

WILLINGALE PARISH COUNCIL

Clerk to the Council:

J Strathern

Telephone: 07971568682

Email parishclerk@willingalecouncil.org.uk

MINUTES OF PARISH COUNCIL MEETING HELD AT 8.00PM ON TUESDAY 13TH NOVEMBER 2018 IN THE VILLAGE HALL, WILLINGALE

COUNCIL MEETING

MINUTES

PRESENT

Cllr David Stokes (DS) (Chairman), Cllrs Janine Arnold (JA), Stephen Grainger (SG), Stuart Bosworth (SB), Liz Giblin (LG)

In attendance: J.Strathern (JS) (Clerk to Council), Nick Payver (Prospective Councillor) and 1 member of the public.

944. Chairman's Welcome

The Chairman welcomed everyone present and opened the meeting.

945. Apologies and reasons for absence

Councillor Raymond Booty (RB) – Personal reasons

District Councillor Maggie McEwen – Personal reasons

946. Minutes of last meetings

The Minutes of the Parish Council Meeting held on the 11th September 2018 were signed as a true record of the meeting.

947. Declarations of interests

None declared.

948. Open Forum and Public participation with respect to agenda items

The Chairman opened the meeting to the open forum/public participation. The member of public raised concern regarding the rubbish dumped at Minsons Lane (Fyfield Road). DS advised this matter would be discussed at item 960 of the agenda. Concern was also raised regarding the continuing problem of flooding that occurs at Beech Road/Shellow Road after a heavy rainfall. DS advised that we have reported this to the Highway Authority but will follow up again.

ACTION: Clerk to report flooding at Beech Road/Shellow Road to Highway Authority. **RB** also to note.

949. Reports to and from County and District Councillors

DS advised that he had spoken with Cllr Maggie McEwen on the 'phone as she was unable to attend and the main point she would have raised was that Epping Forest District Council ("EFDC") are focusing on the forthcoming budget and she will provide a budget update to the Parish Council in January.

950. Chairman's Report

No report – items are covered on the agenda.

951. Clerks Report

Parish Clerk report was noted.

WILLINGALE PARISH COUNCIL

Clerk to the Council:

J Strathern

Telephone: 07971568682

Email parishclerk@willingalecouncil.org.uk

952. Co opt

DS updated the Parish Council on his discussions with the potential candidate Nick Pavyer. DS invited Nick Pavyer to introduce himself to the Parish Council and give a brief statement of his background. Nick Pavyer explained he had recently moved into the area and had previous experience as a Councillor, and had also run a couple of businesses before moving into his current role in London.

It was unanimously resolved to co-opt Nick Pavyer as a Councillor of Willingale Parish Council. Nick Pavyer was invited to the table and welcomed onto the Council.

ACTION: JK to get Nick Pavyer to sign Declaration of Interests and Declaration of Acceptance of post within 28 days and to supply him with a new Councillor Pack and a list of training dates.

953. Financial Report

- a. Bank balances and expenditure report were noted. DS explained there was a good surplus in the budget which would restore the level of reserves to within the reserves policy of the Council. DS indicated there is some s137 monies still available if the Village Hall Committee were looking at undertaking some improvement projects to the hall. SB to feed this back to the Village Hall Committee. Nick Pavyer queried the low income received for advertising compared to that anticipated in the budget. DS explained advertising income had declined in recent years as there has been less take up for advertising in the parish magazine. SG asked if there had been an increase in the cost for advertisements. DS thought there was a slight increase approx. 2 years ago. DS explained parish magazine is produced by a local resident but this work does not extend to actively encouraging businesses/organisations to advertise in the parish magazine. Nick Pavyer offered to liaise with the parish magazine volunteer and other establishments and businesses to encourage them to advertise in magazine. SB suggested that there should not be advertising on the Village website as this would conflict with the parish magazine.

- b. The following payments were approved:

Willingale Village Hall	Hall Hire	18
Clerk	Salary & expenses	311.40
HMRC	PAYE	62.80
PKJ Little John LLP (External Auditor)		240
PW May	Grass verge cutting	1,080

- c. The VAT reclaim was noted
- d. The training bursary receipt was noted

ACTION: The Clerk to prompt when the payments are set up and ready for authorisation

ACTION: SB to discuss with the Village Hall Committee the potential for s137 funding from the Parish Council to fund improvements to village hall.

ACTION: Nick Pavyer to liaise with the parish magazine volunteer and other businesses and establishments to encourage them to advertise in the magazine.

954. To receive the External Auditors report

DS explained the process for reporting this year's accounts was different to previous years due to the playground grant and therefore the income threshold. DS read out the letter from the external auditor which explained that the AGAR was not accurately completed before submission for review, but that the errors had subsequently been corrected by the Clerk which enabled the external auditor to issue his certificate. DS explained that the certificate and accompanying documents had been put on the parish noticeboard and on the website. DS advised the Clerk to attend a course on End of Year Accounts if it would be helpful. SB queried if the playground grant had been split over 2 years if the reporting of end of year accounts would have been different? It was noted that the threshold of £25,000 would still have been exceeded.

WILLINGALE PARISH COUNCIL

Clerk to the Council:

J Strathern

Telephone: 07971568682
Email: parishclerk@willingalecouncil.org.uk

955. Planning Matters

a. Decisions by EFDC Planning department: -

It was noted that there were none to report.

b. Applications: To consider the following applications: -

Application No: EPF/2418/18

Applicant Name: Ms Claudia Keeling

Location: 1& 2 Forge Cottages The Street Willingale Ongar CM5 0SN Proposal: Resubmission of recently approved application EPF/2134/17 with minor alterations and additional single storey section.

The Parish Council had no comments on this application and it was noted that Epping Forest District Council has granted permission for this planning application.

Application No: EPF/2698/18

Applicant Name: Mr Robert Webber

Location: Beech Field Shellow Road Willingale Ongar CM1 0SP Proposal: A general purpose agricultural building to store agricultural produce

The Councillors discussed the application and reviewed the plans. Concern was raised regarding access to the site and potential highway visibility splays. It was considered that there would need to be appropriate materials used sensitive to the countryside setting and landscaping screening as the site is potentially clearly visible from Beech Road, Shellow Road and neighbouring properties. SG noted that we should be supporting agricultural businesses and that the proposal was the type of agricultural building you would expect to see in the countryside, to which the other Councillors agreed, but nevertheless wanted to ensure the visual impact was minimised.

Application No: EPF/2725/18

Applicant Name: Mr & Mrs Kerwin

Location: 4 Wood Lane Willingale Ongar CM5 0QU Proposal: Erection of two storey side and rear extensions & single storey front and rear extensions

DS explained the proposal and reminded Councillors that Parish Council did not object to the previous scheme that was subsequently refused by EFDC. This application represented a reduction in size and scale over that previously considered.

Application was noted by Councillors and resolved to make no comment on the application.

Application No: EPF/2824/18

Applicant Name: Mr Steve Clark

Location: High Ash Bassetts Lane Willingale Ongar CM5 0QJ Proposal: Rear single storey & double storey extensions & construction of garage to front courtyard.

The Councillors discussed the application and reviewed plans. Application was noted by Councillors and resolved to make no comment on the application.

Application No: EPF/2625/18

Applicant Name: Mrs Leema Patten

Location: The Old Rectory The Street Willingale Ongar CM5 0SN Proposal: Grade II Listed Building Consent for replacement of two PVC casement windows in The Old Rectory to two wooden casement windows.

WILLINGALE PARISH COUNCIL

Clerk to the Council:

J Strathern

Telephone: 07971568682
Email: parishclerk@willingalecouncil.org.uk

Application was noted by Councillors and resolved to make no comment on the application.

956. Highways

a) Update on verge cutting

The end of year verge cut was noted and that it was well executed and of a high quality. **Action:** Clerk to feed back to PW May.

b) To receive update following Essex County Council Highway Meeting held in October

The Highway Report circulated to the Councillors by RB was noted.

It was noted that highway work signs have been left at Wardens Hall Cottage and adjacent to the Premier Plants nursery.

d) Highways Devolution Pilot – Expression of Interest

DS briefly explained the background to the pilot. It was noted by Councillors that the Parish Council have expressed an interest in the Highways Devolution Pilot and RB is to attend a briefing on the 15th November.

Action: RB to update Councillors after the meeting.

957. Update on play ground inspection report

DS updated on the correspondence he had with Sutcliffe Play Ltd (manufacturer for play equipment). They dispute the findings of the risk assessment carried out by Play Inspector that the play equipment is not compliant and have sent DS relevant certificates demonstrating it meets the necessary standards. They have fixed the air skier and replaced foot plate buffers which had been made loose. It was noted that risk assessment carried out by Play Inspector did not give rise to critical safety observations. Nick Pavyer queried liability. It was resolved that DS to follow up discussions with the with Play Inspector and send them certificates received from manufacturer demonstrating that play equipment conforms with standards and seek their satisfaction this addresses their concerns raised.

JA explained she was looking for a volunteer to do a playground inspection every 2 weeks as she was unable to continue doing it at present. Nick Pavyer volunteered.

ACTION: Nick Pavyer and JA to liaise regarding future playground inspections.

ACTION: DS to liaise with Play Inspector regarding the certificates received from manufacturer confirming that play equipment conforms to standards and seek satisfaction from Play Inspector that this addresses their concerns raised.

958. Code of Conduct update

DS explained a revised code of conduct had been received from EALC and circulated. He identified the key changes.

It was resolved to adopt the revised Code of Conduct.

ACTION: Clerk to updated website with revised Code of Conduct

959. Greenacres update

DS explained this is an approved "gypsy and traveller site". He had received reports of a new access being created and further reports of another mobile home onsite. He had contacted EFDC and it was later confirmed that a static caravan has *moved within the site* to a location near the new access. EFDC explained that this was considered to be an existing old access that has been reopened. DS reminded EFDC that following the Public Inquiry a condition was attached that a site plan should be agreed and signed off by EPDC and remain as such thereafter. Therefore, they are in breach of this condition as the site plan has changed. A new layout needs to be submitted and considered in the usual way.

WILLINGALE PARISH COUNCIL

Clerk to the Council:

J Strathern

Telephone: 07971568682
Email parishclerk@willingalecouncil.org.uk

960. Fly Tipping and Hare Coursing

DS explained that a large fly tip at the entrance to the old airfield was noted a few weeks ago. He reported it however, investigative work needed to be carried out to establish ownership of the dumped material, hence why it wasn't removed immediately. It should be cleared in next few days.

DS explained that a local resident along Silver Lane had reported concerns regarding hare coursing in the field to the rear with access being gained through Stays Lane. DS encouraged the resident to report the incident to the police. DS has asked RB to do some investigative work regarding the installation of a bollard to prevent access.

961. Training and events

Courses were noted.

962. Matters to be raised by members for the next Agenda

SB asked for an item on 'Ayletts Trust' as one of their trustees will be retiring next year.

963. Dates of next meeting

8th Jan
12th March
14th May
9th July
10th Sept
12th Nov

21:06pm meeting closed.