

MINUTES

Meeting: Annual Parish Council Meeting

Date: 18th May 2021

Time: 7.30 PM

Venue: Moreton Village Hall

PRESENT:

Councillors (14): Cllr John Collins (Chairman), Cllr Busch, Cllr Cooper, Cllr Crosbie, Cllr Dawson, Cllr Doble, Cllr Foulser, Cllr Hall, Cllr Kessock-Philip, Cllr Leverich, Cllr Martin, Cllr Padfield, Cllr Radbourne, Cllr Stuart

Also in Attendance (1): Julia Milovanovic – Parish Clerk

Members of the Public: (3) - inc ECC Cllr Hadley

Members of the Press (0)

PC.001 ELECTION OF CHAIRMAN

Cllr John Collins was **PROPOSED** as Chairman. This was **SECONDED**. Following a vote, Cllr John Collins was duly elected as Chairman for the current municipal year. Cllr Collins completed his declaration of Acceptance of Office.

PC.002 ELECTION OF VICE CHAIRMAN

Cllr Andrew Stuart was **PROPOSED** as Chairman. This was **SECONDED**. Following a vote, Cllr Andrew Stuart was duly elected as Vice Chairman for the current municipal year.

PC.003 ACCEPTANCE OF DECLARATION OF OFFICE FOR ALL COUNCILLORS

Councillors **NOTED** this would take place after the meeting by way of electronic transfer.

PC.004 APOLOGIES FOR ABSENCE

None.

PC.005 OTHER ABSENCES

None.

PC.006 DECLARATIONS OF INTEREST

None. Councillors were reminded that they should review their interests on a regular basis.

PC.007 CONFIRMATION OF MINUTES

Council **APPROVED** as a correct record the Minutes of the Parish Council Meeting held on 9th March 2021, and **NOTED** that due to a high workload the Clerk had not yet had an opportunity to complete the Minutes of the Extraordinary Meeting held on 6th April. These will be available for the July meeting.

PC.008 REPRESENTATION ON OUTSIDE BODIES

Councillors **AGREED** the following Council representatives on outside bodies:

Magdalen Laver Village Hall

Moreton Village Hall

Footpath Representative

EFDC / ECC Transport

Epping Forest Country Care

Bobbingworth Nature Reserve

Crime and related issues

Joint Standards Committee

Cllr Carol Foulser

Cllr John Collins

Vacant

Agreed Clerk should attend if necessary

Cllr Graeme Cooper

Cllr Graeme Cooper

Cllr Carol Foulser to manage emails

Cllr Rosemary Padfield

EF Branch of the EALC
Local Council's Liaison Committee
Neighbourhood Plan

Cllr Busch (on occasions) and the Clerk
Cllr Busch (on occasions) and the Clerk
Cllr Busch (together with NP Group)

PC.009 APPOINTMENT OF INTERNAL AUDITOR

It was **NOTED** that Miss Anne Wood had been appointed as the Parish Council's internal auditor in May 2020 for a period of two years.

PC.010 INSURANCE

The Parish Council's insurance cover was due for renewal on 1st June 2021, and Councillors **AGREED** to continue with Zurich at a cost of £363.53 per annum, which includes insurance cover for the two defibrillators and their respective cabinets.

PC.011 STANDING ORDERS AND FINANCIAL REGULATIONS

The Standing Orders and Financial Regulations of a Parish Council are used to confirm a Council's internal organisational, administrative, procurement procedures and procedural matters for its operation and functioning. Both were last updated in May 2020, and it is a requirement that these are reviewed at least annually. Copies were attached to the agenda. Councillors **AGREED** no changes were necessary, and adopted both documents as presented.

PC.012 ACCOUNTS 2020/2021

Attached to the agenda was a copy of the Accounts for 2020/2021. It was **PROPOSED** and **SECONDED** to adopt these accounts, and after a vote was taken the accounts as presented were **AGREED**.

PC.013 COUNCIL POLICIES AND PROCEDURES

Councillors reviewed the following policies and procedures, copies of which had been sent to Councillors for review, after which they were duly **ADOPTED**.

- GDPR Policy – Data Protection
- Grievance Policy
- Disciplinary Policy
- Equality and Diversity
- Bullying and Harassment

PC.014 ASSET REGISTER

Councillors **NOTED** the content of the Parish Councils Asset Register, a copy of which was attached to the agenda.

PC.015 RISK ASSESSMENT

Councillors completed a **REVIEW** of the Council's Risk Assessment, a copy of which was attached to the agenda. No changes were deemed necessary, and the Risk Assessment duly **APPROVED**.

PC.016 FOUR YEAR BUSINESS PLAN

Councillors **CONSIDERED** the need to have a four year business plan, and it was **AGREED** to have an informal meeting of the Council, prior to the next Parish Council meeting in July, to enable Councillors to discuss the proposal in more detail.

PC.017 REPORTS

The following reports were received:

- Bobbingworth Nature Reserve / Littler Pick – Cllr Cooper provided an update.
- District Councillor - Cllr Hadley provided an update on the election results.
- Parish Councillors - None

PC.018 HIGHWAYS

Councillors **NOTED** the following updates:

- a. **Speeding, parking and congestion survey Church Road, Moreton**
Still outstanding due to the Pandemic

b. Church Road Footpath outside Moreton School

Now completed.

c. Request for speed restriction on Watery Lane through Little Laver

Awaiting update from Highways.

d. Request for depth signate at Watery Lane

Awaiting update from Highways.

e. Permanent Yellow Lines / Residents Parking Gould Close

Notification had been received from Highways, via the North Essex Parking Partnership, in April for the yellow lines on the corner of Gould Close to become permanent and for a residents Parking Scheme to be introduced. Further that there would be a charge for residents parking permits. The Parish Council had been advised last year that there would be no charge for permits. All residents of Gould Close were contacted and their views sought. A standard letter objecting to the charges, which had been drafted by the Parish Council, was given to those residents who wished to object. All residents objected and the Parish Council sent a formal letter of objection to the charges. Following the objections, the Clerk had discussions with EFDC, ECC and NEPP and was informed that the Parish Council had been incorrectly advised and that all parking permit schemes now incurred charges to residents, and a letter of apology for the misinformation has been received. In the circumstances the introduction of the scheme has been abandoned but the permanent yellow lines will be installed.

f. Road Lining – Harlow Road

The Clerk has received two separate complaints about the poor quality of the road lining, which was only repainted relatively recently, and was already fading. This has been raised with Highways, who inspected the white lines and have confirmed that the lines will be repainted again.

PC.019 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

The following report was provided by the Clerk:

- The latest copy of the RCCE Warbler was attached to the agenda, contained with which was a link to the new Community Engagement Toolkit which may be of assistance in looking at new ways of engaging with residents.
- Green Homes Grants from ECC– details of these grants have been uploaded to our website.
- Community Energy Event – there will be a free short webinar on 24th May at 11.00 am to give participants an overview of the resources available to develop community energy projects in East Anglia. Community Energy:
 - Enables the parish to reduce carbon emissions
 - Enables local people to own the local energy generating infrastructure
 - puts profits back into the local community

Councillors were advised to let the Clerk know if they wished to attend.

PC.020 DEDICATED E-MAIL ADDRESSES FOR COUNCILLORS

Councillors **NOTED** that new e-mail addresses and instructions on how to set them up will be forwarded to all Councillors by the end of the week. However, until we are confident that they are working correctly they will be used for testing only.

PC.021 REPAINTING OF PHONE BOXES

Councillors **NOTED** that this has now been completed. As Paul Elliot kindly painted the Lavers phone box free of charge Councillors **AGREED** that a formal letter of thanks should be sent from the Council.

PC.022 DEFIBRILATOR

Councillors **NOTED** that the new defibrillator and heated cabinet had been installed in the Bobbingworth phone box and the defibrillator in Moreton has been moved from behind the White Hart. The East of England Ambulance Service has been informed of the location of both defibrillators. The

Clerk has approached Highways for a sign to be erected on the A414 showing the location of the defibrillator. An annual electrical inspection should be undertaken of the heated cabinet. The Head of Moreton School raised concerns that at a recent staff first aid training session they were unable to access the defibrillator and thought that the phone box was locked and requested that the defibrillator be moved to inside the school or the school gates. The Clerk advised that the phone box is not locked but probably the door is stiff. Cllr Cooper kindly checked on this and reported back that the door now needs a firm pull to open it and has liaised with the School.

PC.023 DEFIBRILLATOR/FIRST AID TRAINING FOR PARISH

Prior to the Pandemic St John's Ambulance were offering free defibrillator and first aid training for Parish Councils. The Clerk has liaised with St John's Ambulance and at present they are only able to offer free virtual training but this may change post lockdown. Councillors **AGREED** that first aid and defibrillator training sessions be arranged for the Parish residents once the lockdown restrictions have been relaxed. If the Clerk is unable to access free training she will endeavour to source a grant to pay for the training. Councillors **AGREED** there should be a minimum of three sessions – one for Moreton (village hall), one for the Lavers (village hall) and one for Bobbingworth (consider approaching the church to use St Germain's for training).

PC.024 POLICE

Councillors **NOTED** the Police bulletin as attached to the agenda.

PC.025 NEIGHBOURHOOD PLAN – Housing Needs Survey

At the last Parish Council meeting the Housing Needs Survey was approved. It was **AGREED** that this item is carried forward until the July meeting which should be post lockdown and then arrangements can be made for the distribution of the surveys by Councillors by hand.

PC.026 ELECTION EXPENSES/MEMBERS INTERESTS FORMS

Councillors were reminded that their election expenses forms and Members Interests Forms must be completed and returned.

PC.027 STOP STANSTED EXPANSION

Councillors **NOTED** the latest SSE press release where the Government has agreed that all aviation emissions are to be subject to legal limits under the Climate Change Act.

PC.028 MALTINGS FARM

Councillors **NOTED** that following agreement at the Extraordinary Meeting on 6th April an expert legal opinion relating to the Maltings Farm Appeal has been submitted.

PC.029 STATUTORY DUTIES OF A PARISH COUNCIL

Attached to the agenda was a list of the statutory duties of a Parish Council. This should enable Councillors to better understand the remit of the Council. Councillors **AGREED** that a short presentation on the different tiers of local government and their respective responsibilities should be made at the November Annual Meeting.

PC.030 SCOPE AND ACTIVITIES OF THE PARISH COUNCIL

Cllr Hall has requested that an Agenda item relating to the scope and activities of the Parish Council be considered at the July Meeting. Councillors **AGREED** to consider this issue during the interim period in order that this can be fully discussed at the next meeting.

PC.031 COMMUNICATIONS AND COMMUNITY ENGAGEMENT

Cllr Hall had requested that an item on the Parish Council communications and engagement strategy is added to the Agenda for the September meeting. Councillors were asked to give consideration to this issue prior to that meeting possibly by way of e-mail or informal discussions. Councillors **NOTED** that there are restrictions relating to how Parish Councils use social media and newsletters. A maximum of four newsletters can be issued in any one year. Websites must conform to the standards for Public Authority Websites. Social media accounts must be closely monitored and responses given in 48 hours. Any controversial posts should be filtered out and all post comments must be authorised

by the Clerk and two Councillors with a clear audit trail. Because of this, many Parish Councils choose not to get involved with social media as they do not have sufficient resources to monitor it. The Clerk added that random checks are made on both the website and social media accounts to ensure that they are compliant. Councillors recalled that the new PC website was randomly checked last year and was fortunately rated excellent.

PC.032 CLIMATE CRISIS/ENVIRONMENTAL POLICY

Following John Devereux’s report at the last Parish Council meeting, Councillors considered drafting a Climate and Environmental Policy. Councillors agreed that whilst these matters were relevant and important to the Country, the Parish Council was limited in what it could do in terms of resource, and that each individual person had a role to play. It was **AGREED** not to draft such a policy at this time.

PC.033 BIOGEN PLANT

Councillors **NOTED** that the Biogen visit will now take place on 12th July, with the Chairman, Cllr Cooper and Paul Stevens attending. The Clerk had ascertained that there were a number of odour reducing solutions available in terms of the process or by the installation of machinery which masks the odour by wafting out the smell of fresh linen together with an odour neutraliser every few minutes.

PC.034 ADDING VALUE AND REPUTATION

Cllr Hall had requested that at a future meeting consideration be given to how the Parish Council can add value and enhance its reputation. This item will be carried forward to the September Agenda.

PC.035 NOTICEBOARDS

Councillors **NOTED** that the Clerk currently holds a key for all notice boards. Cllr Cooper holds a key for Moreton and the Chairman currently has a key for Bobbingworth. The replacement lock for the Lavers Notice Board is still on order. It was agreed at a meeting in September 2020 that a Councillor in each Ward would hold the spare key and that the Clerk would e-mail through details of any Notices to be displayed to each key holder, as the cost of the Clerk updating the noticeboards including mileage was not a good use of public money. It was **AGREED** Cllr Kessock-Phillip should hold the spare key for The Lavers Notice board (once new lock received).

PC.036 CLOSER WORKING WITH COMMUNITY SPIRIT

In view of the length of the Agenda for this evening’s meeting this has been deferred until the July meeting.

PC.037 PLANNING

Councillors **NOTED** the following planning applications which had been responded to by way of the Clerks delegated powers following e-mail consultation with Councillors:

EPF/0458/21	Home View, Greenman Road, Magdalen Laver Ongar, CM5 0ES	Proposed demolition of existing outbuilding, single storey rear extension and two side dormers (Amended application to EPF/0079/20)
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The Parish Council **OBJECTED** to this application on the following grounds.

1. Overdevelopment in the Green Belt. This application directly conflicts with Green Belt Policies GB2A and GB14A (vii) in the local plan. With regard to GB14A(vii) the floorspace of the original building has already been extended well in excess of 40%. This can be evidenced by the attached aerial photograph taken some 30 years ago. This property was originally a bungalow and by adding a second floor this almost doubled the floorspace.
2. Loss of privacy and overlooking. In particular the proposed dormer windows overlook the rear garden of the adjacent property and also look directly into the neighbours property.
3. It would appear that neither the 25 degree and also the 45 degree rules regarding light can be achieved as the habitable rooms of the ground floor side extension are too close to the boundary.
4. It should be noted that the Parish Council understands that there is a boundary dispute between the applicant and the adjacent property and that the applicant is deemed to have moved the boundary by 2ft into the adjacent garden. The purpose of bringing this to the attention of the

Planning Dept, who we are aware do not become involved in boundary disputes, is that the side windows of Home View would probably not be able to be opened if the boundary fence, which is over 6ft 6inches high, had not been moved.

5. Further it should be noted that there are gate pillars with lights on the top of each pillars which appear to be in excess of the 1.8m requirement. This has been reported to Enforcement and the lights shine directly into the adjacent properties upstairs windows. The Parish Council would request that if possible, taking into account the current restrictions, a site visit is made so that Officers/Members are able to see how close the boundary the windows are and the negative impact which they will have on the adjacent property.

EPF/0335/21 LB	Humphreys, Greenman Road Magdalen Laver Ongar, CM5 0ER	Grade II Listed Building consent for external re-render and internal reinstatement works
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The Parish Council had **NO OBJECTION** to this application.

EPF/0798/21	Paddocks, Little Laver Road, Little Laver Harlow, CM17 0RH	Demolition of existing outbuilding and construction of single storey rear extension.
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The Parish Council **OBJECTED** to this application on the following grounds:

1. Overdevelopment in the Green Belt.
2. In breach of Policy GB2A
3. This property is adjacent to Grade 2 listed cottages and in inappropriate in the setting
4. The 1st Floor extension (granted in 1984) was a major increase in size from the original two bedroom cottage
5. Previous refusals
6. Disproportionate increase from the original footprint already in excess of 50%
7. The current application relates to an outbuilding which was erected as a stable in 1961. This outbuilding has been increased in size periodically but without planning permission.

Councillors **NOTED** the following planning decisions.

EPF/036721	Watergate, Watery Lane Matching Green, Harlow, CM17 0RQ	3-bay car port to front garden of the dwellinghouse & extension to the existing front porch	Refuse Permission
EPF/0576/15	The Old Rectory, Stony Lane, Bovinger, Ongar CM5 0DQ	Construction of a single-storey rear extension in a typical "Orangery" style with generous glazing in its elevations and a glazed roof lantern feature. Removal of an existing single storey element housing pool facilities and a store room to the east elevation	Grant Permission (with conditions subject to legal agreement)
EPF/1908/20	Petcheys Cottages, Bottle Road,	Replacement double glazed windows	Grant Permission (with conditions)

PC.038 PLAY IN THE PARK

Councillors were reminded that that this had been circulated for discussion prior to the election but there were differing views with no majority indication. Councillors **AGREED** they would not put forward a location for a play in the park event this year.

PC.039 SUBSCRIPTION TO GRANT FUNDING WEBSITE

The Chairman, Cllr Cooper, Cllr Foulser and the Clerk had attended a webinar hosted by Ibox on their Grant Advisor software. This appeared to be an excellent piece of software but it would be difficult to justify the expenditure. Ibox are aware of this and are offering the opportunity for three Parish Councils to join together and jointly purchase the software at a cost of circa £100 per Council. Ibox are also able to group together Councils who are interested in taking up this offer. Councillors **AGREED** not to purchase this software at this time.

PC.040 ANNUAL RETURN 2020/2021 [NOTE: RECORDED AS MINUTE D.077 ON AGAR]

Councillors **NOTED** that as this Council's gross income and expenditure for 2020/2021 was less than £25,000, this Council met the qualifying criteria as part of the audit regime to be able to certify themselves as exempt from a limited assurance review. Councillors therefore:

1. Completed a review of the effectiveness of the system of internal control
2. Considered the findings of the review
3. Completed and approved by way of resolution the Certificate of Exemption, page 3
4. Completed and approved by way of resolution the Annual Governance Statement 2020/2021 (Section 1) page 5
5. Completed and approved by way of resolution the Accounting Statements 2020/2021 (Section 2) page 6
6. Ensured the Account Statement were signed and dated by the person presiding at the meeting
7. Noted the Analysis of variances
8. Noted the Bank Reconciliation
9. Noted the period for the exercise of public rights was set at 1st July through to the 12th August 2021, and that the relevant notices will be displayed on the notice boards and website in accordance with the relevant regulations.

PC.041 FINANCIAL MATTERS

Councillors **AGREED** the following payments, and **NOTED** the following financial matters:

Ref	To	For	Amount
SO	Julia Milovanovic	May Salary	£498.51
SO	Julia Milovanovic	June Salary	£498.51
BACS	Julia Milovanovic	Home Office expenses 11 May – 13 July 9 x £10	£90.00
BACS	Viking	Ink/Paper etc	£35.12
BACS	EALC	Annual Subscription	£390.04
BACS	Moreton VillageHall	Hall Hire x 2 for 2020	£50
BACS	Paul Elliott	Phone Box Painting & refurb	£400
BACS	Paul Elliott	Electrical Defib installation	£250
BACS	Cornerstone Barristers	Provision of legal opinionfor Maltings Hill Appeal	£264

i) **Bank Balances as at 13 May 2021**

Unity Current Account	£1,678.49
Unity Deposit Account	£35,963.61

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

Balance per bank statements as at 13 May 2021	£	£
Unity Deposit Account	35,963.61	

Unity Current Account	1678.49	37,642.10
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Less: any un-presented cheques at 13 May 2021	0	
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Add: any un-banked cash at 13 May 2021	0	
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Net balances as at 13 May 2021

37,642.10

CASH BOOK:

Opening Balance 1 April 2021	20,967	
Add: Receipts in the year	17,424	
Less: Payment for 4/3/21	750	
Balance [receipts and payments book] as at 4/3/21		<u>£37,642</u>

PC.042 BANK SIGNATORIES

Councillors **NOTED** that following the recent election the bank signatories needed to be revised. There are only two Councillors who are able to authorise on line payments, namely the Chairman and Cllr Foulser. Cllr Radbourne and Cllr Busch are authorised to sign cheques but will need to reapply with new forms and ID to enable them to authorise on line payments. Councillors **AGREED** that Cllr Radbourne and Cllr Busch be authorised for on line payments.

PC.043 ANY OTHER BUSINESS

No other items discussed.

PC.044 ITEMS FOR NEXT MEETING

Councillors were advised to contact the Clerk with full details of any items they would like included on the next meeting agenda.

PC.045 MEETING DATES 2021

Councillors **NOTED** the following meeting dates:

- 13th July 2021 – 7.30pm Parish Council meeting
- 14th September 2021 – 7.30pm Parish Council meeting
- 9th November 2021 – 7.30pm Parish Council meeting
- 7th December 2021 – 7.15pm Christmas Tree light switch on
- 7th December 2021 – 7.30pm – Open Parish Meeting

Signed:.....

Dated:.....