascertained that the tipping area is council owned, and JJ has suggested push posts there to be put up each evening. The farm operates 24/7 with the attendant traffic, unacceptable in country lanes. |
| 844/22 | **Finance** |
|  | Transactions for January 2022 – All agreed and actioned.   |  |  |  | | --- | --- | --- | | E THOMAS | CLERK | 506 | |
| 845/22 | **Planning** (Development Control & Enforcement Team) |
|  | **Application No:** EPF/2921/21 **Officer:** Kie Farrell **Applicant Name:** Cennet (UK) Ltd **Return February 7 2022 Location:** The Haven Stapleford Road Stapleford Abbotts RM4 1EJ **Proposal:** Proposed part-retrospective planning application for the construction of a detached 4- bedroom dwelling with detached garage & associated landscaping works.  **Response:** This application was more convoluted than anticipated. There were many questions due to the history and concerning the garage, and demolition of the existing garage. Sizes on the plans were absent. All to look at plans and respond to Clerk by 4/2/22. Cllr Brady to tell EFDC that parish councils often do not have enough information to work with on planning apps.  **St Mary the Virgin Church**: Application for meeting room with toilets. Two applications (one deals with status of Listed Building) rejected today – as the original description apparently did not include the loos – which are fundamental and were clearly marked on the plans. Church architect is working with the conservation officer and Victorian society, and church team to meet planning officer – Cllr Brady will look into this too.  **5 Murthering Lane:** enforcement notified it was their intention not to proceed as not considered expedient. A separate householder on Tysea Hill with similar gates launched an appeal that has now gone to the secretary of state. Clerk to write to Enforcement: we are disappointed that these will be upheld and we are concerned that they will set a precedent. |
| 846/22 | **Parish Council Projects** |
|  | Book swap in preparation; history project on hold due to Covid as it involves school pupils interviewing older residents who may be vulnerable. School is allowing people back for meetings but we are conscious that we must take extra care – progress ASAP. |
| 847/22 | **Correspondence** |
|  | VAT return off to HMRC  New contact at TEEC has introduced themselves and will be helpful for further progress on website. |
| 848/22 | **Meetings of Outside Bodies and Training Courses** |
|  | Mental health course and falls prevention course to take place. First Aid course TBA – JJ to research, the last one in 2017 was phenomenally popular. Clerk to do fire marshal training soon – to report back. Noted that we need to buy new defibrillator pads. |
| 849/22 | **Highways** |
|  | Pothole on Bournebridge Lane where two cars have been damaged has a sign in it now.  Tysea Hill to the Golf Course – road is still very rough.  Tysea Hill hole in road causes a lot of noise from lorries.  Hook Lane still has a hole by the bend and the Give Way sign there is faded so as to be illegible.  Knocked down sign on Oakhill Road has been propped up – reported to EFDC.  Road from the chapel to the golf course is impassable to some users. Road signage everywhere still needs cleaning. County Councillor and District Councillor advised that we write to Forest Rangers as this work is clearly in their remit  Footway from Top Oak to Bournebridge Lane is overgrown and impassable, it has been for some time.  Hedger – our regular worker is ill, Clerk to write to Stanford Rivers PC and Ongar TC to ask for recommendations.  **Update on highways matters arising – Cllr McIvor**  **School parking:** this is now a priority. I was horrified at what I saw at school run time – parents taking risks, no highway safety and motorists who are strangers to the area speeding. We need to prevent a serious accident and there have been near misses, especially with vulnerable and SEN children. I have met the headmistress, and the car park works will help. ECC ae looking into speed changes with less admin. We need to be proactive – bodies like the PC, school, church, Village Hall should write letters about this issue. The MP should be involved, and correspondence regarding this issue can be shared with Cllr McIvor.  **Speed related to developments**: overhaul has been suggested but we need it at the school now.  **Flashing light signs:** these have not been working, must be examined.  Need to stop people parking at the bend by the school  Long term suggestions – ideas for the next Local Plan. Better entrance for the school/ better location for the school.  Right now – a campaign to reduce the speed limit. Results will not be overnight, however!  Noted that Stapleford Abbotts School pupils generally don’t live in the village and parents aren’t familiar with the area.  Rural areas share the same scenario – it’s not budgetary – rural areas just don’t have the same focus from ECC as urban ones.  The PC has done a lot for this cause, and Cllrs Brady and McIvor will emulate their efforts.  Suggestion that there is a lot of land by the school and on its campus for parking or turning – can this be utilized?  Noted that there is no white line and unclear pavement demarcation at the entrance to the school car park.  **Travellers**: suggestions made by leader of Brentwood Council that EFDC, Brentwood and Havering Councils start a legal suit.  Parish Councils can write to Chris Hossack, CEO of Brentwood Council, to offer support – Clerk to draft something for SAPC.  Emergency Plans: these are important, want to do a rural plan for Ongar about flooding and establish a flood network for all PCs and to pinpoint helpers and any particularly vulnerable people. It’s a work in progress and SAPC will be invited - Cllr McIvor has 18 parishes in his division, and all neighbouring parishes will be able to get involved.  Cllr McIvor aims to set up an Ongar Rural Business Hub, to bring businesses together in this part of the county – more soon.  ECC came under a new administration last May, which aims to be aspirational for living and business  **Flashing bollards:** at Passingford Bridge won’t stop and JJ is concerned that they are a seizure hazard. To report. Cllr McIvor observed a similar problem for some new gates and walls with inbuilt lights. |
| 850/22 | **Matters for future Agendas** |
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| 851/22 | **Open Forum** |
|  | Visitors leaflet refresh – Clerk volunteered to do this and feature it on the website.  Planning application widget for website – Clerk to ask TEEC for details.  Parishioner stated that pavement on Tysea Hill has been damaged by residents having works done at their property and they do not reinstate the pavements, some have been left for over a year. Suggested that we make it a condition for acceptance in our planning responses that all builders must make good if they damage a public area such as a footpath or greensward.  Noted that PC should send representation to Committee if an application from our parish is being sent there.  Linkup news – a local Parish Councillor resigned recently due to threats made to him and his family, believed to be related to a planning application objection. Cllr McIvor said to report anything like that to the police and also report it to him. |
| 852/22 | **Time & Date of next meeting**  Meeting closed 9.47pm. Next meeting at 7.15pm on Tuesday March 1 2022 in the Village Hall. |

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

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