

# MORETON, BOBBINGWORTH AND THE LAVERS PARISH COUNCIL

Clerk: Mrs Adriana Jones

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

Dear Councillor

You are hereby summoned to attend a meeting of Moreton, Bobbingworth and the Lavers Parish Council, which will be held on **Tuesday 9<sup>th</sup> January 2024 at 7.30pm at Moreton Village Hall.**



**Adriana Jones**  
**Parish Clerk and RFO**  
**3<sup>rd</sup> January 2024**

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, 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.

### 4. CONFIRMATION OF MINUTES

To approve as a correct record the Minutes of the meeting held on 14<sup>th</sup> November 2023 as attached to the agenda.

### 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 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

➤ *Meeting with Moreton CofE Primary School regarding parking*

#### b) Vice Chairman's Report

#### c) District and County Councillor Reports – if any

#### d) Parish Councillor Reports:

➤ *Cllr Padfield – Salt bins throughout the Parish and Salt*

#### e) Police report – if any

### 7. Christmas Lighting and Open Meeting 5<sup>th</sup> December 2023

The Christmas Lighting and Open Meeting event held on 5<sup>th</sup> December was very well attended. Attached to the agenda are some broad notes of the meeting for Councillors information. A number of matters were agreed to be put before Council for consideration as follows:

- Will the Parish Council be remembering Cllr Foulser in any particular way, with a suggestion of a bench on the Moreton Village Green?
- Clerk to look into the issue of overgrown hedging near Gothic House. Note: Clerk has written to owner of property as both the Clerk and Chairman visited site and it was not clear which overgrown hedging the owner was referring to.

Councillors to **CONSIDER** these matters.

#### 8. BIOGEN

On 1<sup>st</sup> December, Alex Burhart MP hosted a meeting of those affected by the Biogen facility, at which around 40 residents were in attendance, along with representatives from the Environment Agency and EFDC. In addition to the Clerk, Cllrs Leverich, Offord and Darken were in attendance, and are asked to provide an update on the meeting.

#### 9. PUBLIC SECTOR EQUALITY DUTY

In December, the Government issued updated guidance on the Public Sector Equality Duty. Attached to the agenda is a summary of this Councils responsibilities under this duty. The Clerk will provide a brief update, and Councillors will be asked to **CONSIDER** how this duty is fulfilled going forward.

#### 10. WEBSITE

The Councils current website is operated by Wix, at a cost of £136.80 per year. The Clerk has had issues accessing the website due to the two-factor authentication using the previous Clerks mobile number, the contract for which has now been discontinued. As such, the Clerk has been liaising with Wix to try and resolve the problem. The renewal date for the Wix contract is March 2024. However, after discussion with the Chairman, the Clerk has sourced a free community website provider and has started work on creating a new website which would be free of charge. The Council is asked to consider not renewing its contract with Wix, and moving to the free website. Should Councillors wish to review the draft new website (which is not completed in full yet) it can be viewed at <https://e-voice.org.uk/mblparishcouncil/>. If Council agrees to this new website, arrangements will be made for the Councils domain name (mblparishcouncil.co.uk) to be used for this new website. The new website will offer all the same features and information as the current one.

#### 11. MORETON VILLAGE GREEN

To note that the Clerk has asked for an update on the progress with the registration of the Village Green in Moreton, and it is hoped this will be available in time to be reported to the meeting. In addition, the Chairman and Clerk have investigated the possibility of registering the Tree on the village green with a TPO to add protection to the green. An update will be provided at the meeting, and Councillors will be asked to consider this matter.

#### 12. ELECTIONS MAY 2024, AND COUNCILLOR RECRUITMENT

This Council currently has 4 Councillor vacancies – 3 in the Lavers Wards, and one in Bobbingworth. Elections will be taking place on 2<sup>nd</sup> May 2024. Councillors are asked to consider what action they wish to take, if any, regarding this matter.

#### 13. BUDGET / PRECEPT 2024/2025

Councillors are asked to **CONSIDER** the budget and precept for 2024/2025. EFDC must be advised of this Councils demand by 31<sup>st</sup> January 2024. Attached to the agenda is a draft budget, which includes the following:

- Budget and actual for 2022/2023
- Budget, actual, and expected for 2023/2024
- Draft budget for 2024/2025

Councillors are asked to note/agree the following:

- Changes to earmarked reserves to include Elections and War Memorials
- Possible changes to website, resulting in saving
- Neighbourhood Plan review expected 2024
- Changes to legislation which now allows funding for church owned property
- Change to heading for 'Software Subscriptions' to include 'and IT' , and 'S137' to 'GPOC', and the addition of 'Asset Maintenance'.
- To note the expected levels of General Reserves and Earmarked Reserves as at 31<sup>st</sup> March 2024
- To consider any projects expected for the 24/25

**14. CONSULTATION – ELECTORAL ARRANGEMENTS FOR ECC DRAFT RECOMMENDATIONS**

The Local Government Boundary Commission has just published its draft recommendations for changes to the County electoral arrangements for Essex and is asking for comments on its proposals. The last review was conducted in 2002, and they are required to review the electoral arrangements of every council in England 'from time to time', their aim being to create 'electoral equality', where the number of electors per councillor is as even as possible, ideally within 10% of being exactly equal. This electoral review is being carried out to ensure that the divisions in Essex are in the best possible places to help the Council carry out its responsibilities effectively, and that the number of electors represented by each councillor is approximately the same across the county. Their proposals are that Essex should be represented by 78 councillors, three more than there are now. Essex should have 78 divisions, eight more than there are now, and that the boundaries of most divisions should change. For MBLPC, this means that the Ongar and Rural division will be extended to include Matching, whilst part of Abridge will be removed. Attached to the agenda is a boundary map showing the changes, along with an extract from the main document, paragraph 106 of which explains the proposed changes. Councillors will be asked to consider if they wish to respond to this consultation, the deadline for which is 19<sup>th</sup> February 2024.

**15. 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) Emailed Cllr Mclvor regarding potholes in Greens Lane
- c) Applying for Bursary for Cllr Offord and Cllr Martin’s Councillor training, up to 75%
- d) Written to occupants of Gothic Cottage following open meeting
- e) Correspondence from HRMC to advise April PAYE underpaid – Clerk disagrees and has written to HMRC
- f) Liaising with Cllr Busch regarding review of Neighbourhood Plan
- g) Clerk will be on annual leave 11<sup>th</sup> – 20<sup>th</sup> January, however will still have access to emails

**16. PLANNING**

- a) To **AGREE** responses to the following planning applications:

EPF/2791/23	Woodlands, School Lane, Magdalen Laver, CM5 0EF	Single storey side extension <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv000000kVt">https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv000000kVt</a>
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- b) 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/2721/23	Leapers House, Harlow Road, Moreton, Ongar, CM5 0LF	Single storey rear extension and internal alterations. <b>NO OBJECTION</b>
EPF/2618/23 And EPF/2622/23	North Wilmore Barn, Workers Road, High Laver, Ongar, CM5 0DZ	Revised design of flat roof addition, concrete slab along south elevation of barn including more soft landscaping/permeable areas and fence between north and south barn, and Grade II listed building application for the same. <b>NO OBJECTION</b>
EPF/2505/23	Hobbs View, Moreton Road, Ongar, CM5 0LX	Amended Application for Replacement Dwelling, Incorporating Basement Rooms and Raised Roof Height <b>NO OBJECTION</b>
EPF/2547/23	North Wilmore Barn, Workers Road, High Laver, Ongar, CM5 0DZ	Proposed landscaping works comprising fencing and finish of driveway <b>NO OBJECTION</b>
EPF/1716/23	Chaseside, Harlow Road, High Laver, Ongar, CM5 0DR	Two storey side extension, ground floor rear extension and new front entrance door canopy <b>NO OBJECTION</b>

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

EPF/2714/23 DRC	Land Adjacent to Tilegate Farm, Tilegate Road, Ongar, CM5 0EA	Application for approval of details reserved by condition 3'Surface Water Drainage', condition 5 'Landscaping' and condition 9 'Contamination' on planning permission EPF/2883/22 (Construction of a natural pond together with new tree planting and associate
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d) To NOTE the following Planning decision by EFDC:

EPF/0781/23	Weald Bridge Farm, Weald Bridge Road, North Weald Bassett, Epping, CM16 6AT	Single storey rear extension, rear dormer windows (amendment to approval Ref EPF/1557/20)	Approved with Conditions <i>(PC had no objection to this application)</i>
EPF/1527/23	1 Petcheys Cottages, Bottle Road, High Laver, Ongar, CM5 0JQ	Application for approval of details reserved by condition 3 'Additional drawing of windows' on planning permission EPF/0565/23 (Grade II listed building application for replacement Crittal windows with double glazed powder coating aluminium replicating.	Refused <i>(DRC – Sent to PC for noting only)</i>
EPF/0298/23	Green Oaks, Threshers Bush, Matching, Harlow, CM17 0NS	Conversion and alterations to existing greenhouse to create 1no. self-contained dwelling, with associated curtilage, landscaping and new means of access to the public highway.	Refused <i>(PC had no objection to this application)</i> <i>Refusal reasons: Green Belt, Parking, and no S106</i>
EPF/0940/23	Redwoods, Little Laver Road, Little Laver, Harlow, CM17 0RH	Construction of stables and hay barn for personal use.	Refused <i>(no PC comment recorded) – refusal reasons: Green Belt and Highway Safety</i>
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.	Approved <i>(DRC – Sent to PC for noting only)</i>
EPF/1551/23	Firs House, Moreton Road, Bobbingworth, Ongar, CM5 0LU	Certificate of lawful development for a proposed single storey side extensions and 3m two storey rear extension.	Lawful <i>(DRC – Sent to PC for noting only)</i>
EPF/1257/23	Maltings Farm, Maltings Hill, Moreton, Ongar, CM5 0JY	Application for approval of details reserved by condition 9 'Verification' on planning permission EPF/1656/20 (Reserved matters application to EPF/0181/18 for removal of outbuildings and existing dwelling. Erection of three detached dwellings. Formation o.	Approved <i>(DRC – Sent to PC for noting only)</i>
EPF/1629/23	Lunds Farm House, Wind Hill, Magdalen Laver, Ongar, CM5 0EX	Grade II listed building application for the demolition of conservatory and garage and erection of extension.	Refused <i>(PC had no objection to this application)</i> <i>Refusal reasons: Impact on Heritage</i>
EPF/1625/23	Lunds Farm House, Wind Hill,	Demolition of conservatory and garage and erection of extension.	Refused <i>(PC had no objection to this application)</i>

	Magdalen Laver, Ongar, CM5 0EX		<i>Refusal reasons: Green Belt and Impact on Heritage</i>
EPF/1660/23	Partridge House, Harlow Road, High Laver, Ongar, CM5 0DL	Application for approval of details reserved by condition 6'Gas Membrane', condition 7 'unexpected contamination' and condition 12 'Wheel Washing' on planning permission EPF/2667/17 (Proposed Replacement Dwelling and Detached Cart Lodge).	Approved (DRC – Sent to PC for noting only)
EPF/1997/23	Hobbs View, Moreton Road, Ongar, CM5 0LX	Non material amendment to EPF/2006/22 (Replacement dwelling and garaging within existing garden curtilage - minor house redesign and repositioning within curtilage following previously consented scheme (Ref: PL/EPF/1693/21) - raise ridge height by 0.64m a.	Refused (PC not asked to comment) <i>Refusal Reasons: Proposals are considered greater than a Non Material Amendment</i>
EPF/1823/23	Tilegate Farm, Tilegate Road, Magdalen Laver, Ongar, CM5 0EA	Application for approval of details reserved by condition 3 'External Finishes' on planning permission EPF/1052/17 (Demolition of existing industrial and storage workshops and equestrian buildings and replacement with three residential units plus annex an.	Approved (DRC – Sent to PC for noting only)
EPF/2285/23 & EPF/2290/23 LB	North Wilmore Barn, Workers Road, High Laver, Ongar, CM5 0DZ	Retrospective application for insertion of gable end window on east elevation, and Grade II listed application for the same	Refuse (PC Objected ) <i>Refusal Reasons: Not traditional window on farm building, and heritage aspect</i>
EPF/2291/23 LB & EPF/2286/23	North Wilmore Barn, Workers Road, High Laver, Ongar, CM5 0DZ	-Retrospective application for the insertion of two rooflights on the southern elevation. -Proposed application of an external door on the west elevation of the single storey barn -Remedial work to infill exist And Grade II listed building application for the same	Refuse (PC Objected ) <i>Refusal Reasons: Retention roof lights damage to heritage aspect</i>
EPF/2361/23	North Wilmore Barn, Workers Road, High Laver, Ongar, CM5 0DZ	Certificate of lawful development for existing front entrance gates with associated brick piers	Lawful (CLD – Sent to PC for noting only)
EPF/1716/23	Chaseside, Harlow Road, High Laver, Ongar, CM5 0DR	Two storey side extension, ground floor rear extension and new front entrance door canopy.	Refuse (PC had no objection to this application) <i>Refusal reason: excessive scale</i>

## 17. FINANCIAL MATTERS

a) To approve the payments listed below:

BACS	A Jones	Expenses reimb – 5 <sup>th</sup> December open meeting, mileage, home office and heating	£117.58
BACS	A Jones	December Salary	£554.73
BACS	HMRC	December	£ 138.60
D/D	Information Commissioners Office	Data Protection annual registration fee	£ 40.00
BACS	A Jones	January Salary (post dated 31 <sup>st</sup> January)	£554.73
BACS	HMRC	January PAYE (post dated 6 February)	£138.60

b) To NOTE the Bank Balances as at 31<sup>st</sup> December 2023:

Balance per bank statement as at 31st Dec 2023	£	£
Unity Deposit Account	31,439.98	
Unity Current Account	4,231.20	
		35,671.18
Less: Any un-presented cheques at 31 Dec 2023	0.00	
Add: Any un-banked cash at 31 Dec 2023	0.00	
<b>CASH BOOK</b>		
Opening Balance 1 Nov 2023	36,857.46	
Add: Receipts to 31 Dec 2023	243.06	
Less: Payments to 31 Dec 2023	1,429.34	
Balance (receipts and payments book) as at 31 Dec 2023		35,671.18
Deposit Account £31,439.98		
Current Account £4,231.20		

#### 18. ITEMS FOR NEXT MEETING

To suggest possible items for the next agenda.

#### 19. DATES AND LOCATIONS OF NEXT MEETINGS

- Tuesday 12<sup>th</sup> March – Magdalen Laver Village Hall
- Tuesday 14<sup>th</sup> May – Moreton Village Hall
- Tuesday 9<sup>th</sup> July – Magdalen Laver Village Hall
- Tuesday 10<sup>th</sup> September – Moreton Village Hall
- Tuesday 12<sup>th</sup> November – Moreton Village Hall
- Tuesday 10<sup>th</sup> December - Christmas lighting and open meeting – Moreton Village Hall