

**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 virtual Meeting of the Parish Council which will be held on **Tuesday, 9th March 2021 at 7.30 pm** **via Zoom** to transact the business shown in the Agenda below.

Please contact the Clerk for details of how to join the meeting,



**Julia Milovanovic
Clerk to the Council**

*Members of the public and press are invited to attend this meeting
This meeting may 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 12th January 2021 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. 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/litter pick - Cllr Cooper**
- b) District / County Councillor Reports**
- c) Parish Councillor Reports - Cllr Devereux – Climate Change Conference**

7. HIGHWAYS

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

Still outstanding due to the pandemic

- b) Church Road footpath outside Moreton Primary School**

The installation of the footpath did not start on the date agreed and in fact work commenced on the day the children returned to school after lockdown. The Clerk has been in touch with Sarah Alcock with the request that work next week is stopped and then the project completed in the Easter holiday as was agreed.

The Clerk will provide an update at the meeting.

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

This request has been put forward to the Local Highways Panel (LHP) by County Councillor Maggie McEwan. However, Cllr McEwan had advised that the budget for signage for the 2021/22 year had already been fully utilised and a large part the budget for the following year had already been allocated.

- d) Request for depth signage at Watery Lane**

This request has been put forward to the Local Highways Panel (LHP) by County Councillor Maggie McEwan. As with c) above this was unlikely to be actioned until at least 2022/23 as the budget for 2021/22 has been allocated.

e) **Highways Highlights**

Copy attached for information.

8. 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

- The Clerk had received a request from Victim Support to put a poster on our website to encourage new volunteers to support people affected by crime in the local community. She had also approached Victim Support and suggested that they put an advertisement in the respective parish magazines.
- The Spring edition of Community Policing is attached
- The Epping Forest District Museum is current running a wildlife photography competition. There are three categories:
 - 10 Years and Under
 - 11-18 Years,
 - Adults (19 Years+)

The competition closes at midnight on 19th April 2021.

9. DEDICATED E-MAIL ADDRESSES FOR COUNCILLORS

The problem relating to setting these up has finally been solved by Vikatechost. The Clerk will forward instructions in the next few days.

10. REPAINTING OF PHONE BOXES

The Clerk has spoken to Paul Elliott and as soon there are a few dry days where the evening temperature does not drop below 5c he will give the phone boxes a topcoat of paint.

11. DEFIBRILATOR

Councillors have already been advised by e-mail that the Clerk had secured additional funding of £200 but this could only be used via their list of authorised suppliers. With the £200 funding from London Hearts there would be a shortfall of £954 to complete the project.

She had applied to the EALC for funding but an answer was still awaiting and it was unlikely to be granted as there were limited grant funds remaining for this financial year.

However, the Clerk had searched the internet and managed to negotiate a reduced price for both the defibrillator and cabinet which would then result in a contribution from the Parish Council of £726 – some £228 less.

Councillors had agreed via e-mail that the Clerk should go ahead and purchase the outstanding items – defibrillator, cabinet, glass defibrillator signs, installation and repositioning of defibrillators.

Councillors are asked for formally **APPROVE** this retrospective payment.

The Clerk will then request reimbursement from ECC who provided a grant of £1522 towards the project.

Cllr Radbourne has kindly taken delivery of the defibrillator and cabinet until it is able to be installed once the phone box painting is completed.

12. POLICE

PC Warren Shepherd, who will be our new Community Police Officer has contacted the Clerk and he intends to set up a Microsoft Teams meetings with ourselves, adjacent Parish Council representatives and neighbourhood watch members in the next few weeks.

13. INTERNAL AUDIT 2019/20

The Internal Audit Report for 2019/20 had now been received by the Clerk and a copy of this is attached.

The Auditor had stated in her covering letter that Members will be pleased to know that “she did not find anything major in her audit to report and that the Clerk had been particularly diligent in rectifying a number of problems. She found the record keeping to be of a very good standard.”

Councillors are asked to **APPROVE** the Audit.

14. NEIGHBOURHOOD PLAN – Housing Needs Survey

The Clerk had advised the RCCE that the Parish Council had agreed that a further housing needs survey should be undertaken but obviously that this could not take place until after the current lockdown.

Councillors are asked to **AGREE** the Letter and Housing Needs Survey (HNS) document (the deadline could not be included until we know when the letter can be sent out)

The RCCE will print and collate all documents for distribution (letters and HNS and online link, together with a pre-paid return envelope which will be inserted in an envelope for each household. These will be delivered to the Clerk or a named Councillor. Councillors are asked to consider if they believe there would be a better return if the envelopes were collected by a Parish Councillor/representative.

The Parish Council, as with the previous survey will be responsible for the distribution of the envelopes and consideration should be given as to how best to undertake this.

RCCE will collate all returns, data process, analyse, data process and produce the report and recommendations.

Councillors are also asked to **APPROVE/AMEND** the HNS. Specific questions can be added to the survey but the advice from the RCCE is to keep the survey as standard as possible.

The RCCE drew attention to the fact that the financial information requested as it is often a concern for groups – this is in Part 2 of the survey and requested only of those who are in housing need. It is an extremely personal thing to ask but if they do not have this information, they are unable to assess whether what the resident is aspiring to is actually achievable. For example, a large proportion of young people aspire to own their own property. However, a large proportion do not have any savings or access to funds that would enable them to make that a reality at this time – a deposit is crucial for both open market properties and shared ownership. Their actual ‘need’ therefore would be for a different tenure. The vast majority of those in need of alternative accommodation do not mind answering this question and all information is kept anonymised, private and confidential at RCCE.

Once the survey is completed RCCE will provide an on line link that can be used on our website and can also draft an article for review to go in the parish magazines.

The deadline is usually 6 weeks from distribution, but this can be amended.

15. STOP STANSTED EXPANSION

The Clerk gave evidence at the enquiry on 12th January.

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

This has now been sent to the Secretary of State for Housing, Communities and Local Government and is in the early stages of investigation.

17. CLIMATE CRISIS

Cllr Devereux attended the Climate Conference on 28th January as already reported and all Councillors have already been made aware of Giga Zero via e-mail.

Councillors are asked to consider the following items which Cllr Devereux has suggested which, although we are rural and have limited funds, could be undertaken.

i) Lift Sharing

Consider promoting lift sharing – although this would have to be post pandemic because of the risks.

ii) Village Hall.

Cllr Devereux has made the following suggestions for improving Moreton Village Hall. However, rather than obtaining grant funding to try to improve Moreton Village Hall this might be a good opportunity to discuss rebuilding the hall with the Village Hall Committee and to help them to obtain grant funding and the rebuild could incorporate all of suggestions below:

Solar voltaic panels on the roof to provide light or solar panels for hot water.

Insulate the hall to retain the heat.

Air source heat pump instead of electric heaters.

Double glazed windows and doors.

iii) Allotments.

Parish council could promote the use of the allotments. Benefits would be both social and food producing.

It should be noted that the Clerk has ascertained from Cllr Cooper who owns the allotments and Cllr Cooper is ascertaining how well used they are. This enquiry was primarily because post lockdown the Clerk has been informed that free seeds, equipment and small grants will be made available to encourage growing your own fruit and veg.

iv) Car charging points.

One or two units at the village hall.- The Clerk put in a formal request for car charging points from ECC in February last year, but this had been put on hold by ECC and funds diverted during the current financial year due to the pandemic.

v) Possible Parish Council actions

Promote and advise residents on grants available for making homes more sustainable and general advice on our website for new green technology such as the :

i SEAI grants.

ii Green homes grant.

Promote avoidance of the use of single use plastics

Checking planning applications for their green credentials.

Approach the respective village halls and school to switch to a green energy supplier

Find a location within the parish where we could have recycling facilities this would have to be in conjunction with ECC/EFDC

Swop Box for books – note from Clerk: location for this would have to be found as the defibrillators will now be housed in two of the phone boxes and the cabinets are heated so storing books in the phone boxes would present a fire risk

vi) Community woodland

Plant many more trees in the nature reserve – 300 trees have already been ordered for the autumn
Plant a wildflower area.

With regard to tree and wildflower planting, Councillors may wish to consider setting up a working group, principally made up of residents, and possibly in conjunction with Community Spirit, the Scouts and other local organisations to organise tree and wildflower planting, looking after the Nature Reserve and other green spaces around the parish.

18. EPPING COMMUNITY TRANSPORT SHOPPER BUSES

Following a meeting between Angela Canham of EFCT and the Clerk Councillors were advised, by e-mail, that EFCT is utilising funding from ECC to pay for the membership fee of £15 for rural parishes.

New leaflets giving details of the service have been printed and a copy is attached.

Further if anyone is standing at a bus stop and has not pre booked a place they will still be able to get on the bus in the usual manner.

New bus timetables are now displayed on all noticeboards.

19. BIOGEN PLANT

The Biogen visit was provisionally agreed for the 17th March. However, this will now have to be postponed due to the current restrictions and the Clerk will contact Biogen to rearrange.

20. ELECTIONS

Councillors who intend to stand for re-election are reminded that all forms must be delivered by hand to EFDC by 8th April.

21. NOTICEBOARD LOCKS

The noticeboard lock at Bobbingworth has been changed. Post May elections one key will be held by a Ward Councillor and the other by the Clerk. At present the Chairman has the spare key.

The two locks for the Notices Boards in Moreton and the Lavers had to be returned as they were not as ordered.

22. SALT BINS

A request has been made for a salt bin to be positioned south of the A414. A 200 litre bin would cost £186 excluding VAT

Councillors are asked to CONSIDER/APPROVE an additional salt bin.

23. CHATTERBOX

For discussion

24. CHAIRMAN/DEPUTY CHAIRMAN

John Collins has indicated that he will not be standing for re-election as Chairman in May if elected. Further the Deputy Chairman, Paul Stevens, is not standing for re-election.

Councillors are asked to consider the above roles if they are re-elected.

25. CLOSER WORKING WITH COMMUNITY SPIRIT

Deferred until May meetin

26. PLANNING

1. **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/3042/ 20	Moreton House Little Laver Road Moreton Ongar CM5 0JE	The removal of 2no. plastic roofs and associated structure and replacement with traditional construction, with first-floor side extension.
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The Parish Council had NO OBJECTION to this application

EPF/0071/21	The Dower House Harlow Road High Laver Ongar CM5 0DT	Repositioning of detached three bay garage approved under application EPF/2340/18.
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The Parish Council had NO OBJECTION to this application

EPF/0150/21	Hall Farm Tilegate Road Magdalen Laver Ongar CM5 0EG	Construction of side (east elevation) and rear two storey extensions together with associated roof revisions and glazed front entrance. (Revised application to EPF/2643/20)
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Whilst the Parish Council does not object to this application it would draw Officer's attention to the fact that groundworks are taking place on this site without any prior permission and as that this is drawn to the attention of the Enforcement Officer

2. To NOTE the following planning decisions.

EPF/2643/20	Hall Farm Tilegate Road Magdalen Laver Ongar CM5 0EG	Construction of side (east elevation) and rear (south elevation) two storey extensions together with associated roof revisions, front porch and outdoor swimming pool.	Refuse Permission
EPF/2758/20	Barn Moreton House Little Laver Road Moreton CM5 0JE	Prior approval for change of use of Agricultural Barn to C3 dwelling	Granted

27. FINANCIAL MATTERS

i) To **APPROVE** the following payments detailed below:

Payment Number/method	To	For	Amount
SO	Julia Milovanovic	March Salary	£498.51
SO	Julia Milovanovic	April Salary	£498.51
BACS	Julia Milovanovic	January Overtime**	£173.04*

BACS	Julia Milovanovic	February Overtime	£230.72
BACS	Julia Milovanovic	Home Office expenses 9 March – 11 May 9 x £10	£90.00
BACS	Julia Milovanovic	Mileage Dunmow-MBL to update notice boards @45p per mile	£13.50
BACS	Viking	Ink x 3**	£105.41
BACS	Julia Milovanovic	Reimbursement of zoom fee**	£119
BACS	First Rescue	Defibrillator and cabinet**	£1504.80
BACS	Defib World	Defibrillator signs for glass	£168
BACS	V Butler (Vikatechost)	Domain fee**	£24.00
BACS	Julia Milovanovic	Wix Website annual fee	£122.40***
BACS	Ann Wood	Forensic and 2019/20 audits	£250
BACS	Julia Milovanovic	Notice Board Lock + extra key	£24.66

*Any overtime incurred by the Clerk for March and April will be agreed by the Chairman, authorised by two signatories and reported to the May Council meeting.

** These payments have already been made but require formal authorisation.

*** This amount is based on last year's subscription so may be subject to change.

ii) **Bank Balances as at 6 Jan 2021**

Unity Current Account	£983.36
Unity Deposit Account	£20,017.61

Please note that a grant of £1522 is due from the Localities Fund to reimburse monies spent on defibrillator projects

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

Balance per bank statements as at 4 Mar 2021

	£	£
Unity Deposit Account	20,017.16	
Unity Current Account	983.36	
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21.001

Less: any un-presented cheques at 4 Mar 2021	0	
Add: any un-banked cash at 4 Mar 2021	0	21,001
Net balances as at 6 Jan 2021		21,001

CASH BOOK:

Opening Balance 1 April 2020	22907	
Add: Receipts in the year	17,458	
Less: Payments to 4 Mar 2021	19,364	
Balance [receipts and payments book] as at 4 Mar 2021		21,001

28. CLERK'S HOURS

It was agreed at the September 2020 to defer the review of the Clerk's contracted hours until March 2021.

The Clerk is currently contracted to work 8 hours per week. However, on average she works 12 hours per week.

Councillors are asked to CONSIDER/AGREE increasing the Clerk's contractual hours to 12 per week.

It should be noted that overtime costs based on an extra 5 hours per week have already been included in the Budget for 2021/22 which was approved at the January meeting.

26. ANY OTHER BUSINESS

Any items which members may wish to raise

27. DATE OF NEXT MEETING

The date of the next meeting will be the Annual Parish Meeting on 11th May at 7.30pm, It is currently scheduled to be held in Moreton Village Hall but may have to be held virtually. There is also a Parish Council meeting on 18th May again 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

28. ITEMS FOR NEXT MEETING

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