

**MORETON, BOBINGWORTH AND THE LAVERS  
PARISH COUNCIL**

Clerk: Mrs Gurdip Paddan

Email: [mb1parishcouncil@gmail.com](mailto:mb1parishcouncil@gmail.com)

Dear Councillor

You are hereby summoned to attend the Annual Council Meeting of the Moreton, Bobbingworth and the Lavers Parish Council which will be held on Tuesday, 17 May 2022 at 7.30pm at Moreton Village Hall.



G Paddan  
Parish Clerk and RFO  
5 May 2022

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. ELECTION OF CHAIRMAN
  - a) To PROPOSE and SECOND nominations for the Office of Chairman and if there is more than one nominee, to vote thereon.
  - b) To EXECUTE the declaration of Acceptance of Office of Chairman of the Council.
2. ELECTION OF VICE CHAIRMAN  
To PROPOSE and SECOND nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon.
3. APOLOGIES FOR ABSENCE  
To RECEIVE any apologies for absence.
4. OTHER ABSENCES  
To NOTE any absences for which no apology has been received.
5. DECLARATIONS OF INTEREST RECEIVE  
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.  
  
Members are reminded, that they should review their Interests on a regular basis, and as such the Clerk has been asked by EFDCs Monitoring Officer to request that Councillors review their current Declaration and that if necessary a new form be completed and submitted to EFDC - to be done within 28 days of any change. This is a legal requirement.
6. VACANCY  
Notice of resignation was received from Robert Radbourne on 30 April 2022. EFDC were contact on 3 May to advise them of the vacancy, as it is their responsibility to advertise the Notice of Vacancy. The Notice of Vacancy was published on 3 May. Subject to their being no election called the Co-option of a Councillor will be placed on the July agenda for consideration.

7. REPORTS

To RECEIVE any verbal reports from Councillors, which may include those who are representatives on Committees, Working Groups, Outside Bodies or who have attended other meeting. Councillors are asked to note that no decisions can be taken under this agenda item.

a) Chairman's Report

b) Vice Chairman's Report

c) District and County Councillor Reports – Cllr I Hadley (EFDC) to present his report at the meeting.

d) Police – PC Warren to present his report at the meeting.

e) Parish Councillor Reports - if any

8. 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.

9. CONFIRMATION OF MINUTES

To APPROVE as a correct record the Minutes of the Parish Council Meetings held on 8 March 2022 and 27 April 2022. The Minutes have been circulated.

10. 2021/22 CHAIRMAN'S ANNUAL REPORT

To NOTE the Chairman's Annual report.

11. REPRESENTATIONS ON OUTSIDE BODIES

Councillors are asked to DETERMINE the Council's representatives on outside bodies. Current/former representatives (where applicable) are shown below:

Magdalen Laver Village Hall	Cllr Carol Foulser
Moreton Village Hall	Cllr John Collins
Footpath representative	Cllr Ewen Crosbie
EFDC/ECC Transport	Agreed Clerk to attend if necessary
Epping Forest Country Care	Cllr Graeme Cooper
Bobbingworth Nature Reserve	Cllr Graeme Cooper
Crime and related issues	Cllr Carol Foulser to manage emails
Joint Standards Committee	Cllr Rosemary Padfield
EF Branch of the EALC	Cllr Bush (on occasions) and the Clerk
Local Councils' Liaison Committee	Cllr Bush (on occasions) and the Clerk
Strategic Independent Advisory Group	Vacant

12. APPOINTMENT OF INTERNAL AUDITOR

Ann Woods was appointed as auditor for a period of two years at the Annual Council Meeting in May 2020. Councillors are asked to CONSIDER appointing an internal auditor for two years from May 2022.

13. INSURANCE

The Parish Councils insurance cover is due for renewal on 1 June 2022. The current provider of insurance is Zurich, who have provided a quotation for 2022/2023 of £368.56, an increase of £5.03 on 2021/2022. Councillors are therefore asked to AGREE if they are happy to accept the quotation for insurance from Zurich for the coming year.

14. 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. It is a requirement that Standing Orders and Financial Regulations are reviewed at least annually by the Council. Copies of the Current Standing Orders and Financial Regulations are attached. Councillors are asked to CONSIDER whether they wish to make any amendments to these two documents.

15. COUNCIL POLICIES AND PROCEDURES

The following policies were agreed during the 2021/2022 year. The Council is asked to CONSIDER/APPROVE reviewing these policies on an annual basis for 2022/2023.

- a) GDPR Policy – Data Protection
- b) Grievance Procedure
- c) Disciplinary Policy
- d) Equality and Diversity
- e) Bullying and Harassment

Clerk's recommendation - The following Council Policies should be created and approved during 2022/23:

- I. Complaints
- II. Planning
- III. Grants

16. ASSET REGISTER

To NOTE the contents of the asset register.

17. RISK ASSESSMENT

To REVIEW/AMEND/AGREE the attached risk assessment

18. ACCOUNTS 2021/22

Attached to the agenda is a copy of the final accounts for 2021/2022. Councillors are asked to APPROVE these accounts by way of resolution.

19. ANNUAL RETURN 2022

As this Parish Council's gross income and gross expenditure for 2021/22 was £25,000 or less, this Council meets the qualifying criteria as part of the audit regime to be able to certify themselves as exempt from a limited assurance review.

The Parish Council must therefore complete and approve:

- Certificate of Exemption (page 3 of the Return)
- Annual Governance and Accountability Return (Part 2) which is made up of:
- Annual Internal Audit Report (page 4) to be completed by the authority's internal auditor.
- Section 1 – Annual Governance Statement (page 5) to be completed by the authority.
- Section 2 – Accounting Statements (page 6) to be completed by the authority.

Councillors are asked to note that the date on which the External Audit must be approved by the Parish Council is 1 July 2022. As there will not be a Council meeting prior to this time, Council are asked to:

- a) Complete a review of the effectiveness of the system of internal control
- b) Consider the findings of any such review
- c) Prepare and approve the Annual Governance Statement by way of resolution (Section 1)
- d) Consider and approve the Accounting Statements (section 2)
- e) Ensure the Accounting statements are signed and dated by the person presiding at the meeting

To also NOTE the period of public rights and publication of the unaudited annual return is between 16 June and 13 July, and that the relevant notices will be erected prior to this date. In addition, smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

20. GRANT FOR MAINTENANCE OF PARISH AREAS

Members are asked to consider the attached Funding request and APPROVE a grant of £3,000 to Community Spirit for the maintenance of Parish areas.

## 21. FINACIAL MATTERS

a) To APPROVE the payments listed below:

Payment	To	For	Total
BACS	G Paddan	Reimbursement - Wix – subscription for website (paid £136.80 on 13 March) Travel 12 miles x 45p = £5.40 Home office (£10 x 26 weeks = £260.00)	£402.20
BACS	G Paddan	Salary (March)	£911.64
BACS	HMRC	NI and Tax for March 2022	£352.25
BACS	A Rogers	Payroll	£20.00
BACS	Moreton V/Hall	Hall Hire – 11 Jan, 1 Feb and 8 Feb	£75.00
BACS	EALC & NALC	Affiliation fee	£388.63
BACS	Zurich	Insurance	£368.56
BACS	G Paddan	Salary (April)	£749.85
BACS	HMRC	April – NI+Tax	£298.72
BACS	A Rogers	Payroll	£22.00

b) To NOTE the Bank Balances as at 5 May 2022:

Unity Current Account	£ 883.29
Unity Deposit Account	£43,562.45

## 22. 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/2309/20	Envilles Barns, Two Hoots Barn, Abbess, Little Laver CM5 0JH	Proposed subdivision to create two dwellings
<p>The Council has no objection to the separation of this property creating two individual dwellings. Our Neighbourhood Plan (Policy MBL 1.1) supports small houses. There is no further increase of the footprint and therefore no impact on the Green Belt.</p> <p>Our extreme concern is about the site access and we urge EFDC to consult with Highways and the Fire Service. The road access to this site is too narrow for a Fire engine to reach these properties; photographs of the road access for provided.</p> <p>The access is via a private road owned by a local farmer and the final stretch of the access goes across Envilles Farmhouse's garden via a very narrow road between a post and rail fence. At the end of this narrow road is an electric gate. The tarmac road width is 2.66m and even taking the grass verges into account it is only 3.2m. Essex Fire Service needs 3.7 m for access by a fire engine and 17.8 m as a turning circle. This is simply not safe to have six houses that cannot be reached by a fire engine. The Fire engine vehicle facts have been sourced from the following link: <a href="https://www.essex-fire.gov.uk/img/pics/pdf_1564063286.pdf">https://www.essex-fire.gov.uk/img/pics/pdf_1564063286.pdf</a></p>		
EPF/0495/22	Hobbs View Moreton Road Ongar CM5 0LX	Replacement dwelling and garaging within existing garden curtilage - minor house redesign and repositioning within curtilage.
<p>The Parish Council objects to the proposal of the replacement dwelling and garaging within existing garden curtilage - minor house redesign and repositioning within curtilage, which constitutes overdevelopment in the Green Belt, as it increases floor area of the dwelling by approximately 50-60%. The application now has a basement, which could be acquired by permitted development however, there is a condition (no 14) attached on EPF/1693/21 whereby permitted development rights A, AA, B, D and E have been withdrawn of Part 1, Schedule 2. We understand that light wells</p>		

<p>require planning permission. The additional attic room at present show no windows; whilst this is not adding to the footprint but it increases the internal volume of the previously granted application. It may cause harm to trees and we would welcome root protection of the trees, where the development would restrict future planting and mature development of tree typical to the area and any impact to the water environment.</p> <p>We would like to see that the gardens maintain their biodiversity function for flora and fauna and that they are capable of continuing to contribute to the landscape character of the area.</p>		
EPF/0509/22	Greens Farm Little Laver Road Moreton, CM5 0JE	Addition of two number rooflights into roof on east elevation and change to window on west elevation.
No objection.		
EPF/0368/22	New Farm House Newhouse lane Ongar, CM5 0DH	Grade II Listed Building Application for proposed alterations to the existing residential annexe.
No objection.		
EPF/0570/22	Whitesides Tilegate Road CM5 OED	Application for a Lawful Development Certificate for existing use of garden, currently classed as agricultural land.
No objection		

b) Councillors are asked to NOTE the following Planning decision by EFDC:

EPF/3237/21	Paddocks Little Laver Road Little Laver CM17 0RH	Alterations to existing front bays and construct of new entrance canopy. Alterations to existing windows.	Permission Granted with conditions.
EPF/3082/21	8 Pedlars End Moreton Ongar, CM5 0LR	Application for a Lawful Development certificate for a proposed loft conversion. (Lawful Development Certificate)	Lawful
EPF/0016/22	3 Bundish Hall Cottages Ongar Road CM5 0HP	Single storey side extension forming a new living area.	Permission Granted with conditions.
EPF/0030/22	Fairways Harlow Road High Laver CM5 0DL	Demolition of existing conservatory, single storey rear extension with internal alterations. Additional covered BBQ area side extension and modifications to existing rear dormers.	Permission Granted with conditions.
EPF/0188/22	Robins Acre High Laver Road High Laver CM5 0DX	Proposed two storey side extension.	Permission Granted with conditions.
EPF/0269/22	Highfield Moreton Road Bobbingworth CM5 0LU	Application for proposed demolition of existing single store rear extension and outbuilding. Construction of new first floor above existing footprint.	Permission Granted with conditions.
EPF/2188/21	The Dower House Harlow Road High Laver CM5 0DT	First floor extension, new porch, fenestration and dormer windows.	Permission Granted with conditions.

EPF/2446/21	Bush Hall Farm The Maltings Threshers Bush Matching CM17 0NS	Proposed single storey garden room.	Permission Refused.
EPF/2452/21	Bush Hall Farm The Maltings Threshers Bush Matching CM17 0NS	Grade II Listed Building application for a proposed single storey garden room.	Permission Refused.
EPF/3238/21	Paddocks Little Laver Road Little Laver CM17 0RH	Application for a Lawful Development Certificate for a proposed construction of a rear flat roof dormer/construction of 1m high walls to the front of the site as well as an entrance gate	Lawful.
EPF/0226/22	Highfield Moreton Road Bobbingworth CM5 0LU	Application to determine if Prior Approval is required for a Larger Home Extension measuring 6.00m, height to eaves of 2.47 m and a maximum height of 3.76m.	Prior Approval not required.
EPF/0173/22	The Meadow Pedlars End Moreton CM5 0LW	Application to determine if Prior Approval is required for a proposed change of use from Agricultural Buildings to Dwelling houses (C3).	Not Lawful.

- c) To NOTE the following planning applications that are still to be considered by the Council, the deadline for this Council's response being 15 November 2021 (these applications will be dealt with by the way of delegated powers to the Clerk).

None.

## 23. 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:

- a) Wildlife Pond funding – communication from FWAG East Consultancy Ltd was circulated to all Members. The article was on behalf of Natural England. The funding available is for restoring old ponds and digging new ponds in certain parts of Essex.
- b) Defibrillator training – The Clerk is waiting for the trainer to confirm his availability for a Saturday morning. All interested parties have been kept updated.
- c) ECC – letter received from Mary Morris regarding footpath via the car park, which seeks clarification on a number of points. A copy of the letter/document was circulated to Members.
- d) Planning Training session was held on 30 April 2022. Members found it a useful exercise.
- e) A meeting of the MBL PC's Neighbourhood Plan Review Committee will be arranged soon.
- f) At the last Council meeting it was agreed to hold a discussion on the responsibility of cutting hedges, this item will be placed on the next agenda as it will provide sufficient time for Members to draw up a list of areas that require attention.
- g) Communication for information purposes from EALC, EFDC and ECC is emailed to Members regularly.

## 24. DATE OF MEETINGS FOR 2022

July 12	Moreton Village Hall
September 13	Magdalen Lavers Village Hall
November 8	Moreton Village Hall
December 6	Christmas tree light switch on and Moreton Green Open Parish meeting Moreton Village Hall