

**MORETON, BOBBINGWORTH & THE LAVERS
PARISH COUNCIL**

Clerk : Mrs Julia Milovanovic, 10 Knights Way, Great Dunmow, Essex CM6 1UL
Telephone: 01807 500775 **Email:** mblparishcouncil@gmail.com

You are hereby **summoned** to attend a virtual Meeting of the Parish Council which will be held on **Tuesday, 14th July 2020 at 7.30 pm** to transact the business shown in the Agenda below.



**Julia Milovanovic
Clerk to the Council**

*Members of the public and press are invited to attend this meeting
This meeting will be recorded for the purposes of ensuring accurate minutes. Members of the public should be aware that should they choose to speak, their voice will be picked up by this recording.*

AGENDA

1. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

3. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non-Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice.

4. CONFIRMATION OF MINUTES

To **APPROVE** as a correct record the Minutes of the Annual Council Meeting held on 7th May 2020 and if needed to discuss any matters arising from these minutes and agree any outstanding actions.

5. PARISHIONERS' FORUM

To **RECEIVE** questions from members of the public.

In accordance with an agreed procedure, the time allocated for public questions may be limited to 10 minutes or such other period determined by the Chairman of the Meeting.

6. RESIGNATIONS

Cllr Dee Hannis and Cllr Robert Schwier have tendered their respective resignations.

EFDC have been advised and will be issuing a Notice of Election. Assuming no electors request an election, the Parish Council can then advertise to co-opt. The co-option notice has to be on our website for 14 days.

The co-option procedure has already been circulated to Councillors and it is hoped that the co-option will be able to take place at the September Council meeting.

7. REPORTS

To **RECEIVE** any questions emanating from any reports from Councillors who wish to give a report and/or who are representatives on Committees, Working Groups, Outside Bodies and other meetings that Councillors or the Clerk have attended and which, if available, will be reproduced if they have been submitted for inclusion:

- a) **Bobbingworth Nature Reserve** – No update available
- b) **District / County Councillor Reports**
- c) **Parish Councillor Reports** - if any

8. HIGHWAYS

- a) **Yellow Lines** – these have now been put in place. Cllr Cooper to report.

- b) **Speed, parking and congestion survey Church Road, Moreton**

Due to Covid19 this survey has been delayed but the Clerk will ensure that it is undertaken assuming the schools return as is intended in September.

- c) **Request for speed restriction on Watery Lane and through Little Laver**

County Councillor, Maggie McEwen to provide an update.

9. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

To **RECEIVE** the oral report of the Clerk on matters which may be of current interest to Members and which require a formal update, and to **RECEIVE** such correspondence and communication as the Clerk may place before the Council. Items under this agenda item are for **NOTING** only

- Bus Service 13 has been taken over by Essex Community Travel. They would welcome an opportunity to discuss possible changes to the service to encourage more people to use it.
- Rural Affordable Housing. RCCE have contacted the Clerk as they would like the opportunity for a member of the Rural Housing Team to talk to the Parish Council about possible opportunities and available funding for rural exception housing. The Clerk has suggested that their representative attend the September meeting.

10. CONSULTATION ON MODEL CODE OF CONDUCT – NALC

A new Model Code of Conduct has been issued by NALC with the consultation closing on August 17th.

The major change is the inclusion of harassment and bullying and that Council's must ensure that they have an internal procedure for dealing with such incidents. Previously this was advisory only. This Parish Council already has the procedures in place.

A copy of the proposed Code of Conduct is attached for discussion.

Councillors are asked to AGREE to support the proposed changes as per the attached document

11. HEALTH AND SAFETY POLICY

Councillors are asked to AGREE/AMEND the attached Health and Safety Policy.

12. COMPLAINTS PROCEDURE

Councillors are asked to AGREE/AMEND the attached Complaints Policy.

13. DEDICATED E-MAIL ADDRESSES FOR COUNCILLORS

These have now been purchased but due to a very heavy workload the Clerk has not had the opportunity to set these up.

14. DEFIBRILATOR

The Parish Council have been asked to **CONSIDER/AGREE** resiting the defibrillator in the phone kiosk in Moreton.

The batteries and pad, which should be replaced every five years, were running low earlier in the year and a local resident kindly purchased both the pads and batteries at a cost of £160.80 inc VAT. The resident is happy to donate £50 towards the cost but hoped to raise the remainder by other means. In view of the subsequent pandemic it is unlikely that the remaining funds were raised but the Clerk will endeavour to find out.

There was previously a small charity (Crispey) who administered the defibrillator but this is no longer in existence. Councillors are asked to **CONSIDER/AGREE** to adopting the defibrillator and resultant costs

14. GREEN CONSULTATION

The Parish Council has been invited to respond to EFDC's Green and Blue Infrastructure Survey which is intended to meet a variety of recreational needs in the District and mitigate the impact of development on the Epping Forest and other important ecological sites

It focusses on the future use of existing, and introduction of new, open spaces in the district to form a network of multi purpose spaces for both people and wildlife to thrive.

A copy of the document is attached and Councillors are asked to **CONSIDER/AGREE** their response or **DELEGATE** to the Clerk to respond on their behalf.

The deadline for responses is 5pm on 16 July 2020.

15. EFFECTIVENESS OF INTERNAL AUDIT

Councillors are asked to **CONSIDER** the effectiveness of the Internal Audit and consider any areas which they would like revised.

16. FINANCIAL AUDIT OF PARISH COUNCIL ACCOUNTS 2012-2018

Following concerns raised by Councillors and the fact that the Accounts for the above years were finally handed over to the Clerk at the beginning of 2020 it was agreed that Ann Wood, the Council's Internal Auditor, be asked to undertake a forensic financial audit of the accounts for the period above.

A copy of the Auditor's report is attached but it should be noted that here is still one year where no accounts were supplied by the previous clerk. However, copy bank statements have been obtained from Barclays. Because of Covid 19 these have only recently been received and the Auditor will provide a separate report on this which should be available for the September meeting.

Councillors are asked to **NOTE** the contents of the report and raise any concerns which they may have, which will then be relayed back to the Auditor.

16. NEW CHRISTMAS LIGHTS/MOVING ELECTRICAL SOCKET

Councillors are asked to consider **DEFERRING** a decision on the installation of a new socket and purchase of new lights until the September meeting when the new permanent tree should be in place (or very shortly thereafter).

17. PERMANENT CHRISTMAS TREE

Palm Trees Nursery is able to supply a good sized Picea Pungens (Blue Colorado Spruce). The Clerk, with the agreement of the generous donors has made arrangements with the Nursery that the tree will be delivered in the autumn for planting. If delivered at present it would require a large amount of watering due to the dry weather.

19. PARISH COUNCIL WEBSITE

This has now been operational since 1st April and has had a good volume of traffic, particularly during the initial weeks of the pandemic when in excess of 100 visits per day were taking place.

20. STOP STANSTED EXPANSION

SSE now has a new website: www.stopstanstedexpansion.com

21. LOW FLYING AIRCRAFT AND CHANGES IN FLIGHT PATHS

A local resident has raised concerns about the low flying aircraft approaching and departing from Stansted particularly as the flight paths appear to have changed and had asked for this to be added to the Agenda for the Annual Parish Meeting but the request was received too late for it to be included.

The Clerk has made enquiries of Stansted Airport who advise that incoming flights do not have set flight paths nor any restrictions on height or noise. The incoming path is dependant upon weather, fuel, etc and Air Traffic Control ensure that incoming flights arrive in a random pattern. The resident has been advised of and the Clerk suggests that this matter is added to the Agenda for the Parish Meeting in November.

23. NAGS HEAD

The Chairman and Cllr Cooper have met with the prospective new owners of the Nags Head and the Parish Council is currently investigating to see if any section 106 monies can be accessed to help with the cost of the resurfacing the upper car park which will be used for the benefit of the school and community as well as visitors to the pub.

It is anticipated that contracts will be exchanged in a few weeks.

23. FORMAL COMPLAINT TO EFDC RE NEIGHBOURHOOD PLAN AND MALTINGS FARM APPLICATION

Following consideration of a planning application for Maltings Farm at the Plans East Sub Committee a formal complaint was made to EFDC regarding the legal advice or lack of it which was made available to Committee Members at that Meeting.

A response has now been received and the legal advice regarding conflict of documents, reserved matters and the Neighbourhood Plan is still incorrect.

Councillors are asked to **AGREE** to formally respond with a stage 2 complaint.

23. PLANNING

1. To CONSIDER the following Planning application:

EPF/1249/20 Planning File No: 009818	Paddocks Little Laver Road Little Laver Harlow CM17 0RH	Removal of existing front bay windows, side bay, conservatory and sun room . Construction of single storey front extension with feature gable. Two storey rear extension and raising of part of the roof. (Revised application to EPF/0123/20).
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2. **To NOTE** the following planning applications below which have been responded to by way of the Clerks delegated powers following e-mail consultation with Councillors

EPF/0532/20	Pedlars End House, Pedlars End, Moreton ONGAR CM5 0LW	Alteration to location of hardstand/turning area to that agreed under EPF/1793/17	Support
EPF/0555/20	Land adjacent to Great Notts, Moreton Road Bobbingworth Ongar CM5 0LU	Application for a Lawful Development Certificate for Existing use of a mobile home for residential use.	The Parish Council has no objection to this application subject to the condition that Mrs Bates continues to occupy the caravan and it cannot be sold as a residential dwelling
EPF/0760/20	Wynters Cottage, Hastingwood Road Magdalen Laver, Ongar, CM5 0EW	Proposed front gates.	The Parish Council objects to this application on the following grounds: i)the gates are too large, both in height and width; ii)the style is out of character with the Grade II listed building
EPF/0865/20	Hen House Barn	Proposed single storey front & side	No Objection

	Moreton Road Ongar CM5 0EY	extensions. Internal alterations, addition of a rear Juliette balcony. Construction of a 4 bay cart lodge for Hen House & Southend House.	
EPF/0922/20 & EPF/0924/20	Proposed pitched roof two storey rear extension to the dwelling.		<p>The Parish Council OBJECTS to this application on the following grounds:</p> <ol style="list-style-type: none"> 1. It is contrary to Paragraphs 89 and 90 of the NPPF. 2. Disproportionate and overdevelopment of a Grade II listed building in the Green Belt – please see justification for this objection below: <ol style="list-style-type: none"> a) The original footprint was approximately 73.24 sq m. This has been calculated from the original photocopies from planning application EPF/0730/79. b) The extension which was approved under (EPF/0730/79) increased the size of the original footprint by 49.95 sq m. This was an increase in size to a Grade II listed building of 68.2%. c) The proposed further 2 storey rear extension (EPF/0922/20 & EPF/0924/20) would add a

			<p>further 29.43m². The total of both of these extensions would be approximately 79.38m² more than doubling the size of the original Grade 11 Listed Building.</p> <p>d) Further planning permission was also granted for the conversion of the Granny Annex to living accommodation adding a further 48.62m² of living accommodation</p> <p>3. Whilst not a planning objection the Parish Council would draw the attention to the inappropriateness of the comments contained within the Agent's report which were both untrue and subjective. The comments were judgemental and would cause offence if they were read by family members or friends of the previous owners of this property which although dated in décor (1980s) was neither neglected nor a hovel as implied in the Agent's report. It was a family home and it was the choice of the current owners to live in a caravan; the property was never deemed uninhabitable. Further planning permission was granted in 2017 to make improvements to</p>
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			<p>the house. The Parish Council would ask that the Planning Officer and Councillors concentrate upon the planning rather than personal aspects of this application.</p>
EPF/0966/20	<p>Envilles Farm. Abness Road, Little Laver, Ongar CM5 0JH</p>	<p>Demolition of existing B8 store building & erection of x3 no. four bedroom dwellings with associated hard & soft landscaping.(Ref: EPF/0561/17).</p>	<p>The Parish Council OBJECTS to this application on the following grounds:</p> <p>1.It contravenes with Moreton, Bobbingworth and the Lavers Neighbourhood Plan policy 1.1. New open market housing should comprise predominantly one or two bed homes</p> <p>2. It contravenes Moreton, Bobbingworth and the Lavers Neighbourhood Plan Policy 1.3. The building remains in use, neither is it a conversion. This is not an old wooden Essex Barn but a relatively new modern metal barn which will need to be entirely demolished so it is a demolition and rebuild, NOT a conversion.</p> <p><i>N.B. When there is conflict as to which policy takes preference section 38(5) of the Planning and Compensation Act 2004 states that if a local plan provision or policy conflicts with a later adopted neighbourhood plan policy it is the latter policy that takes precedence.</i></p> <p>3. Access. There is not a proper access road. The current track is already used by existing residents and is not suitable for additional traffic as it is very narrow and</p>

			<p>has a blind bend. It is also used by the farmer who owns the land and the access track.</p> <p>4. The site was originally one farmhouse, there are now six houses on this site. A further three would be overdevelopment in the Green Belt.</p> <p>5. The SACS was updated in 2020 and this development would result in an increase in traffic and therefore EFDC should not grant permission as there are no measures in place in the application to mitigate the effect on the SACS.</p> <p>6. We would request that a site visit is made by Councillors.</p>
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2.To NOTE the following planning decisions:

EPF/0036/20	Bridge View Weald Bridge Road North Weald Bassett Epping CM16 6AT	Detached double garage to replace existing attached garage & outbuildings which have been / or are to be demolished along with old dwelling	Grant Permission (With Conditions)
EPF/0079/20	Home View Greenman Road Magdalen Laver Ongar CM5 0ES	Proposed demolition of existing outbuilding, single storey rear extension together with raising the roof in order to extend the bedroom on the first floor to provide a dormer to the side of the property.	Grant Permission (With Conditions)
EPF/0080/20	Home View Greenman Road Magdalen Laver Ongar CM5 0ES	Proposed creation of an annexe to the side of the site on the existing hard stand	Grant Permission (With Conditions)
EPF/0123/20	Paddocks Little Laver Road Little Laver	Removal of existing front bay windows & side bay window. Construction of a two storey front extension with a feature gable. Two storey rear	Refuse

	Harlow CM17 0RH	extension and raising of part of the roof.	
EPF/0124/20	Paddocks Little Laver Road Little Laver Harlow CM17 0RH	Conversion and extension to existing double garage, and link to main house.	Grant Permission (With Conditions)
EPF/0141/20	Tilegate Barn Threshers Bush Matching Harlow CM5 0EA	Proposed part weatherboarding to previously converted barn	Grant Permission (With Conditions)
EPF/0229/20	Ashlyns Barn Ashlyns Lane Ongar Essex CM5 0NB	Proposed garage outbuilding.	Grant Permission (With Conditions)
EPF/0381/20	The Coach House Schwier Farms Church Road Ongar Moreton CM5 0JA	External Alterations (Materials & Finishing) including doors and windows.	Grant Permission (With Conditions)
EPF/2921/19	2 Old Glass House (Formerly Ericas Nursery) Kents Lane North Weald Bassett Epping CM16 6AX	Proposed open fronted cart lodge style garage.	Grant Permission (With Conditions)
EPF/3364/18	Spinney Farm Threshers Bush Matching Essex CM5 0DZ	New entrance gate and driveway.	Refuse
EPF/0149/20	Tilegate Barn Threshers Bush Matching Essex	Grade II Listed Building Consent for proposed part weatherboarding to previously converted barn.	Grant Permission (With Conditions)
EPF/0308/20	Old Glass House Kents Lane North Weald	Application for Variation of Condition 7 ` Hard and Soft Landscaping` of EPF/0069/17 to amend the driveway design .	Grant Permission (With Conditions)

	Bassett Epping CM16 6AX	(Partial demolition & change of use of existing glass houses into x3 no. residential dwellings).	
EPF/0303/20	Hobbans Cottage Moreton Road Ongar CM5 0LX	Proposed single storey side extension to provide access to a new underground storage area and link to garage building. (re-submission of approved application: EPF/1174/16)	Grant Permission (With Conditions)
EPF/0480/20	Laurels Kents Lane North Weald Bassett Epping CM16 6AX	Proposed swimming pool building.	Refuse
EPF/0497/20	Mill Cottage Abess Road Little Laver Ongar CM5 0JF	Application for prior approval for a larger home extension measuring 4.35 metres deep, height to eaves of 2.75 metres & a maximum height of 3.00 metres.	Application for prior approval for a larger home extension measuring 4.35 metres deep, height to eaves of 2.75 metres & a maximum height of 3.00 metres.
EPF/0532/20	Pedlars End House Pedlars End Moreton ONGAR CM5 0LW	Alteration to location of hardstand/turning area to that agreed under EPF/1793/17.	Grant Permission (With Conditions)
EPF/0717/20	Farm Cottage Ashlyns Lane Ongar CM5 0N	Proposed rear additions; part replacement.	Grant Permission (With Conditions)
EPF/0555/20	Land adjacent to Great Notts Moreton Road Bobbingworth Ongar CM5 0LU	Application for a Lawful Development Certificate for Existing use of a mobile home for residential use	Lawful

24. Financial Matters

- i) To NOTE that the Clerk's overtime for April was £345.34.
- ii) To **APPROVE** the following payments detailed below, and **NOTE** the current status in terms of Income, Expenditure and account balances.

Payment Number/met hod	To	For	Amount
SO	Julia Milovanovic	Clerk Salary April 2020	£486.37
BACS	Julia Milovanovic	Overtime April	£345.34
BACS	EALC	Annual Subscription	£376.13
BACS	HMRC	National Insurance (APRIL)	£19.92
SO	Julia Milovanovic	Clerks Salary May 2020	£486.37
BACS	HMRC	National Insurance (May)	£45.28
BACS	Julia Milovanovic	Overtime May	£431.76
BACS	Zurich	Insurance	£358.66
BACS	Viking	Stationery	£48.58
BACS	Carol Foulser	Land Registry charges reimbursement	£24.00
SO	Julia Milovanovic	June Salary	£486.37
BACS	HMRC	National Insurance (June)	£23.54
BACS	Julia Milovanovic	Overtime June	£357.68
BACS	Carol Foulser	Land Registry charges reimbursement	£6.00
BACS	Julia Milovanovic	Annual Subscription- Microsoft 365	£59.99
BACS	RCCE	Annual Subscription	£72.60
BACS	Julia Milovanovic	Home Office expenses 9 May – 5 Sept 17 x £10	£170.00
SO	Julia Milovanovic	July Salary *	£486.37
SO	Julia Milovanovic	August Salary*	£486.37

*Any overtime incurred by the Clerk for July and August will be agreed by the Chairman, authorised by two signatories and reported to the Council at the September meeting.

iii) **Bank Balances as at 7 July 2020**

Unity Current Account	£2,394
Unity Deposit Account	£29,717

iv) To **NOTE** the Bank Reconciliation detailed below.

Balance per bank statements as at 7 July 2020		£	£
	Unity Deposit Account	29717	
	Unity Current Account	2394	
			32111
Less: any un-presented cheques at 7 July 2020		0	
Add: any un-banked cash at 7 July 2020		0	32112
Net balances as at 7 July 2020			32112

CASH BOOK:

Opening Balance 1 April 2020	22907	
Add: Receipts in the year	16313	
Less: Payments to 7 July 2020	7108	
Balance [receipts and payments book] as at 7 July 2020		32112

v) **VAT.**

The Clerk is currently working on the VAT reclaim for £973.42 for 2019/20 and this will be submitted to HMRC prior to the next meeting.

vi) **Budget Revision**

Following discussion at the March meeting Councillors are asked to revise the 2021 budget for the Clerk's Salary to include an allowance for overtime.

A copy of the budget is attached and Councillors are asked to CONSIDER/AGREE increasing the budgeted amount by £4,000 to include overtime.

26. Date of Next Meeting

The date of the next meeting will be on the 8th September at 7.30 pm. It is currently scheduled to be held in Moreton Village Hall but may have to be held virtually.

There may be Planning Committee meetings held before this date if there are applications that need to be considered

27. Items for Next Meeting

Councillors are asked to advise the Clerk of any items they would like included on the next meeting agenda