

MORETON, BOBBINGWORTH AND THE LAVERS PARISH COUNCIL

Clerk: Mrs Adriana Jones

Email: clerk@mbldparishcouncil.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 14th May 2024** at **7.30pm** at **Moreton Village Hall**.



Adriana Jones
Parish Clerk and RFO
8th May 2024

Members of the public and press are invited to attend this meeting. This meeting will 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

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 meeting held on 12th March 2024 as attached to the agenda.

7. ELECTIONS

a) To **NOTE** that the 2024 Parish Council elections were uncontested, with the following Councillors being elected unopposed:

- Bobbingworth Ward: Cllr Stuart, Cllr Dawson (1 vacancy remaining)
- Moreton Ward: Cllr Crosbie, Cllr Collins, Cllr Offord
- The Lavers Wards: Cllr Padfield, Cllr Darken (6 vacancies remaining)

Councillors are reminded they need to:

- Complete their declaration of acceptance of Office
- Review / Renew their Register of Members Interest
- Complete their election Expense forms

The Clerk will have copies of these at the meeting for completion.

b) To **NOTE** the outcome of the District and Police, Fire and Crime Commission (PFCC) elections:

- Rural East District: Cllr Ray Balcombe, Cllr Ian Hadley, Cllr Richard Morgan (all Con)
- PFCC: Roger Hurst (Con)

8. CO-OPTION OF COUNCILLORS

To **CONSIDER** any co-options for the vacant Councillor positions.

9. 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	2023/2024 Responsibility
Magdalen Laver Village Hall	Vacant (was Cllr Foulser)
Moreton Village Hall	Cllr Collins
Footpath Representatives	Cllr Crosbie
EFDC/ECC Transport	Parish Clerk where necessary
Epping Forest Country Care	Cllr Offord
Bobbingworth Nature Reserve	Vacant (was Cllr Leverich)
Crime and related issues	Vacant (was Cllr Foulser)
Joint Standards Committee	Cllr Padfield
EFDC Local Liaison / Branch meetings	Vacant (was Cllr Busch)
Neighbourhood Plan Review Committee	Vacant (was Cllr Busch)

10. 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.

11. APPOINTMENT OF INTERNAL AUDITOR

Mrs Val Evans was appointed as Internal auditor for a period of two years from 2022. Council is asked to **CONSIDER** Val's appointment for the 2024/2025 financial year.

12. INSURANCE

This Council's insurance is due for renewal on 1st June 2024. The quote received from the current supplier is £453.48, an increase of £12.23 on last years cost. Councillors are asked to **CONSIDER** renewing with the current supplier, or if they wish the Clerk to source other quotes.

13. POLICIES AND PROCEDURES

To **CONSIDER** set up a small working group to review this Council's policies and procedures. This working group could then put forward to full council any necessary suggested changes and/or alterations for Council to consider at the July Parish Council meeting. The Working Group will have a specific terms of reference, a draft copy of which is attached.

14. 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 a planning applications, and then responding to the Local Planning Authority with the majority view within the timeframe provided.

15. 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
- e) Police reports

16. FINGER POSTS

At the last meeting, Councillors were asked to contact the Clerk with details of any heritage finger posts in the Parish, so that a list of their location and condition could be recorded. To date the Clerk has not received any details.

17. PARKING ISSUES MORETON SCHOOL

At the March meeting it was agreed to purchase one banner and two figures for use by Moreton School to try and alleviate some of the parking issues experienced at school drop off and collection times. This was on the proviso that the School would be responsible for these items, and that the banner was not erected

on a permanent basis, but sporadically to stop any complacency. These terms were agreed by the School Head, and the items have been purchased. The following remains outstanding:

- Contact with Village Hall Committee/ Schvier Farm for update on project and potential for short term parking solution on adjacent field. Cllr John Collins advised that when used as part of the Litter Pick, the ground was ok but he was in a 4x4 vehicle, however he believes the incline up to the field would have been difficult for an ordinary car. The grass on the field was quite long but it was not wet or boggy. Cllr Collins feels that if it is to be used by parents then the entrance to the field needs to be improved as it will only get worse the more times it is used.
- Possible footpath link church carpark– This would need to be an LHP request.

18. ELECTRONIC NOTIFICATION

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

19. COUNCILLOR EMAILS

Councillors are asked to consider moving to Parish Council specific emails, to protect both the Parish Council and Councillors in terms of data protection. The current situation is mixed.

20. TRAINING

Councillors are asked to consider any training needs. Sector specific training is provided by the Essex Association of Local Councils, and a copy of their Callender can be found at <https://ealc.gov.uk/wp-content/uploads/2024/03/EALC-Training-Calendar-March-24.pdf>.

21. D-DAY

At the March meeting, Councillors agreed the Parish Council would find its own way of marking the 80th Anniversary of D-Day on 6th June, and would not be purchasing a Lantern. Cllr Martin had suggested purchasing a Soldier Silhouette (known as a Tommy), which are available from the Royal British Legion, and made by veterans. The cost of a 1.47m 3mm Aluminium Composite 'Tommy' is £175 plus VAT. They can be installed in the ground using included angle irons or mounted on the side of a wall or building using wall plugs, and are suitable for permanent use or can be easily reinstalled. Councillors are asked to **CONSIDER** the purchase of a 'Tommy', and if so where it should be located. <https://rbli.shop/products/unknown-tommy-statue>

22. COMMEMORATIVE BENCH CLLR FOULSER

Councillors will recall the Magdalen Laver Village Hall Committee were asked to consider the possibility of installing a memorial to Cllr Foulser in their grounds. The Chairman of the village hall committee has contacted the Clerk, and advised that at their meeting at the end of April they decided they would like to contribute towards the cost of the proposed bench if they were also able to include the late Dick Norman as they have not as yet shown any gratitude for his work in the community and village hall. The Committee has agreed on a position for such a bench, and would suggest that any inscription is carved into the wood, with the Council and the Committee agreeing any wording. The bench should be no longer than 6 foot and needs to be teak. The plan is that in the autumn they will be tidying up the shrub borders, and the bench could then be put into position then, securely fixed to the ground. Councillors are asked to **CONSIDER** this suggestion.

23. COMMUNITY DEFIBRILLATORS

To receive an update on any annual support that may be required.

24. REVIEW OF ASSET REGISTER

To review and agree the Asset Register (copy attached).

25. COMMUNITY SPEEDWATCH

To receive an update on any community speedwatch activity.

26. MORETON VILLAGE GREEN

Councillors are reminded they agreed to provide the clerk with details of events and occasions that the Moreton Village Green is used for. In addition, to **NOTE** that the land is owned by EFDC.

27. RIDE LONDON GRANT FUNDING

The Council was awarded £250 from the Ride London Fund, initially to provide information to local residents about the road closures, etc. However, by the time the funding award was received, the fund administrator advised that Ride London flyers had already been sent out to all homes in the parish, and they suggested

the funding should be used for other celebratory events. To date the Clerk has not responded, as it is unclear what (if any) such events there would be in the Parish. Councillors area asked to **CONSIDER** this matter. Councillors are reminded the event will be running through the Parish (along the A414) on Sunday 26th May.

28. 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) EFDC Training day 10th May
- c) Monthly defibrillator checks are now taking place
- d) To note that the Moreton Community Champion will be invited to attend the July meeting, as she is unable to attend this meeting.
- e) Updates on new Councillors have been sent to both Parish Magazines.
- f) Clerk continues to work on review of all planning applications for the last 4 years, to ascertain the impact on the Neighbourhood Plan. This is all part of the Neighbourhood Plan review, and will feature in more detail at the July Meeting.
- g) Email received from Alex Burghart regarding visit with Envar – copy emailed to Councillors, and contact email address for any concerns included within email.
- h) Stop Stansted Expansion notification of consultation of possible changes to night flight restrictions – leaflet attached to agenda. Deadline for responses 22nd May.
- i) King Charles III Portrait received

29. PLANNING

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

EPF/0699/24	Shielings, Cross Lees Lane, Moreton CM5 0NX	Prior approval for enlargement of the dwelling by an upwards extension on the principle part of the dwelling
APPEAL EPF/2285/23 & EPF/2290/23LB App: 3339651 & 3339654	North Wilmore Barn, Workers Road, High Laver, Ongar, CM5 0DZ	Retrospective application for insertion of gable end window on east elevation – Appeal against refusal of both applications. The PC Objected to these applications. For Councillors information, EPF/2470/23 and EPF/2810/23 were both granted on 28 th February 2024. The PC did not object to the two granted applications.

- 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/0580/24	Fairways, Harlow Road, High Laver, Ongar, CM5 0DL	Single-storey rear extension in an 'Orangery' style with painted rendered walls incorporating painted timber framing, feature cornice detail, generous expanses of glazing and a flat roof with a centrally positioned pitched glazed feature. NO OBJECTION
EPF/0114/24 & EPF/0112/24	Blake Hall, Stony Lane, Ongar, CM5 0DG	Change of use of existing building to guest accommodation and one residential dwelling, and listed building application for the same. NO OBJECTION
EPF/2817/23	Embleys Farm, Binder Loams Ltd, Fyfield Road, Moreton, Ongar, CM5 0HY	Erection of two additional portal frame dry storage barns. NO OBJECTION
EPF/1466/23	Dorwin House, Harlow Road, High Laver, Ongar, CM5 0DR	Subdivision of Dorwin House site. Conversion of existing ancillary accommodation into separate dwellinghouse.

Whilst as a general principle the Parish Council has no objection to this application, it would like to raise the following points for the attention of the officer for which the Parish Council has some concern.

- *The property boundary lies partly within flood zone 3, and the property itself within flood zone 2. There is no Flood Risk Assessment or supporting information attached to the application relating*

<p>to the flood risk to the property and how this would be dealt with (in accordance with the EFDC validation requirements).</p> <ul style="list-style-type: none"> • There is no supporting information to detail what the building is currently used for (other than the application form stating ancillary accommodation for the main dwelling), however we have been unable to see where planning permission was granted for the building to be ancillary accommodation to the main dwelling. • There was also some concern regarding the suitability of the access for emergency vehicles to the proposed dwelling. 		
EPF/0512/24	Woodlands, School Lane, Magdalen Laver, CM5 0EF	Construction of 2 bay cart lodge at front of site and construction of 1.2m high post and rail fence NO OBJECTION
EPF/0446/24	Land Opposite Moreton Lodge, Pedlars End, Ongar, CM5 0LR	Proposed side extension NO OBJECTION

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

EPF/0849/24 DRC	Land opposite Moreton Lodge, Pedlars End, Ongar, Essex, CM5 0LR	Application for approval of details reserved by condition 4 'Foul Drainage' on planning permission EPF/2188/23 (Prior approval for the conversion of the ground floor of the building to a studio flat, with storage for the thatching business retained above).
EPF/0777/24 & EPF/0776/24 & EPF/0775/24 Perm Dev	Glenwood, Pedlars End, Moreton, Ongar, CM5 0LW	Certificate of lawful development for a proposed garage outbuilding, proposed outbuilding, and proposed 2 no. rear extensions and roof dormer.
EPF/0496/24 CLD	The Brewhouse, Watery Lane, Little Laver, Harlow, CM17 0RQ	Certificate of lawful development for existing use of previous garage building converted and in use as a habitable space, to form part of the dwellinghouse. 2m x 2.5m link building with glass roof connecting the erstwhile garage to the main house. Pergola with polycarbonate roof to east side of dwellinghouse. Timber gates to property on Watery Lane.

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

EPF/1973/23	The Dower House, Harlow Road, High Laver, Ongar, CM5 0DT	Installation of low voltage pole and 2 stays supporting the existing overhead line.	Advice given 14/03/2024 <i>PC had No Objection</i>
EPF/0196/24	High Laver House, Harlow Road, High Laver, Ongar, CM5 0DR	Erection of new Road Entrance Gates	Refused 21/03/2024 <i>PC had No Objection</i>
EPF/2470/23	PHOENIX EPPING HOTEL, EPPING ROAD, , EPPING, CM16 6RZ	Addition of dormers and rooflights with extension to existing stair core to facilitate use of further floor of accommodation to provide 18 new rooms.	Refused 21/03/2024 <i>PC Objected.</i>
EPF/0319/24	Leapers House, Harlow Road, Moreton, Ongar, CM5 0LF	Application for approval of details reserved by condition 3 'Materials' on planning permission EPF/2721/23 (Single storey rear extension and internal alterations)	Approved 21/03/2024 <i>PC not permitted to comment</i>
EPF/0152/24	Croxton, Weald Bridge Road, North Weald Bassett, Epping, CM16 6AU	Application for approval of details reserved by condition 3'Material', condition 5'Cycle Parking', condition 6'Refuse Store', condition 8'Surface Water', condition 10 'Landscaping', condition 11' Ecological value', condition 12'Energy' and condition 13'Co	Approved 27/03/2024 <i>PC not permitted to comment</i>

e) To **NOTE** other planning matters:

1. Query raised by a number of local residents regarding barns that are being erected on field in Newhouse Lane / Gainsthorpe Road. Both the Clerk and Chairman investigated, including visiting site, and two barns were granted permission under EPF/2172/23 on 26th October 2023. This was a Prior Notification application for Agricultural Permitted Development for which the Local Planning Authority is given 28 days to decide if the works accord with the requirements of Permitted Development. As such, Parish Councils are not consulted on these applications. After visiting site, the Clerk felt that there were a number of matters that were not included in the permitted development application, including the access road that is being / has been constructed. The Clerk could not see that this was included within the application, and the construction seems to be more than what would be permitted under permitted development rights. The vehicular access to the field has always been there (confirmed by Google Earth) however was more informal, rural in nature, and without gates. As such this was reported to Enforcement for investigation. A copy of the response from EFDC is attached to the agenda.
2. Query raised about outbuilding at Chaseside, High Laver. Clerk to provide an update.
3. ESS/04/23/EPF/18/2 - Envar Site. Discharge of Reserved Condition for Odour monitoring pursuant to condition 18 of planning permission ref: ESS/04/23/EPF (Continued operation of composting facility without compliance with condition 8 (stockpile heights) attached to permission ref. ESS/09/20/EPF to allow windrow heights to be constructed to a maximum height of 4 metres at Ashlyns Farm, Epping Road, North Weald, Epping, CM16 6RZ.) Condition Discharged – next odour monitoring to take place in June 2024. Copy of full report can be found at <https://planning.essex.gov.uk/Planning/Display/ESS/04/23/EPF/18/2#undefined>

30. APPROVAL OF ACCOUNTS 2023/2024

To **APPROVE** to 2023/2024 Parish Council accounts, a draft copy of which is attached to the agenda.

31. INTERNAL AND EXTERNAL AUDIT

To note that the Internal Audit will take place on Thursday 23rd May. The Internal Audit is required to be completed before the External Audit (Annual Governance and Accountability Return) and as such an Extraordinary meeting of the Council will be required in June to formally approve the return, the date of which is to be agreed.

32. FINANCIAL MATTERS

a) To **NOTE** that following extensive correspondence with HMRC, it was established that Employers Allowance was incorrectly applied to the Parish Councils HMRC obligations for the period April to October 2023. Parish Councils are not eligible for such an allowance. It is unclear how, who or why this was applied, however it resulted in the Parish Council owing HMRC £378.33. This amount has now been paid to stop any further fines being levied, and Council is asked to retrospectively agree this.

b) To approve the payments listed below:

BACS	A Jones	March and April Salary	£1,109.46
BACS	HMRC	March & April PAYE	£ 277.20
BACS	HMRC	Payment Employers Allowance	£ 378.33
BACS	Rural Community Council of Essex	Annual Subscription	£ 59.70 (£9.95 VAT)
BACS	Signs Direct	Banner and 2 kid signs for Moreton School	£525.95 (£87.66 VAT)
BACS	ECC	Professional Services – SAR Request advice 2023	£244.80 (£40.80 VAT)
BACS	EALC	Affiliation Fees 2024/2025	£416.96

c) To **NOTE** the Bank Balance and bank reconciliation as at 30th April 2024, as attached to the agenda.

33. ITEMS FOR NEXT MEETING

To suggest possible items for the next agenda.

34. DATES AND LOCATIONS OF NEXT MEETINGS

- **Tuesday 4th, 11th or 18th June – EXTRAORDINARY MEETING - AGAR**
- Tuesday 9th July – Magdalen Laver Village Hall
- Tuesday 10th September – Moreton Village Hall
- Tuesday 12th November – Moreton Village Hall
- Tuesday 10th December - Christmas lighting and open meeting – Moreton Village Hall