

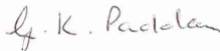
**MORETON, BOBINGWORTH AND THE LAVERS
PARISH COUNCIL**

Clerk: Mrs Gurdip Paddan

Email: 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 9 May 2023 at 7.30pm at Moreton Village Hall.



G Paddan
Parish Clerk and RFO
25 April 2023

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. CONFIRMATION OF MINUTES
To approve as a correct record the Minutes of the meeting held on 14 March 2023.

7. CHAIRMAN'S ANNUAL REPORT

To note the Chairman's Annual report.

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. 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 – if any
- d) Parish Councillor Reports - if any

10. REPRESENTATIONS ON OUTSIDE BODIES

Councillors are asked to determine the Council's representatives on outside bodies. Current/former representative (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	Vacant (previously Cllr Graeme Cooper)
Bobbingworth Nature Reserve	Vacant (previously 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 Busch (on occasions) and the Clerk
Local Councils' Liaison Committee	Cllr Busch (on occasions) and the Clerk
Neighbourhood Plan Review Committee	Cllr Busch

11. APPOINTMENT OF INTERNAL AUDITOR

Val Evans was appointed as Internal auditor for a period of two years from 2022.

12. INSURANCE

The Council's insurance cover is due for renewal on 1 June 2023. The current provider of insurance is Zurich, who have provided a quotation for 2023/24 of ££441.21 an increase of £72.65 on 2022/23. The Council had agreed to stay with Zurich (Minute PC.243). The increase is higher due to Council's Defibrillators being included within the policy.

13. 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 available on the Council's website, if you unable to view these, please contact the Clerk. Councillors are asked to CONSIDER whether they wish to make any amendments to these two documents.

14. COUNCIL POLICIES AND PROCEDURES

The following policies were agreed during 2022/23. The Council is asked to review and approve these for 2023/24. Copies are available on the website. If you unable to view these online, please contact the Clerk. The Risk Register was approved at the last meeting for this year.

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

- e) Bullying and Harassment
- f) Complaints
- g) Planning
- h) Grants
- i) Risk Register (approved in January 2023)

15. ASSET REGISTER

To note the contents of the asset register, a copy is attached (Appendix A). The asset register was considered and approved at minute number PC.228.

16. POLICE - RURAL BURGLARY REDUCTION OPERATION

Following the presentation by PC Shepherd at the last Council meeting, Members are asked to consider funding towards the purchase of kits for the above operation.

17. BIOGEN – COMPOSITING SITE

To receive further updates.

18. TREE PLANTING AND PLAQUE LOCATION(S)

Members to receive an update from Cllr Stuart on planting trees (part of the Jubilee event) within the Parish.

19. 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) Clerk has written to EFDC to obtain permission to register the green at Moreton as a 'Moreton Village Green'. Waiting for a response.
- b) A response has been received from Damien Weller regarding the plastic guards on trees. A copy has been circulated. Volunteers are required.
- c) The Clerk wrote to Councillor Hadley and Councillor McIvor. A response has been received from Councillor Hadley as follows: *Thank you for your email, the content of which has been noted and will be responded to in due course.*
- d) A letter was received from Mr O'Sullivan's solicitor regarding the allegations made by the Council in respect of potential contaminated waste being imported onto the site. The solicitor has requested evidence. A response has been sent.
- e) ECC, EFDC, EALC and RCCE communications are emailed to Members on a regular basis.

20. KING CHARLES III – CORONATION – DONATION TOWARDS FLOWERS FOR TUBS

An email was circulated in respect of a request from the Horticultural Society who meet in Moreton. They would like to replant the ten tubs alongside the village green in celebration of the King's coronation. They had an estimate of £100 which would include labour, to remove the old soil and plants and replant with fresh perennials. Members had agreed to a donation of £100 towards the tubs via email.

21. AFFORDABLE HOUSING

Members to receive an update from Cllr Darken.

22. FOOTPATH ORDER 32 – MORETON (DOG AND PICKLE PUB)

Following the council's decision not to support the Footpath Order 32 at the last meeting, a response had been received from ECC, a copy has been circulated. A copy of the approved minutes will be emailed to ECC, as requested.

23. RISK REGISTER

Members are asked to consider the draft Risk Register, attached as Appendix B, which has been updated.

24. 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/0565/23	1 Petcheys Cottages, Bottle Road, High Laver, Ongar, CM5 0JQ	Grade II listed building application for replacement Crittal windows with double glazed powder coating aluminium replicating existing. https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001VftL
No objection		
EPF/0516/23	Site adjacent to Great Notts Moreton Road Bobbingworth Ongar CM5 0LU	Application for approval of details reserved by condition 4 'Hard and Soft Landscaping', condition 6 'Contaminated Land', condition 7 'Electric Vehicle Charging' condition 8 'Foul and Surface Water', condition 9 'Super Fast Broadband' and condition 11 'Waste/Recycling Storage' on planning permission EPF/2364/19 (Proposed conversion of an existing barn to form a single detached residential unit, retaining existing access & on-site car parking)
<p>The Council conditionally supports this application. The proposed conversion to residential occupation being conditional on the continued use of the site as a caravan park and that the barn cannot be sold separately from the business. Further, that if, at any future time the site ceased to be used as a caravan park then the barn would revert to agricultural use.</p> <p>Please note that there is a special area of conservation held in abeyance. The barn is in Green Belt and the proposal is to reuse the reuse the existing redundant barn.</p>		

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

EPF/2883/22	Land Adjacent to Tilegate Farm, Tilegate Road, High Laver, Ongar, CM5 0EA	Construction of a natural pond together with new tree planting and associated landscaping	Approved with Conditions
EPF/2372/22	Maltings Farm, Maltings Hill, Moreton, Ongar, CM5 0JY	Application for Variation of Conditions 2 & 11 for EPF/1656/20. (Reserved matters application to EPF/0181/18 for removal of outbuildings and existing dwelling. Erection of three detached dwellings. Formation of new highway access and ancillary works).	Approved with Conditions
EPF/0226/23	Land opposite Moreton Lodge, Pedlars End, Ongar, Essex, CM5 0LR	Lawful Development Certificate for existing use of the land and the stable in connection with a thatching business as Class E(g)(iii) (formerly B1 c) use.	Lawful
EPF/0230/23	Barn Mead, Ashlyns Lane, Bobbingworth, Essex, CM5 0NB	Addition of first floor, internal re-configuration and external alterations (resubmission of planning application reference EPF/1508/22)	Refused

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

EPF/0708/23	Bushes, Wind Hill, Magdalen Laver, Ongar, CM5 0DS	Application for approval of details reserved by condition 3 'Foul and Surface Water', condition 5 'Mitigation Measures' and condition 6 'Contamination' on planning permission EPF/1787/21 (Proposed alterations to existing buildings; provision of pool within courtyard; partial demolition of existing built form and in-line addition to enlarge existing ancillary residential annex; change of use of adjacent field to horse grazing).	Approval of details reserved by a condition
-------------	---------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------

d) To NOTE the following planning applications that are still to be considered by the Council.
None

e) To NOTE suspected/reported breach and appeal:

Site Address Stone Cottage, Little Laver Road, Little Laver, Harlow, CM17 0RH

Description Detached cart lodge with room over.

Appeal Reference. APP/J1535/D/23/3314315

Start Date 17/04/2023

The above application has gone to appeal, as it was refused by EFDC.

25. ACCOUNTS 2022/23

Attached to the agenda is a copy of the final accounts for 2022/23. Councillors are asked to approve these accounts by way of resolution.

26. ANNUAL RETURN 2023

As this Parish Councils gross income and gross expenditure for 2022/23 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 Statement (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 3 July 2023. As there will not be 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 that the Annual Internal Audit Report, Annual Governance Statement, Accounting Statement, an analysis of variances and bank reconciliation plus the information required by Regulation 15 (2), accounts and Audit Regulations 2015 including the period for the exercise of public rights still needs to be fully completed along with a copy of this certificate, published on the authority website before 1 July 2023.

27. FINANCIAL MATTERS

a) To approve the payments listed below:

Payments made March 2022/23

Payment	To	For	Total
BACS	G Paddan	Home office £520 + travel £5.85 + Wix inv £136.80	£662.65
BACS	G Paddan	March Salary	£749.85
BACS	HMRC	March Tax + NI	£319.24
BACS	A Rogers	March Payroll	£25.00
BACS	ML VH	Hire – 16 Feb and 14 Mar	£40.00

Payments made 2023/24

Payment	To	For	Total
BACS	EALC	EALC and NALC affiliation sub	£402.11
BACS	G Paddan	April Salary	tbc
BACS	A Rogers	April Payroll	tbc
BACS	HMRC	April NI + Tax	tbc
BACS	Zurich Ins	Council Ins – 2023/24	£441.21

b) To NOTE the Bank Balances as at 31 March 2023:

Deposit Account	£23,888.01
Current Account	<u>£. 833.31</u>
Total	<u>£24,721.32</u>

28. DATE OF NEXT MEETING

The next meeting will be held at Magdalen Laver Village Hall on 11 July 2023 at 7.30pm.

29. In the event that the Agenda contains Exempt (pink) pages or an item which needs to be discussed confidentially, to CONSIDER the following motion to be proposed by the Chairman:

‘That the public and the press be excluded from the meeting, The Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed (Public Bodies (Admissions to Meetings Act 1960 and Part 1 of Schedule 12A to the Local Government Act 1972).’

There is currently no confidential item to be considered)
