

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 THE 14TH MAY 2019 IN THE VILLAGE HALL, WILLINGALE

PRESENT

Cllr David Stokes (DS), Cllr Stuart Bosworth (SB), Cllr Nick Pavyer (NP), Cllr Ray Booty (RB), Cllr Stephen Grainger (SG).

In attendance: J.Strathern (JS) Clerk to the Council and 4 members of the public.

1005. Chairman's welcome

The Chairman welcomed everyone present and opened the meeting at 20:20pm.

1006. Apologies and reasons for absence

Cllr Giblin – due to illness

1007. Minutes of last meetings

The Minutes of the Parish Council Meeting held on the 12th March 2019 were signed as a true record of the meeting.

1008. Declarations of interests

None declared.

1009. Open forum and public participation with respect to agenda items

The Chairman opened the meeting to the open forum/public participation. A member of the public raised concern regarding the ongoing flooding that is occurring at Beech Road and explained when it rains it floods again. Cllr Stokes said that the Highways Maintenance team have been there. It appears to be an issue with the blocked culvert. Cllr Stokes will investigate further with Essex County Council Highways. A member of the public also raised concern regarding a tree which appears to be diseased she is unsure who is responsible for it. Cllr Stokes will have a look at tree to see if he can establish ownership.

Action: DS to investigate ongoing flooding at Beech Road and he and RB to liaise with Essex County Council Highways.

Action: DS to look at diseased tree and see if he can establish ownership and he and RB to see if any action can be arranged via the relevant authority.

1010. Reports to and from County and District Councillors

None received.

1011. Chairman's report

DS reported a brief overview of what the Parish Council have done/been involved in during last 12 months. This included, consideration of 24 planning applications, looking after the grass verges, making a grant to the church for maintenance and upkeep of the church yard, distribution of village magazine, reporting fly tipping incidents, welcoming Nick Pavyer as a new Councillor following the resignation of Janine Arnold. DS thanked the Parish Clerk for her work over the last year.

1012. Clerks report

Parish Clerk report was circulated to the Parish Council and noted.

WILLINGALE PARISH COUNCIL

Clerk to the Council: J Strathern
Telephone: 07971568682
Email parishclerk@willingalecouncil.org.uk

1013. Financial report

- a. Bank balances and expenditure report were noted. Clerk explained only 3 transactions had occurred in April and this was relating to income of precept and advertising.
- b. The following payments were approved:

Internal Auditor	Audit	£50.00
Clerk	Salary & expenses	£319.30
HMRC	PAYE	£62.80
EALC	Clerk Course	£66.00
EALC	Affiliation Fee	£134.04
NALC	Affiliation Fee	£29.57
Village Hall	March Hire	£18.00

Action: Clerk to prompt when the payments are set up and ready for authorisation.

1014. Asset Register

DS explained the requirement for an Asset Register was identified in the Internal Auditors report. The proposed Asset Register was circulated to the Parish Council. JS explained that the costs for the assets accorded with what is entailed in the Parish Council insurance cover. SB queried if the village sign should be included. It was agreed it should be included under 'street furniture'.

NP queried depreciation. For example, the value of the play equipment in 10 years' time. DS and JK to look into and report back to the Parish Council.

Asset Register was approved.

Action: Clerk to include village sign under 'street furniture'.

Action: Clerk to put Asset Register on the Parish Council website.

Action: Clerk and DS to check protocol for depreciation of assets.

1015. Planning Matters

- a. **Decisions by EFDC Planning department: -**

Feb: None

March: EPF/3139/18 - Keepers Cottage Wood Lane Willingale Ongar Essex CM5 0QS

Development: Proposed extension to existing annexe

Decision: Grant Permission (With Conditions)

Noted.

- b. **Applications: To consider the following applications: -**

EPF/0782/19 - Location: Former Operations Block Willingale Road Ongar Essex CM5 0SP

Proposal: Application for Variation of Condition 2; "completed strictly in accordance with the approved drawings" for EPF/1839/18 & EPF/0646/18. (Restoration, alteration & extension of a former operations block & change of use to a single-family house, with conversion & extension of associated building with landscaping & external works)

DS provided some background and context to the application. The application proposes to reduce the curtilage of the garden land. It was agreed the Parish Council would make no comment and let Epping Forest District Council determine the application.

DS briefed the public present about the Parish Councils role in considering planning applications.

EPF/0913/19 - Location: 2 Warden Hall Cottages Fyfield Road Willingale Ongar CM5 0QB

Proposal: Application for a Lawful Development Certificate for a proposed new ancillary outbuilding.

DS invited the applicant present at the meeting to comment on their planning application. The applicant explained the history to the site and the previous planning application for a dwelling which was refused. She explained the need for the additional accommodation due to their large family and that their existing dwelling was not adaptable for an extension. They have liaised with Cllr Maggie McEwen.

WILLINGALE PARISH COUNCIL

Clerk to the Council: J Strathern
Telephone: 07971568682
Email: parishclerk@willingalecouncil.org.uk

SG sought clarification regarding parking. The applicant confirmed that parking is off road. SG sought clarification on the Lawful Development Process. The Clerk explained that a Lawful Development Certificate application is assessed in accordance with the criteria for the proposal as set out in the General Permitted Development Order.

It was agreed that having not objected to the original application for a new dwelling, the Parish Council would make no comment on the Lawful Development application but let EFDC follow their normal process.

1016. Highways

a) Highways matters

Cllr Booty reported there was no update.

b) Verge cutting

DS reminded the Parish Council that we have appointed PW May as verge cutting contractors on a 2year contract. The Councillors discussed the timing of the first cut. It was agreed that this should be done as soon as possible.

Action: Clerk to contact PW May and arrange first cut ASAP.

1017. Update on play ground inspection report

NP explained that liaison with installers/manufacturers was ongoing. He explained that his periodic inspections of the play equipment had not raised any concerns.

Action: NP Pavyer to liaise with installers/manufacturers following the inspection report.

1018. Village Hall Committee grant

SB circulated the grant application (£700) form and verbally explained that the application was for 40/50 folding chairs and a trolley which can be used in association with outdoor events at the village hall. Whilst Councillors agreed that the cause was a worthy and appropriate one, it was decided that rather than provide a financial grant to the Village Hall, the Council would investigate purchasing the chairs directly, and then donate them to the Village Hall.

Action: SB to refresh the Grant Application accordingly for discussion/decision at an ad-hoc meeting TBA.

1019: St Christopher's Church grant

DS explained that a grant application form had not been received and to defer this to July meeting.

Action: Clerk to add to agenda for July meeting

1020: Parish Councillor vacancy

DS provided an update on the vacancy and explained he had been canvassing in the village for candidates. He explained that 2 potential candidates were observing the meeting. DS explained that SG had indicated at the start of the year he would like to step down but had agreed to stay pending a replacement for Janine Arnold.

1021: Revised Risk Assessment

The revised risk assessment was circulated. DS explained the updates within the report. RB queried cheques requiring signatures DS said we rarely issue cheques but that we still had a protocol to do so in case of need. SG queried the Parish Council back up to a memory stick. DS explained this was now out of date as with our new Clerk, all the records are backed up to the 'cloud'. The risk assessment should be amended to remove memory stick references.

Action: Clerk to amend Risk Assessment to remove memory stick reference.

1022. Training and events

Courses noted. Clerk asked to send details of new Councillor training to NP

Action: Clerk to send NP EALC new Councillor training details.

WILLINGALE PARISH COUNCIL

Clerk to the Council: J Strathern
Telephone: 07971568682
Email parishclerk@willingalecouncil.org.uk

1023. Matters to be raised by members for the next Agenda

- Church grant

1024. Dates of next meeting

9th July
10th Sept
12th Nov

Meeting closed at 9:16

draft