

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

Clerk : Mrs Julia Milovanovic, 10 Knights Way, Great Dunmow, Essex CM6 1UL
Telephone: 01371 875320 **Email:** mblparishcouncil@gmail.com

You are hereby **summoned** to attend a Meeting of the Parish Council which will be held on **Tuesday, 10th March, 2020 in Moreton Village Hall at 7.30pm** 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 Parish Council Meeting held on 14th January 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. POLICY ON COVID19

Councillors are asked to CONSIDER/APPROVE the attached policy and nominate named Councillors as per the policy.

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** – Rabbit Update
- b) **District / County Councillor Reports**
- c) **Parish Councillor Reports:**
Brentwood & Epping Forest Independent Advisory Group – Paul Stevens
- d) **Neighbourhood Watch update**
- e) **Transport Meeting** - Clerk
- f) **Police Engagement Meeting** - Clerk
- g) **Clerk's Networking event** - Clerk
- h) **EFDC/ EALC Branch Meeting** - Clerk

8. HIGHWAYS

- a) **Update on Highways issues, inc Yellow Lines** – deferred until next meeting
- b) **Speed, parking and congestion survey Church Road, Moreton**

The Clerk is currently awaiting confirmation from ECC of the date when the speed survey will commence.

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

County Councillor, Maggie McEwen, has requested that this is put forward to the Local Highways Panel.

- d) **Solar portable speed signs**

Below are details of costs for portable speed signs and details of each sign are attached.

1. Mini unit c/w SAM (Smiley/Sad face) or Speed Indicator Device or Speed Limit Reminder including data collection, mini unit and battery = £ 4040.00 + VAT
2. Mini unit c/w Vehicle Activated Sign with radar and data collection = £5735.00+ VAT
3. Tripod mounted SAM, SLR or SID with data collection = £2690.00 + VAT

4. Compact Portable Unit - SDB-18 - 5ft tall, it has a high visibility 12" LED Display. It has a footprint size of 700mm x 400mm. = £3,800 + VAT + Red/Green Happy Sad Face Module - £125.00

The Clerk contacted Cllr Maggie McEwen to ascertain whether the Parish Council is permitted to use portable speed signs. Cllr McEwen has advised that this would need to go to the LHP. A copy of her e-mail is attached.

Councillors are asked to CONSIDER how they wish to proceed.

e) Street Lights

At the November meeting District Cllr Ian Hadley asked the Parish Council whether they required street lights to be installed. Councillors are asked to CONSIDER this proposal.

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

- Fire and Rescue Services Integrated Risk Management Plan (IRMP) for 2020-2024 opportunity for final comments - www.essex-fire.gov.uk/irmp
- EALC Legal Update – copy available from Clerk
- RCCE – Village of the Year competition – entry form available from the Clerk
- EALC Training Calendar – attached.
- Police News for Epping – Attached
- Charging for monitoring officer's time – verbal update
- Planning applications response time – verbal update
- Planning Dept/ agency staff/staff shortages – verbal update
- Enforcement– The Clerk has been advised that you can now only report an enforcement issue on-line. The Clerk has asked Cllr Ian Hadley to be kind enough to ascertain if this is correct.

10. UNAUTHORISED ENCAMPMENTS

The Clerk attended a briefing on this matter which was very informative. It also transpired that EFDC is not part of the partnership with the Essex County Councillor Traveller Unit (ECCTU).

If the principle Council is a member of the partnership, the cost of which is circa £8,500 per annum, the ECCTU will deal with all unauthorised encampments on the Parish Council's behalf and there are no costs to the Parish Council.

This was discussed in detail at the EFDC/EALC Branch Liaison meeting. An EFDC representative advised that they had never been part of the partnership but was unable to explain why. All Parish/Town Clerks present were in favour of being part of the partnership and had gained the support of their respective Councils prior to the meeting, as it was more cost effective than each individual Town/Parish having to pay the full cost of eviction which amounts to thousands of pounds.

Cllr Chris Pond, who was chairing the meeting, was asked if EFDC could be asked to join the partnership and he advised that there probably were insufficient funds to do so and that there may need to be a commitment to join the partnership for a minimum number of years. He was asked to investigate the terms of joining. The point was made by a Clerk that each District Councillor had a budget £10,000 which could be used to support local community groups and it was questioned as to whether each Councillor could use funds from this amount to contribute to this partnership as the cost would be less than £150 per Councillor. Cllr Pond said that the uses for the £10,000 were very restrictive and it was unlikely to be able to be utilised.

This matter would be put on the LCLC meeting Agenda in March. However notwithstanding the foregoing, the Clerks as a group are going to approach EFDC to see if we could join the ECCTU and then agree the split of costs between each Council according to the number of electors per parish, if EFDC representatives refuse to take the matter forward.

11. TRAINING FOR COUNCILLORS

The Training session will be held on 16th March 2020 at 7.15 pm in Moreton Village Hall. The evening will be split into two sessions, one covering Code of Conduct Training and the other Planning.

Natalie Boateng, Head of Legal Services at EFDC, who recommended the trainer for Code of Conduct Training will also be attending.

3 Councillors from other Councils within the EFDC area will be attending.

The Clerk will purchase tea, coffee, water and biscuits.

12. DEDICATED E-MAIL ADDRESSES FOR COUNCILLORS

At the November meeting the Clerk was asked to investigate the cost of dedicated e-mail addresses for all Councillors.

The cost of using a councillor@mblparishcouncil.co.uk would be £30 per annum. The alternative would be a .gov address but the maximum number of e-mail addresses per domain for Parish Council's is two and there is a one-off charge of £200 to set it up and the annual fee is £80. The only advantage is that it is very secure.

Councillors are asked to note the contents of the attached e-mail relating to the use of personal e-mail addresses from EALC.

Councillors are asked to CONSIDER/AGREE the purchase and use of dedicated e-mail addresses.

13. ANNUAL PARISH MEETING – MAY 12th

The police have agreed to attend the Annual Meeting to answer questions, present crime statistics and give advice on crime prevention. At present the District Commander, the Crime Prevention Officer and our local Community Officer have said they will attend.

Gill Pady will also give a short talk and question and answer session on 5g.

Alex Burghart MP was invited to give the government perspective on 5g but has said he is unable to attend.

The Clerk has approached RCCE to ascertain if they have a specialist on 5g but they referred her to ECC. ECC have suggested that we contact the service providers for more information regarding the siting of masts.

Councillors are asked to **AGREE** that refreshments e.g. Prosecco and nibbles should be available at the Annual Parish Meeting.

An advertisement has been placed in both Parish Magazines.

14. FORTHCOMING ELECTIONS

Councillors are reminded that the Parish Council Election will take place on 7th May 2020 and that nomination packs can be obtained by contacting the Elections Office at EFDC.

Any queries relating to standing for election and/or election expenses should be referred to the Electoral Officer at EFDC.

15. V E DAY COMMEMORATION

The Clerk is in the process of applying for road closures and is currently contacting the required consultees.

To consider the proposal below which has been put forward by e-mail by Cllr Cooper taking into account the points raised within the e-mail:

- a) Act as the lead partner to enable funding to be obtained
- b) Remove the stipulation of match funding
- c) In the event, because of the late timing, that we are unable to obtain full funding for the event agree to increase the funding to £2,500 but on the condition that the Committee provide evidence to the Council that funding has been applied for and the responses received.

Cllr Cooper has requested a recorded vote on this matter. This will be undertaken in accordance with Standing Order 3q.

16. NEW CHRISTMAS LIGHTS/MOVING ELECTRICAL SOCKET

The Clerk has obtained a quotation for moving the Socket on to the wall in a waterproof casing. The cost is £85 including the Certificate of Minor Works. It should be noted that if the current socket has moisture damage there will be an additional cost of £22

The Clerk has obtained two quotes for led 10m strings of Christmas outdoor Lights details are attached and the costs are below:

Lights4fun: 8 x 10m String + plug = £207- 1 year guarantee
Christmas Direct: 8 x 10m String + plug = £250 – 2 year guarantee

17. TELEPHONE KIOSKS

The pane of broken glass in telephone box at Bobbingworth is currently awaiting the glazier to attend. This should be done in the next two weeks.

Laminated Notices will be placed in each phone box as suggested at the last meeting. The Clerk has not been able to do so to date due to health issues but will do so as soon as she is able.

18. PERMANENT CHRISTMAS TREE

The Chairman will provide a verbal update.

19. PARISH COUNCIL WEBSITE

The new Parish Council website is virtually completed and is now available for testing by Councillors. Details of how to access the site have been e-mailed to Councillors.

The site will go live on 1st April, 2020. Once it has been live for a month, presuming there are no problems the Clerk will start working on the mobile phone version of the site. In essence the content is identical but the “background” instructions have to be in a different format for it to work easily and most importantly accessibly on a mobile phone.

Details of the new website have been advertised in both Parish Magazines.

The cost to upgrade to an ad free version with larger storage space is £122.40. Councillors are asked to APPROVE this expenditure.

20. STOP STANSTED EXPANSION

SSE reported that Stansted Airport handled 1.9 million passengers in January, 30,000 fewer than the same month last year, making this its seventh consecutive month of decline.

A number of reasons have been suggested for Stansted's decline over the seven months including the non-delivery of Boeing 737 Max aircraft to Ryanair, the collapse of Thomas Cook and now also the Coronavirus.

However it is noteworthy that Stansted's main competitor, London Luton Airport, achieved 6.8% growth in passenger numbers during the second half of 2019 whereas Stansted passenger numbers fell by 2.5%.

21. ESSEX WIDE BUS SHELTER PROJECT

The Essex-wide Bus Shelter project is to establish a long-term contract to create a better bus shelter estate, incorporating all maintenance, cleaning, replacement and supply of shelters – all paid for from the generation of income through advertising. A paper was presented to Essex County Council's Cabinet on the 25 February 2020.

The Clerk is currently awaiting details of the meeting for the EFDC district. However, in the meantime Councillors are asked to give consideration to whether there are any bus stops within the Parish which would either benefit from a shelter being updated or installed.

22. REGULAR PAGE IN PARISH MAGAZINES

Councillors are asked to give CONSIDERATION/APPROVAL to having a regular news page in the Parish Magazines.

23. PLANNING

1. Planning Responses

Further to a recent discussions Councillors may wish to CONSIDER *how* they respond to planning applications.

Possible suggestions are below:

- a)** Full responses to all applications quoting EFDC local plan, NPPF, Neighbourhood Plan, relevant planning legislation as well as local issues.
- b)** Response only to include local issues and Neighbourhood Plan

There are some drawbacks relating to b) where there are applications where there are strong reasons for objections, e.g. Ashlyns Farm Composting, Nags Head, as in the Clerk's view in order to give an objective response planning legislation/the Local Plan should also be quoted.

2. Planning Meetings/Planning Committee

Further to recent concerns raised by Councillors on the best method to deal with planning applications, there are several options. Councillors are asked to CONSIDER the suggestions/combination of suggestions or an alternative below..

- a) Continue with current system but with Clerk providing a narrative/guidance
- b) The Councillors for that particular area act as the initial consultees giving their reasons for their decision to support or object. This can be followed by the other Councillors giving their comments. Clerk to provide guidance/narrative for each application.
- c) Agree in principle to hold Planning meetings and provisionally book Planning Committee meetings throughout the year but only actually hold the meeting if there are applications worthy of discussion otherwise discussion by e-mail either as at present but with guidance from Clerk, or as suggested in b) above,
- d) There is another option, which the Chairman and the Clerk have discussed and which very few Parish Councils utilise, which is for members of the public to be members of a formally established Planning Committee.

Members of the public do not have the power to vote but they do have the ability to contribute to the discussion. The Terms of Reference would be quite tricky to set up, which is one of the reasons why many Parishes avoid it, but the Clerk could approach EALC and the Head of Legal Services at EFDC for some free assistance. A possible "model" is below but this could be amended:

- i. Committee made up of 8 members, 4 members of the Council and 4 members of the public
- ii. Five persons must be present to be quorate, 3 of whom must be Council Members
- iii. The Council element should be made up of 1 member from Moreton, 1 from Bobbingworth and 2 from the Lavers. There should be a "reserve" member for each ward, in case of difficulties with attendance
- iv. Four Members of public ideally same mix as in 3 above.
- v. Clerk to provide guidance/narrative on all applications
- vi. Training to be provided for all Committee members (and Councillors)
- vii. Monthly meetings but they only meet if there are applications worthy of discussion otherwise e-mail discussions are acceptable. However, they must meet a minimum of 3 times per year.
- viii. Either they have the authority to make a decision and the Clerk then sends it off under her delegated authority (there are issues if the response says that it is from the Planning Committee and there are members of the public as part of the Committee, although there is a way around this but Clerk would need to check with EFDC Legal Dept; **or** their decisions are sent to the remaining members of the

Council by e-mail/ reported at a full Council meeting. The latter would mean that all elected members still get an opportunity to be part of the decision-making process and then the response is submitted once all Councillors have had a chance to contribute.

- ix. Meetings are open to the public to attend and must include an opportunity for all members of the public to contribute

If option c) or d) are agreed it would be sensible to wait to implement this at the May meeting as there may be a change in composition of the Council at the forthcoming elections and make a decision in principle only at this stage.

Finally it should also be noted that there would be a cost implication if there were regular planning meetings, in terms of hall hire and the Clerk's time as she is only contracted for 7 meetings per year and her travelling costs.

3. Quality Of Information From Planning Dept

The quality of the planning information being issued by EFDC frequently includes poor quality plans, which cannot be enlarged on a screen, lack of detail in plans and insufficient information. When additional information is requested it is frequently not forthcoming. Councillors are asked to CONSIDER/APPROVE that the Clerk formally writes to Nigel Richardson, Director of Planning voicing the Parish Council's concerns.

- 4. To CONSIDER the following Planning application:

EPF/0381/20	The Coach House Schwier Farms Church Road Ongar Moreton CM5 0JA	External Alterations (Materials & Finishing) including doors and windows.
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- 5. **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

ESS/09/20/EPF	Ashlyns Farm, Epping Road, North Weald, Epping, CM16 6RZ	Continued operation of composting facility without compliance with condition 3 (opening hours) and the removal of condition 4 (waste catchment area) attached to planning application ESS/29/18/EPF	The Parish Council OBJECTS to this application – please see attached letter for full details.
EPF/0018/20 <i>Reserved Matters</i>	Maltings Farm, Church Road, Moreton Ongar CM5 0JY	Reserved Matters Application ref: EPF/0181/18. (Outline planning application for removal of outbuildings & an existing dwelling. Erection of x3 no. detached dwellings. Formation of a	The Parish Council OBJECTS to this application on the following grounds: i) Moreton Bobbingworth and the Lavers Neighbourhood Plan Policy MBL1.1. "New open market housing

		new highway access & ancillary works).	developments should predominantly comprise one or two bedroom houses.” ii) Increase to size of footprint of development increased from 135% of original buildings to 165%
EPF/0036/20	Bridge View Weald Bridge Road North Weald Bassett Epping CM16 6A	Detached double garage to replace existing attached garage & outbuildings which have been / or are to be demolished along with old dwelling.	No Objection
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.	No Objection
EPF/0123/20	Paddocks, Little Laver Road, Little Laver, Harlow, CM17 0RH	Removal of existing front bay windows & side bay window. Construction of a two storey front extension with a feature gable. Two storey rear extension and raising of part of the roof.	No Objection
EPF/0124/20	Paddocks, Little Laver Road, Little Laver, Harlow, CM17 0RH	Conversion and extension to existing double garage, and link to main house.	No Objection
EPF/0229/20	Ashlyns Barn, Ashlyns Lane, Ongar, Essex, CM5 0NB	Proposed garage outbuilding	No objection
EPF/3044/19 Listed building consent	Wynters Cottage Hastingwood Road Magdalen Laver Ongar CM5 0EW	Application for a Grade II Listed Building Consent for replacement windows	No Objection
EPF/0149/20 <i>Listed Building consent</i>	Tilegate Barn Threshers Bush Matching Harlow CM5 0EA	Grade II Listed Building Consent for proposed part weatherboarding to previously converted barn	No Objection

EPF/0141/20	Tilegate Barn Threshers Bush Matching, Harlow CM5 0EA	Proposed part weatherboarding to previously converted barn	No Objection
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).	No Objection

2.To NOTE the following planning decision:

EPF/1390/19	Hobbans Cottage Moreton Road Ongar Essex CM5 0LX	Demolitions and various extensions as per planning approval EPF/3088/18. Construction of basement and link to outbuilding to create underground parking/storage area, additional living accommodation, a lightwell, additional windows, hardstanding areas and new vehicle driveway and access onto Moreton Road (alterations to previous planning approval EPF/1174/16.)	Refuse Permission
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24. Financial Matters

i) **Payments by Direct Debit**

Councillors are asked to CONSIDER/APPROVE whether some regular payments should be made by direct debit. The Clerk has noted that over the past 12 months there would have been a net saving of £20 if some of the regular subscriptions (Information Commissioner, RCCE, Moneysoft) had been paid using this method. It would also result in a time saving for Councillors and the Clerk. Councillors may also wish to give consideration to the Clerk's salary being paid by direct debit – a separate payment could be made for any overtime on an ad hoc basis.

Direct debits so would still be presented to the Council for approval in good time for a payment to be cancelled if required.

ii) To note that the Clerk's salary for January was £598.61 as it included overtime for several additional attending meetings: Police Engagement, VE Day Committee, Bobbingworth/St Mary's PCC re grants for clock/grass cutting, Clerks Networking meeting.

iii) To **APPROVE** the following payments detailed below, and **NOTE** the current status in terms of Income, Expenditure and account balances. *Please note

that the invoice for the village hall hire has not yet been received but will need to be paid before the end of the financial year so prior approval is sought and the exact amount will be reported at the next meeting.

Payment Number/met hod	To	For	Amount
BACS	Julia Milovanovic	Clerk Salary March/April 2019	£486.37 x 2 = £972.74
BACS	EALC	Grants Training	£114.00
BACS	EALC	Wellbeing Conference	£25.00
BACS	Julia Milovanovic	Home Office expenses : 7 Mar – 9 May = 9 weeks x £10 = £90 Mileage: VE Day meeting. £18 FOSM/Bobbingworth PCC £18 Police Engagement-Epping £18.90 Clerks Networking – £19.80 Waltham Abbey EFDC/EALC branch mtg £18.90 Transport meeting - Epping £18.90	£202.50
BACS	Julia Milovanovic	Website Upgrade	£122.40
BACS	Moreton Village Hall	Hall hire 2019	Circa £200*

Bank Balances as at 29 February 2020

Unity Current Account	£1,016.04
Unity Deposit Account	£23,481.46

iv) Bank Signatories

In view of the forthcoming elections if any of the current signatories on the Parish Council's Bank Account were not intending to stand for re-election could they please advise the Clerk at the end of the meeting or by e-mail by the end of the week.

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

Balance per bank statements as at 29 Feb 2020

	£	£
Unity Deposit Account	23481	
Unity Current Account	1016	
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24497

Less: any un-presented cheques at 29 Feb 2020	0	
Add: any un-banked cash at 29 Feb 2020	0	24497
Net balances as at 29 Feb 2020		24497

CASH BOOK:

Opening Balance 1 April 2019	29,730	
Add: Receipts in the year	15604 1363	46697
Less: Payments to 29 Feb 2020	22200.00	
Balance [receipts and payments book] as at 29 Feb 2020		24497.00

vi) **VAT.**

A VAT refund of £1362.60 has now been received. This is for the period July 2015- April 2018.

The VAT reclaim for the current financial year will be submitted after the accounts have been finalised at the end of March 2020.

An update on VAT and VAT reclaims will be a regular item on the Agenda for each meeting.

25. 2012-2018 Accounts

Following a further exchange of e-mails/phone calls with the previous Clerk the majority of the missing accounts have now been obtained. However, 2017-18 and 2012-13 have still not been handed over.

As agreed at the last meeting the accounts were given to the Internal Auditor for a full financial audit at a cost of £125.00. It is anticipated that a full report on the accounts will be provided by 31st March 2020. It should be noted that this may be delayed as the auditor has asked the Clerk to obtain the Bank Statements for the 2012-13 year from Barclays so that she can recreate the accounts and they are still awaited.

26. Date of Next Meeting

Members are asked to **NOTE** the following:

Tuesday 12th May. Annual Council Meeting and Annual Parish Meeting at 7.30 pm in Moreton Village Hall. **Please note it is important that this meeting is quorate and all Councillors to attend if possible.**

Tuesday 19th May 2020 Parish Council meeting at 7.30 pm in Moreton Village Hall.

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

28. EXCLUSION OF THE PUBLIC AND THE PRESS

As the Agenda contains an item which needs to be discussed confidentially, Councillors are asked **CONSIDER** the following motion proposed by the Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

There is currently ONE confidential item to be considered

28. Clerk's Hours

A report relating to the above will be circulated to all Councillors by 7th March 2020.