

Moreton, Bobbingworth and the Lavers Parish Council

MINUTES

Meeting: Parish Council Meeting

Date: 11 January 2022

Time: 7.30 PM

Venue: Moreton Village Hall

PRESENT:

Councillors (12): Cllr Collins (Chairman), Cllr Busch, Cllr Cooper, Cllr Crosbie, Cllr Darken, Cllr Foulser, Cllr Hall, Cllr Leverich, Cllr Martin, Cllr Padfield, Cllr Radbourne, Cllr Stuart

Also in Attendance (1): Gurdip Paddan – Clerk

Members of the Public: (0)

Members of the Press (0)

PC.110 APOLOGIES FOR ABSENCE

Cllr Kessock-Philips

PC.111 OTHER ABSENCES

Cllr Dawson

PC.112 DECLARATIONS OF INTEREST

None received.

PC.113 CONFIRMATION OF MINUTES

The Minutes of the Parish Council meeting held on 9 November 2021 were **APPROVED**. All **AGREED**.

PC.114 PARISHIONERS' FORUM

There were no questions.

PC.115 REPORTS

No reports were received from County or District Councillors.

Councillors **RECEIVED** the following reports:

Vice Chairman's report – Cllr Stuart gave a verbal update on an email that had put forward to Essex County Council's Highways highlighting local road clasps/potholes and flooding issues, with the support of MBL Members. The main points covered were:

- Urgent action required to alleviate local road flooding issues with blocked culverts which causes the water to run down toward Cripsey Brook. Verges and potholes needing repairs.
- If such issues are actioned they are often dealt with individually and it was suggested that three to four items should be put forward and the jobs be co-ordinated so that the work is carried out in a day. Parish Councillors know the area and can draw up a priority list.
- The Vice Chairman had written to Cllr Scott who serves on the Highways Committee but Cllr Stuart has not had a response; this could be due to the festive period. Cllr Stuart had contacted the District Councillor, Cllr Hadley, who has always been helpful in his response and advised that he would contact Cllr Scott for an update.
- Flooding issues on Harlow Road and in Moreton and down to Beehive Cottage were mentioned. Flooding on Watery Lane was acknowledged. Drainage specialist had been called out from EFDC to look at the issues but they can only deal with certain aspects of the work. The work at Beehive

Cottage had been carried out but work is still required at the other sites at Moreton, Ongar Road, it was noted that they are dealing with Reynolds on these sites.

- Watery Lane to be included within the works being listed, as cars have had to be pulled out of the water and people killed due to flooding.
- It was agreed that we should continue to highlight the works even if these are not actioned immediately.
- The ‘Bushes’ at Magdalen Laver – it was reported that the moat along the side of the road, after heavy rain had experienced side bank slippage. The owner had been in contact with the authorities to undertake the work but unfortunately he had been told that this was his responsibility. It was noted that he tried to obtain help but has been unsuccessful and the barrier that had been erected to keep traffic away from the edge is gradually being pushed to the side. It was agreed that this matter be included within the works being listed for ECC/EFDC, as it is a hazard. It was suggested that the Vice Chairman contacts the owner for a conversation on this issue.

Cllr Hall reported on Neighbourhood Watch (NW) and advised the NW is not part of Community Spirit and that it is managed separately. Cllr Hall is the Co-ordinator for Moreton and she informed Members that Moreton has more than 360 residents and less than 10 Neighbourhood Watch members. She will be distributing the ‘calling card’ within Moreton to help increase membership. It was noted that Cllr Collins, Chairman is one of the Members. Information has been circulated to encourage to bring neighbours together to reduce crime in the area. It also supports communities and tackling issues within them.

Members discussed the various options available to publish the Neighbourhood Watch membership ‘calling card’; use of WhatsApp groups within the local area, placing an advertisement in the magazine(s), distributing the calling card and it has been placed on the MBL’s website. If any Moreton resident wishes to become a member could they please contact Cllr Hall. It was confirmed that it was only for Moreton Parish at this stage.

It was noted that Tracey was the Co-ordinator for Moreton and that she has handed the role over to Cllr Hall. Reference was made to other co-ordinators that would be able to assist Cllr Hall and provide opportunities of obtaining greater knowledge. Moreton Matters and Moreton Watch were mentioned as possibilities of joined up working to increase awareness of NW and sharing of information.

PC.116 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

The Clerk reported on the following:

- a) Zurich Insurance – had advised that if a Council is expecting to have more than 500 attendees at an event to mark the Queen’s Platinum Jubilee; additional cover needs to be arranged. If expecting less than 500 attendees at an event, at any one time, the authority if covered under their existing policy, as long as the Council has carried out the appropriate risk assessments. It was agreed that there would not be the need for addition cover.
- b) EALC – 78th AGM and Conference at Hylands House in Chelmsford on Thursday 22 September 2022. The event is free. Maximum of two delegates per council.
- c) Essex Highway– A414 between northern town boundary; signing defects (defibrillator sign), this issue has been added to their inspection list and the Council will receive further updates as the issue is assessed. It was reported that Moreton phone box door was immovable and needed attention. Cllr Crosbie agreed to check the phone box door and take the necessary action to free it. Cllr Cooper reported that the defibrillator at Bovinger had failed and Paul Elliott has contacted the company and they will be sending out a replacement and it will be tested. A question was raised whether a code is required to access the defibrillator or whether one has to call 999. It was clarified that when you call 999, the operator can tell you if there is a public access defibrillator nearby. Cllr Padfield advised that there is a defibrillator located at Wynters Farm, Magdalen Laver and the code to access the AED is C12345Y. It was **AGREED** to thank Peregrine Livefoods for housing and maintaining the defibrillator at Wynters Farm. It was further **AGREED** that the site and the code be published on the Council’s website.
- d) EALC, RCCE, EFDC and ECC information emailed to Councillors for information.
- e) Play in the Park – Members were advised that a session for summer 2022 was available and has been reserved for the Parish Council at a cost of £95. It was **AGREED** to hold a session in the summer at a cost of £95 and advise the organiser, Abigail at Country Care that there had been an issue in the past

regarding snakes in the grass. Cllr Cooper advised that he was liaising with Country Care in respect of obtaining a tree to mark the Jubilee.

PC.117 DEDICATED EMAIL ADDRESSES FOR COUNCILLORS

The Clerk had emailed username and password to individual Councillors to set up the email address. Unfortunately no Member had managed to login using the username and password set up on the Vikatechost system. The Clerk had agreed with Vikatechost that if a Councillor was unable to login using the information provided that they would be able to contact Colin at Vikatechost for assistance on a one to one basis. Due to the number of people unable to logon it was **AGREED** that Cllr Hall contacts Colin at Vikatechost on behalf of everyone. Cllr Hall to work with Colin to resolve the issues and test the set up. Once Cllr Hall has been able to logon, the procedure can be shared with all. The Clerk to forward Colin's contact details to Cllr Hall.

PC.118 JUBILEE FUNDING – EALC BULLETIN OF 18 NOVEMBER 2021

Information on Lottery Jubilee Funding was received from EALC via their bulletin of 18 November 2021 and this was circulated to Member. Members **AGREED** to apply for funding for a beacon. Cllr Hall suggested that a Sub-Committee be set up to look at events to mark the Platinum Jubilee. It was noted that each Ward would be marking the event with some celebration. Reference was made to previous jubilees and how these had been marked with a hog roast and the Parish coming together to celebrate. Cllr Hall volunteered to lead and co-ordinate the event and it was confirmed that the membership of the Sub-Committee can consist of Councillors and none councillors. It was agreed that a plan needs to be in place and Cllr Hall advised that she will contact Councillors and others within the community to serve on the Sub-Committee and report back. It was agreed that there would be a beacon to mark the occasion but no action has been taken on this so far. A question was raised in terms of each Ward lighting a beacon and it was clarified that there will be just one beacon for the Parish. A number of locations were suggested but not confirmed.

PC119 ITEMS FROM OPEN MEETING HELD 7 DECEMBER 2021

- a) Defibrillator and First Aid Training - It was noted that no member of the public had emailed the Clerk to attend the defibrillator training session being provided by the Council. One Councillor had emailed the Clerk to attend the training. At the meeting, majority of Members agreed to attend the course. Although the system talks the user through but it was suggested that local residents would benefit from a training session. Those that have attended a defibrillator training session stated that it is straightforward and the training event is for about 45 mins.

The following points were raised and discussed:

- Would there be a charge? There will be a charge for the training session but it would depend upon the number of people attending the course.
- Would it be appropriate to have a list of people who have been trained so that they could be called upon in an emergency? It was agreed that waiting for someone to arrive would cause a needless delay in an emergency.
- A question was raised as to where would the list be published; the obvious place would be the phone box but prior authority would need to be obtained to publish their names and contact numbers. (GDPR regulations).
- A flyer to be produced and published on the website, noticeboards, in the local magazines and in the two pubs. Councillors to inform residents of the training being delivered.

Members **AGREED** for a Defibrillator Training flyer to be produced and displayed around the Parish – at the two pubs, in magazines and the website/noticeboards.

- b) Update on Bus timetable and Farmers Market – noted that this information has been published on the Council's website.

PC.120 RURAL AFFORDABLE HOUSING AND HOUSING NEEDS SURVEY

Members received a presentation from Laura Atkinson at the Open Parish meeting on 7 December 2021. Hard copies of the presentation were tabled at the meeting. It was noted that the Council had worked with RCCE's RHE and Community Led Housing Advisor to carry out a Housing Needs Survey, a copy of the

survey was attached to the agenda as Appendix A. Cllr Busch had requested that this item be placed on the agenda, as some new Councillors had asked Cllr Busch about affordable housing after the presentation. It appeared that the presentation was not that clear to new Members as to why our affordable housing was different to other areas.

The total area is Green Belt land and therefore normal affordable housing is not permitted. The Parish can only build affordable houses on a Rural Exceptional Site (RES), which is a plot of land abutting the development boundary and the site seeks to address the needs of a local community by accommodating households, which are either current residents or have an existing family or employment connection. The main advantage of RES is that people with a local connection and with a housing need are given priority in the affordable housing allocation process. No one person can buy more than 80% (value) of the house. These homes are subject to strict occupancy clauses. The affordable housing is also required to remain affordable 'in perpetuity' and cannot be sold off. They are ring-fenced for the community. People have to be on the housing list to gain access to such homes. It is important to stress to young people to put their name on the housing list, as this is the only way they can qualify for an affordable home. If in the future, community's need change (less young or old people), the criteria would be widened to allow persons to apply but it would be closed if local needs return.

The possibility of bringing previous council bungalows back into social/council housing stock was considered but unfortunately under the current legislation this was not feasible. Members noted that in Matching Tye, where rural affordable housing had been successful, some people who were on the housing list did not qualify, at that time there was a points system in operation and this system has now changed. The main issue for the Parish is to identify suitable site(s), which has to be on the edge of the village (outside of development envelopes; i.e. rural exception sites). Acquiring land can be a challenge but Members need to ask landowners and there may be a benevolent owner who would put forward a parcel of land for development or someone wishing to exchange a piece of land. It is now possible to build one or two market value homes on the same site due to changes in statute, this can be an attractive venture. In terms of how much land would be required, it was stated approximately half an acre would be sufficient. They do not pay for land anymore it is per house; the pay is better but not at a commercial rate.

Previously, when affordable housing was considered the issue was with the housing association, as they were not good at negotiating with the landowners and this in turn made people uncomfortable. It was confirmed that shops and bus stops are not factored in, as these are part of sustainability. The only thing that is factored in is the 'need', which has been factored in and identified in the housing needs survey. It was **AGREED** that Councillors talk to farmers/landowners who have land on the periphery of the Parish to see if they would be interested in providing land for affordable homes.

PC.121 HIGHWAYS DEVOLUTION SCHEME

The Clerk had circulated the emails received from councils that had taken part in the Highways Devolution Scheme. A number of comments were received via email from MBL Parish Councillors indicating that the Parish Council should NOT participate in the Devolution Scheme, as the grant offered by the ECC Highways would not be sufficient to carry out the works required within the Parish. It was **AGREED** not to participate in the scheme.

PC.122 WAR MEMORIAL

The Chairman advised that he had been approached by Christine Davis from the Parochial Church Council (PCC) in respect of the Parish Council contributing to the re-lettering of the War Memorial, located in Moreton. The Clerk checked with the EFDC's Listed Buildings Officer to ascertain if the War Memorial was listed and who was responsible for its maintenance. It has been confirmed that it is not listed and therefore it falls on the Parish Council to contribute to restorations. The Parish Council under the War Memorials Act 1923, s.1 has the power to maintain/contribute to a war memorial.

Cllr Cooper advised that £60 had been raised at the Farmer Market and together with donations from local residents, The White Hart Inn, Dog and Pickle and Southgate Timber, a substantial sum of £900+ is now available to Christine Davis to carry out the necessary works, as and when required. Bob, Jenny and Christine had been seeking support for the refurbishment of the names on the War Memorial. The money has been placed with Community Spirit for safe keeping and Christine Davis has access to the funds. On this

occasion, MBL Parish Council did not contribute towards the re-lettering, as a significant amount had been raised.

PC.123 NORTH WEALD AIRFIELD EMPLOYMENT SITE

Epping Forest District Council had circulated a news release to seek views on the North Weald Airfield Employment Site Strategic Masterplan, which will have an impact on the Parish in terms of employment and traffic. EFDC had undertaken technical studies and had updated the strategic Masterplan for the North Weald Airfield Employment Site. From Wednesday 8 December 2021 to Sunday 30 January 2022, EFDC will be sharing these updated designs and listening to feedback before submitting to Cabinet for endorsement in early 2022.

Following a discussion on the airfield site and the commercial activates it was suggested that it should be supported, as it provides employment for the area. It was noted that phases one and two had been mentioned but no sign of phase three. There will be an impact on traffic but with the opening of the northern outlet to Harlow it will alleviate the southern section at Hastingwood. It was **AGREED** to write to EFDC supporting the Airfield Employment site.

PC.124 PLANNING

- a) To NOTE the following planning applications below which have been responded to by way of the Clerk's delegated powers following email consultation with Councillors:

EPF/2394/21	4 Envilles Cottages Abess Road Little Laver Ongar, CM5 0JH	Erection of double storey side extension & single storey rear extension.	Permission granted (With Conditions)
EPF/2396/21	Green Oaks Threshers Bush Matching Harlow, CM17 0NS	Change of Land use to Garden/Residential Curtilage	Permission refused.
EPF/2409/21	The Dog and Pickle Church Road Moreton Ongar, CM5 0LF	Construction of a rear single storey flat roof orangery extension with render to match existing, with roof lantern and external door.	Permission refused.
EPF/3249/18	Rolls Farm Hastingwood Road Ongar, CM5 0EN	Change of use of redundant former agricultural buildings to 6 offices.	Permission granted (With Conditions)
EPF/2040/21	Embleys Farm, Binder Loams Ltd Fyfield Road Moreton Ongar, CM5 0HY	Outline planning application for the erection of a barn for the processing and storage of topsoil.	Permission refused.
EPF/2421/21	The Dog and Pickle Church Road Moreton Ongar, CM5 0LF	Grade II Listed Building application for a proposed construction of a rear single storey flat roof orangery extension with render to match existing, with roof lantern and external door.	Permission refused.
EPF/3267/18	Rolls Farm Hastingwood Road Ongar, CM5 0EN	Grade II Listed Building Consent for change of use of redundant former agricultural buildings to 6 offices.	Permission granted (With Conditions)
EPF/1237/21	Greens Farm Little Laver Road Moreton	Application for Approval of Details reserved by condition 8 'Approval of Habitat Regulation	Condition(s) Discharged

	Ongar, CM5 0JE	77' for EPF/0122/19. (Application for Prior Approval for a proposed conversion of an existing agricultural building to x 1 no. single dwelling house (change of use).	
EPF/1237/21	Greens Farm Little Laver Road Moreton, CM5 0JE	Application for Approval of Details reserved by condition 8 `Approval of Habitat Regulation 77' for EPF/0122/19. (Application for Prior Approval for a proposed conversion of an existing agricultural building to x 1 no. single dwelling house (change of use).	Details Approved (subject to Legal Agreement)

- b) To NOTE the following planning application(s) for which EFDC does not normally accept comment:

EPF/3082/21	8 Pedlars End Moreton, CM5 0LR	Application for a Lawful Development certificate for a proposed loft conversion.
EPF/3246/21	Spinney Farm Barn Tilegate, High Laver, Ongar, CM5 0DZ	Application for approval of details reserved by condition 6 'Verification report' on planning approval EPF/1735/18 (Change of use of barn to single dwelling incorporating, lifting of barn, reconstruction of catslide extensions, construction of conjoined annexe with glazed link and changes to fenestration)

- c) To NOTE the following planning applications that are still to be considered by the Council, the deadline for this Council's response being 3 January 2022 (these applications will be dealt with by the way of delegated powers to the Clerk)

EPF/2833/21	Stonehall House Tilegate Road Magdalen Laver Ongar, CM5 0EG	Proposed erection of an ancillary outbuilding.
EPF/3003/21	Home View Greenman Road Magdalen Laver Ongar, CM5 0ES	Proposed single storey garden store / garden room. (Resubmission - altered roof form to fit within Class E Permitted Development).
EPF/2503/21	Vojan Restaurant Epping Road Bobbingworth Ongar, CM5 0DE	First floor extension above restaurant to create space for a HMO.
EPF/3120/21	Molmans Tilegate Road Magdalen Laver Ongar, CM5 0EH	Proposed three bay garages.
EPF/3137/21 Listed Building Consent	Molmans Tilegate Road Magdalen Laver Ongar, CM5 0EH	Application for Grade II Listed Building consent for a proposed three bay garage.
EPF/2856/21	Embleys Farm Fyfield Road Moreton, CM5 0HY	Construction of a domestic garden shed.

d) To NOTE suspected breach/appeal

EPF/0367/21	Watergate Watery Lane Matching Green Harlow CM17 0RQ	Reason for Appeal: against a refusal ref: 21/3279219 3-bay car port to front garden of the dwelling house & extension to the existing front porch.
EPF/1804/21	Home View Greenman Road Magdalen Laver Ongar, CM5 0ES	Proposed single storey garden store / garden room. Permission refused by EFDC. MBL PC requested an enforcement notice, as two single storey buildings had been erected. Response from EFDC: Enforcement Officer has spoken to the owner of the property and he is considering an appeal against the planning refusal.

PC.125 BUDGET 2022/23

Members considered the budget spreadsheet and a discussion ensued on expenditure. It was explained that funds had been utilised for training seven new councillors and appointment a new Clerk on an appropriate pay-scale. Although small changes could be made to scale down the budget it was felt that it would not benefit the Parish, as a number of projects/maintenance requirements had been highlighted and should be delivered, for example a number of footpath posts need attention. Previously there had been a minimal increases and reserves have been used and it was agreed that a reasonable reserve should be maintained. At present the precept demand is not capped but could be in the future.

Cllr Cooper made reference to the state of the signs/posts which need refurbishment. It was suggested that a plan should be drawn up to replace/maintain footpath posts etc, at the next meeting. It was noted that Bob Mead had replaced a sign free of charge. It was suggested to approach Bob Mead to see if could make the signs and the Council could ask the Rangers to erect them. The 2022/23 budget was **APPROVED**. All **AGREED**.

PC.126 PPRECEPT 2022/23

It was **AGREED** that the precept should be increased for the 2022/23 financial year. This equated to an annual precept of £22,000 for 2022/23. **PROPOSED** by Cllr Busch and **SECONDED** by Cllr Radbourne. All **AGREED**.

PC.127 FINANCIAL MATTERS

a) Councillors **APPROVED** the payments detailed below. **PROPOSED** Cllr Stuart and **SECONDED** Cllr Hall.

Payment	To	For	Total
BACS	HMRC	Employee and Employer NI + tax (Nov)	£162.65
BACS	G Paddan	November Salary £929.44 + O/T £96.80	£1026.24
BACS	G Paddan	Reimbursement – Printing £75.00 Refreshments + heating. £53.70 Ink cartridge + water £15.65 Travel 33 miles @ 45p = £14.85	£159.20
BACS	A Rogers	Payroll Oct	£20.00
BACS	EALC	Training – Cllr Hall	£84.00
BACS	Magdalen Laver Village Hall	Hire of Magdalen Village Hall – November PC mtg	£20.00
BACS	EALC	Training – Cllr Crosbie and Clerk	£168.00
BACS	Information Commissioner	Data Protection Fee	£40

BACS	G Paddan	December Salary	£911.64
BACS	HMRC	Employee and Employer NI + tax (Dec)	£352.25
BACS	A Rogers	Payroll Nov	£20
BACS	A Rogers	Payroll Dec	£20

Cllr Hall asked for clarification on the differing amounts stated for the salary, HMRC and NI payments (e.g. Salary amount is lower but HMRC payment higher for the period and on another occasion the salary is higher but the HMRC amount is lower). Cllr Foulser confirmed that the figures were correct and explained that amounts vary when an employee starts midway through a financial year. As their salary would be different from their previous employment. The HMRC figure is made up of employee, employer and NI contributions. It does not correlate to gross amount nor the net amount – it is a complicated situation. If an employee joins the organisation at the start of the tax year it would be a regular amount.

b) To NOTE the Bank Balances as at 4 January 2022:

Unity Current Account	£616.84
Unity Deposit Account	£27,465.39

PC.128 DATE OF MEETINGS FOR 2022

Members AGREED the following meeting dates:

January 11th	Moreton Village Hall
March 8th	Magdalen Lavers Village Hall
May 17th - Annual and Council	Moreton Village Hall
July 12th	Moreton Village Hall
September 13th	Magdalen Lavers Village Hall
November 8th	Moreton Village Hall
December 6th Christmas tree light switch on and Open Parish meeting	Moreton Green Moreton Village Hall

1. On behalf of the Council, the Chairman thanked Cllrs Radbourne and Crosbie for putting up the Christmas tree and taking it down.
2. Cllr Cooper reported – a) litter pick has been arranged at Magdalen Laver on 5 February at 10.30am. b) We should have a report back on Biogen within the next 10 days. c) Did we have a response from the school in respect of parking issues? The Chairman confirmed that no response had been received.
3. The Clerk to obtain an update from EFDC on the Enforcement action - on the Lakeview site.
4. Brick Pillars on the property at Harlow Road, Moreton, on the bend, as they do not have planning permission for such pillars. Cllr Busch to forward photographs to the Clerk to be send over to the Enforcement Officer at EFDC.

Meeting Closed at 20.50 hrs

Chairman

Date