

# MORETON, BOBBINGWORTH AND THE LAVERS PARISH COUNCIL

Clerk: Mrs Adriana Jones

Email: [clerk@mbparishcouncil.co.uk](mailto:clerk@mbparishcouncil.co.uk)

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Moreton, Bobbingworth and the Lavers Parish Council, which will be held on **Tuesday 13<sup>th</sup> May 2025** at **7.30pm** at **MORETON Village Hall**.



**Adriana Jones**  
Parish Clerk and RFO  
5<sup>th</sup> May 2024

## AGENDA

### 1. ELECTION OF CHAIRMAN

### 2. ELECTION OF VICE CHAIRMAN

### 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

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, Other Registerable or Non-Registerable Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice.

### 6. CONFIRMATION OF MINUTES

To approve as a correct record the Minutes of the 11<sup>th</sup> March Parish Council meeting as previously circulated. To note there were a couple of minor typo amendments following circulation received by Cllr Stuart.

### 7. REPRESENTATIONS ON OUTSIDE BODIES

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

Representation	2024/2025 Responsibility
Magdalen Laver Village Hall	Cllr Crosbie
Moreton Village Hall	Cllr Collins
Footpath Representatives	Cllr Crosbie
EFDC/ECC Transport (TBC)	Parish Clerk where necessary
Epping Forest Countrycare	Cllr Offord
Bobbingworth Nature Reserve	Cllr Stuart
Crime and related issues	Cllr Darken
Joint Standards Committee (TBC)	Cllr Padfield
EFDC Local Liaison / Branch meetings	Cllr Crosbie
Neighbourhood Plan Review Committee	Cllr Crosbie

### 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. INSURANCE

This Council's insurance is due for renewal on 1<sup>st</sup> June 2025. The Clerk will provide details at the meeting, after which Councillors will be asked to agree the insurance provider for 25/26.

## 10. DELEGATED POWERS

To **AGREE** delegated powers to the Clerk, to allow her to respond to planning applications, the deadline for which may be prior to the next available meeting. The delegated powers involve the Clerk obtaining the views of all Councillors on planning applications, and then responding to the Local Planning Authority with the majority view within the timeframe provided.

## 11. 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 meetings. 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
- d) Parish Councillor Reports
  - *Bobbingworth Salt Bin – perhaps source a different location? Cllr Collins to update*
- e) Police reports

## 12. REPAIR PEDLARS END SIGN

To date the Clerk has been unable to obtain permission from Highways for works to repair the sign, and as such has gone directly to Cllr Tom Cunningham, ECC Cabinet Member for Highways, Infrastructure and Sustainable Transport for a response.

## 13. PUBLIC RIGHTS OF WAY (PRoW)

1. To **NOTE** any updates or issues.
2. To **NOTE** that the Clerk did contact a number of other Clerks regarding a solution to stopping unauthorised vehicles driving on PRoW, however the responses simply suggested increased signage and regular reporting to the police. The Clerk understands that the member of public who reported this matter at the last meeting has done both things. The Clerk also reported this matter to PC Shepherd, who responded stating he would keep an eye out when he is around that way. He also stated that the issue with it being a Byway is there is little that can be done because Highways would not generally be supportive if gates and barriers are installed. It is clear there is no quick fix to resolving this issue.
3. Following a meeting with Alan Roscoe (Public Rights of Way Officer for Epping District and Harlow) with a number of residents which included Cllr Stuart, Mr Ruscoe has provided an update on various matters concerning PRoW, a full copy of which is attached to the agenda. Cllr Stuart to provide a brief explanation of some of the matters, however it is suggested that this information be slightly modified and placed on parish notice boards, the Parish Council website and social media, for residents information.

## 14. COMMUNITY DEFIBRILLATORS

To confirm that the new defibrillator has been installed at Little Laver, meaning the Parish Council now provides a community defibrillator in each ward, all three of which are registered with 'The Circuit'. The Chairman will provide a brief update in terms of connecting both the Moreton and Little Laver cabinets to the electricity supply.

## 15. INTERNAL AUDIT

To **NOTE** the response of the Internal Auditor for the Internal Audit 2024/2025, subject to this being available. Should it not, this item will need to be deferred and considered at an extraordinary meeting of the Council in June.

## 16. ELECTRONIC NOTIFICATION

To **AGREE** receipt of all meeting notifications, agendas, minutes, and all general correspondence to be received via email.

## 17. APPROVAL OF ACCOUNTS 2024/2025

To **CONSIDER** the draft accounts as attached to the agenda, and approve by way of resolution.

## 18. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/2025

Each year the Councils Accounts and Practices (known as the Annual Governance and Accountability Return - AGAR) are reviewed by an external auditor appointed by the Smaller Authorities' Audit Appointments Ltd. For this Council, PKF Littlejohn are this Councils appointed auditors. The following dates for the External Audit apply for this Council:

- The AGAR must be approved by 30<sup>th</sup> June 2025 and submitted to PKF Littlejohn by 1<sup>st</sup> July 2025.
- The requirement for the public inspection period (which must include the first 10 working days of July) will start 16<sup>th</sup> June and will end on 28<sup>th</sup> July 2024.

As the income for this Council was over £25,000, it is subject to a Basic Review as part of the limited assurance review process. The Clerk is also responsible for completing numerous documents to submit to the auditor, as well as setting requirements in terms of the notification of public rights. Council is now asked to:

- a) Review of effectiveness of the system of internal control of this Council (a formal review of internal controls completed in July 2025)
- b) Prepare the Annual Governance Statement (Section 1)
- c) Approve the Annual Governance Statement by way of **RESOLUTION**
- d) Consider the Accounting Statements (Section 2)
- e) Approve the Accounting Statements by way of **RESOLUTION**
- f) Ensure that both the Annual Governance Statement and Accounting Statement is signed and dated by the person presiding at the meeting.

Attached to the agenda are sections 1 and 2 for Councillors information.

### **19.SCHOOL PARKING / TRAFFIC**

To receive an update on any issues or concerns.

### **20.HERITAGE GRANT FUND**

At our last meeting, Cllr Mclvor raised the fact that Historic England had a grant funding scheme which the Parish Council may wish to consider for a project that perhaps recognises historic rural stories. The Clerk emailed Councillors, with some responses suggesting this may be something we wish to look at. Historic England has so far funded 141 projects across the country that invite participants to take a role in shaping how their local heritage is recognised and celebrated. They have funded projects about social clubs, pubs, sports and music venues, farms, factories, local industries, and railway stations. All of the projects are co-created with local communities, to shine a light on diverse stories of working class heritage that are often overlooked or forgotten. Organisations and individuals could apply for up to £25,000 for their projects. Councillors are asked if they wish to consider this, and if so what project they would like to consider.

### **21.COMMUNITY SPEEDWATCH**

To receive an update on any community speedwatch activity.

### **22. EMAIL PROVIDER**

The Parish Council currently uses Vikatechost as its email hosting provider and domain host. The annual cost to provide emails is £46.92, which includes 1GB of storage per email provided. There have been a couple of issues with emails recently, and the annual contract for this provider ends at the end of June. The Clerk is making a recommendation to Council to consider moving to Cloudnext – an email hosting provider which caters for local government bodies, the cost of which is £49.99 per year for up to 25 email addresses with a 2GB storage capacity for each. Councillors are asked to **CONSIDER** this.

### **23. NEIGHBOURHOOD PLAN**

To **NOTE** that the Neighbourhood Plan for this Parish has been fully reviewed and updated, and the updated Plan has been formally accepted by EFDC. The newly updated plan is on the Parish Councils website.

### **24.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, and at the time of printing the agenda includes:

- a) ECC, EFDC, EALC and RCCE communications are emailed to Members on a regular basis and where relevant information is included
- b) To confirm no funding requested for VE Day community events.
- c) Annual service on Bobbingworth Clock has been completed – cost was £223.97
- d) One report of odour from Envar site – Alex Burghart MP's secretary responded to complainant
- e) Enquiry regarding Cllr Mclvor's funding for defibrillator.
- f) 'Tommy' has been placed on Moreton Village Green for VE Day 80<sup>th</sup> Anniversary
- g) Use of Moreton Noticeboard – Clerk to update
- h) Clerk responded to the Devolution consultation as agreed.

### **25. COMMEMORATIVE BENCH CAROL FOULSER**

The Magdalen Laver Village Hall Committee has now purchased the memorial bench, with a member of the committee and Cllr Crosbie installing it at the hall shortly. The total cost for the bench, plaque and installation materials is £540 which the village hall committee has paid. As such, the Parish Councils agreed 50% cost is

£270. Cllr Crosbie is asked to liaise with the committee with regard to an official opening/unveiling, so that members of Carol's family, friends and members of this Parish Council can be in attendance.

**26. SIGNAGE AND SPEED ISSUES BOVINGER MILL - LHP**

Following the application submitted to the LHP, a response has been received from the Highway Liaison Officer as follows:

*Before the LHP will consider any changes to the highway and the implementation of furniture on the highway, such as gateway signage, a speed survey will need to be carried out. For our design team to consider the scheme, they are going to want to know 1) what the problem is and 2) what are we trying to achieve. Gateway features are used to show a change from a rural environment to a more built-up village environment. Bovinger is not classed as a village. Village Speed Limits defines a village as being 20 or more houses and a minimum length of 600 metres. Essex County Council has relaxed these requirements to the following:*

- 11 or more properties to include houses, shops, a church or school, village hall or public house (traffic generators), etc.
- Minimum length of 350 metres.

*For any road to be considered for a speed reduction, we would have to carry out a speed survey to gauge there is a speeding problem. Whilst a high proportion of the rural road network is subject to a 60mph speed limit the majority of drivers do not reach such a speed due to the characteristics of the road network. If it is deemed that there is not a speeding problem, there is the alternative for the LHP to look at updating signage along the route. Please let me know how many surveys you would like carried out and the locations of where the speed surveys are to be carried out.*

Cllr Mclvor has contacted the Parish Council to suggest an approach more to do with additional signage supporting the speed limits and heritage signage. The Clerk will provide a further update, after which Councillors are asked to **CONSIDER** how they wish to move forward.

**27. PLANNING**

a) To **NOTE** that the Clerk will be attending the EFDC Planning Committee A on Wednesday 14<sup>th</sup> May with regard to EPF/2127/24 - Rebuilding to form 2 bed dwelling (Revised application to EPF/0928/22) at Sunnyside Pt Os 956, Kents Lane. The Parish Council objected to this application on 16<sup>th</sup> November 2024, agreeing that it would be willing to attend a committee meeting should this matter progress to Committee. This application is being recommended for approval. Councillors are asked to advise the Clerk of any additional concerns or matters they would like raised in this Councils address to the committee. A link to the full report for the meeting can be found at:

<https://rds.eppingforestdc.gov.uk/documents/s123056/EPF212724.pdf>.

b) To **AGREE** responses to planning applications which may not have been responded to before the date of this meeting:

EPF/0753/25	Shielings, Cross Lees Lane, Moreton, Ongar, CM5 0HX	Demolition of existing bungalow and replace with new bungalow.
EPF/0841/25	Brook House, Harlow Road, Moreton, Ongar, CM5 0DL	Grade II listed building application for re-roofing, Replacement timber boarding, Repair and Replacement timber windows and doors.
EPF/0813/25HH & EPF/0837/25LB	Watermans End House, Watery Lane, Little Laver, Harlow, CM17 0RQ	Demolition of rear porch extension and large shed and glass house, relocating oil tank and small shed. Create new door opening to kitchen. New rear extension to form new guest suite, with swimming pool and car port. Listed Building application for the same.

c) 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:

<b>EPF/0594/25 &amp; EPF/0636/25LB</b>	Hull Green Farm, Little Laver Road, Little Laver, Harlow, CM17 0RH	Solar photovoltaic panels to south-western roof of barn, and Listed Building Application for the same.
--	--	--

*The Parish Council has noted the content of the Conservation Officers report. In addition, members of the Parish Council also conducted a site visit to view the property itself, and the proposals in terms of the potential impact to the property as well as its Grade II Listed Farmhouse host. Regarding the location and proposed siting of the solar panels, the Parish Council has no objection in principle. However, further information should be provided*

to evidence that the solar panels can be safely installed onto the roof of the curtilage listed barn without negative significant damage to its structure. It should be recognised that this barn is curtilage listed, and whilst this categorisation provides the same protection as that of the listed building itself, its ancillary status serves primarily to protect the historical context and setting of the main listed building – Hull Green Farmhouse. The Parish Council understands that the role of the Conservation Officer is to ensure adequate protection for any heritage listed structures, however the Parish Council believes that on this occasion the applicant should be afforded the opportunity to provide further evidence (potentially in the form of a CARE assessment) setting out additional supporting information to evidence the suitability of the proposals.

EPF/0208/25	Police House, Church Road, Moreton, Ongar, CM5 0JD	Single storey rear extension. <b>NO OBJECTION</b>
EPF/0596/25	7, Yew Tree Cottage, Epping Road, Bobbingworth, Ongar, CM5 0DF	Works to tree - TPO/EPF/16/00 <b>NO OBJECTION</b>
<b>EPF/0543/25</b>	3, Gainsthorpe Road, Ongar, CM5 0NG	Single storey rear extension.
<p>Members of the Parish conducted site visits regarding the application with the agreement of both the applicant and the neighbouring property. This enabled Councillors to have a greater understanding of the impact on the neighbouring property. Whilst it is accepted that the applicant has reduced the size of their proposals when viewed alongside the previously refused application (EPF/0050/25 for which the Parish Council had no objection) it is the belief of the Parish Council that the proposed development, when combined with the cumulative impact of the previous extensions, should be considered disproportionate, and would have an unacceptable impact on the neighbouring property. As such, the Parish Council <b>OBJECTS</b> to this application as it would be contrary to EFDC Local Plan Policy DM9, as the proposal fail to safeguard the amenity of the neighbouring property specifically in relation to overshadowing and light, and policy DM4 which states that extensions should not result in disproportionate additions relative to the original dwelling.</p>		
EPF/0544/25	Highfield, Moreton Road, Bobbingworth, Ongar, CM5 0LU	Retrospective application for single storey rear extension. <b>NO OBJECTION</b>
EPF/0466/25	Firs House, Moreton Road, Bobbingworth, Ongar, CM5 0LU	Removal of existing side extension and front section of house. Construction of two storey front gable, single storey side extension and two storey rear extension, conversion of loft <b>NO OBJECTION</b>

d) To **NOTE** the following planning application for which EFDC **do not** accept comment:

EPF/0835/25	6, Maltings Hill, Moreton, Ongar, CM5 0JY	Certificate of lawful development for a proposed double storey rear extension and front porch. <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv000007FBK5">https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv000007FBK5</a>
EPF/0574/25	3 Envilles Cottages, Abbess Road, Little Laver, Ongar, CM5 0JH	Certificate of lawful development for existing use of dwelling without compliance with agricultural tie. <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv000006a6BV">https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv000006a6BV</a>

e) To **NOTE** the following Planning decision by EFDC:

EPF/0466/25	Firs House Moreton Road Bobbingworth Ongar CM5 0LU	Removal of existing side extension and front section of house. Construction of two storey front gable, single storey side extension and two storey rear extension, conversion of loft space and rear dormer - inline with Certificate of Lawful Development App	<i>Granted 16/4/25 The PC had no objection</i>
EPF/0613/25	New House Farm, Little Laver Road, Moreton, Ongar, CM5 0JE	Prior Notification for a steel portal framed agricultural lean-to. <a href="#">Planning Application: EPF/0613/25</a>	<i>Granted 25/4/25 PC not notified as PN application</i>
EPF/2817/23	Embleys Farm, Binder Loams Ltd, Fyfield Road, Moreton, Ongar, CM5 0HY	Erection of two additional portal frame dry storage barns.	<i>Granted 5/3/25 PC had no objection</i>

EPF/0237/25	2, Moreton Bridge, Moreton, Ongar, CM5 0LL	Construct single storey rear extension to enlarge a bathroom and replace space to be used as a bedroom by a registered disabled person.	Granted 6/3/25 <i>PC had no objection</i>
EPF/2463/24	Shielings, Cross Lees Lane, Moreton, Ongar, CM5 0HX	To demolish an existing bungalow and replace it with a new bungalow.	<i>Refused</i> 18/3/25 <i>PC had no objection</i>
EPF/0091/25	2 Brookside Cottages, Tilegate Road, Magdalen Laver, Ongar, CM5 0EG	Certificate of lawful development for a proposed hip to gable and rear dormer roof extensions.	<i>Not Lawful</i> 19/3/25 <i>PC unable to comment</i>

f) To **NOTE** the following appeal:

**EPF/1722/24** – Glenwood, Pedlars End, Moreton, Ongar, CM5 0LW

The development of three new dwellings in place of the existing dwelling and outhouses (Including permitted development approvals) on the site of Pedlars End, Moreton

Ref: APP/J1535/W/25/3360546

The Parish Council objected to this application

## 28. FINANCIAL MATTERS

a) To approve the payments listed below:

BACS	A Jones	Jan, Feb & Mar, and Apr 2025 salary	£2,218.72
BACS	HMRC	Jan, Feb & Mar and April 2025 PAYE	£554.60
BACS	HMRC	Employers National Insurance cont Apr	£41.45
BACS	Magdalen Laver Village Hall	50% cost commemorative bench Cllr Foulser	£270.00
BACS	EALC	Annual Subs EALC / NALC	£436.32
BASC	Public Clocks	Annual Service on Bobbingworth Church Clock	£223.97

b) To note a letter received from HMRC with regard to an overpayment. The Clerk will provide a brief summary in this regard.

## 29. ITEMS FOR NEXT MEETING / UPDATE TO KEEP ON AGENDA

- RCCE / Moreton Village Hall meeting – no update
- Application to register Moreton Village Green – no update
- Devolution and Local Government Reform – no update

## 30. DATES AND LOCATIONS OF MEETING 2025

Tuesday 15th July 2025 – Magdalen Laver Village Hall (this is third Tuesday)

Tuesday 9th September 2025 – Moreton VH

Tuesday 11th November 2025 – Moreton VH

Tuesday 9th December 2025 – Moreton VH