

Fyfield Parish Council

Locum Clerk to the Council;
Derek Farr

email:caliban@gmx.co.uk

AGENDA

You are summonsed to a meeting of Fyfield Parish Council to be held on Monday 11 July 2016 to be held at Fyfield Village Hall at 8:30pm, to complete the business shown on the agenda below.



Derek Farr
Locum Clerk to the Council
6 July 2016

1. Apologies for absence

To receive any apologies.

2. Declaration of Interests

To receive any declarations of interest. Members are invited to confirm whether interests are pecuniary or non pecuniary. Further advice is available before the meeting from the Locum Clerk.

3. Confirmation of the Minutes of the Council meeting held on 13 June 2016.

A copy of the draft minutes is attached to the agenda.

4. Questions and statements from members of the public

The time allocated for public questions shall be limited to 15 minutes, unless varied by the Chairman of the meeting.

5. Report from the Chairman of the Council

To receive a verbal report updating members on progress with ongoing projects and work.

6. Parish Assembly 2016

7. Bus Service Consultation

To consider the communication received from Lorraine Evans at Essex County Council. A copy is attached to the agenda.

8. Epping Forest District Council Local Plan

To receive a report on the forthcoming publication and public consultation on the proposed new Plan.

9. Appointment of a Clerk to the Parish Council

To agree arrangements for the recruitment of a new clerk to the Council.

10. Community Initiatives Fund

To note details of the funding opportunities available. A summary is attached to the agenda.

11. Stansted Flight Path

12. Planning Applications;

Application No: CC/EPF/29/16

Proposal: The continued use of two classrooms for a temporary period until 31 August 2021 without compliance with Condition 2 (time limit) attached to planning permission CC/EPF/36/11.

Location: Dr Walker CofE Primary School, Ongar, CM5 0RG

Further information on this application is attached to the agenda.

13. Financial Reports;

a) Approval of expenditure.

To approve the list of items as follows;

Norwood Landscapes	- £220.00	(Churchyard June 2016)
D Farr	- £159.38	(Locum Clerk costs)
Norwood Lanscapes	- £220.00	(Churchyard April 2016)

b) Payments to HMRC

To receive an update on payments due verbal report from the Chairman on difficulties with payments authorised to HMRC.

14. Date of the next meeting

To confirm details for the next meeting.

Fyfield Parish Council

Minutes of the Parish Council meeting held on Tuesday 13 June 2016 at 8:00pm at Fyfield Village Hall.

Present;

Councillor I Hadley (Chairman)
Councillor R Balcombe
Councillor Ms B Saward

Councillor Ms. C Apperley
Councillor G Perry
Councillor K Webb

In attendance;

Mr D Farr - Locum Clerk

16 members of the public

16/015 Apologies for Absence

Apologies were received from Councillor Ms N Bridge.

16/016 Declaration of Interests

There were none.

16/017 Confirmation of Minutes

In noting some confusion caused by more than one set of draft minutes previously being in circulation, the final draft minutes of the Annual Meeting of 10 May 2016 were **AGREED** as an accurate record. Members considered the merits of having draft minutes available for public inspection. The Locum Clerk was asked to ensure that draft minutes were appropriately annotated to clarify their status.

16/018 Questions and Statements from the Public

The Chairman permitted comments and statements from the public to be made throughout the meeting;

a) Ownership and Management of the Village all Sports Field

Comments on the ownership and control of the field were made with concerns raised over proposed use of the field for a girl's team. The proposed arrangement may require extensive use of the field for up to 5 years reducing opportunities for local events or a local cricket team to use the site. The contractual and controlling relationship that exists between the Sports and Social Club, the Village Hall Management Committee and the Parish Council was subject to various comments and further questions to clarify the roles and responsibilities of each.

b) General improvements for the village

In considering future objectives for the Parish Council, support was given for possible development of a Village in Bloom and or a local gardening club and a regular village "clear up" event.

16/019 Report from the Chairman**a) Appointment of a Parish Clerk**

2 applications have been received so far in response to the advertisement placed. A letter of thanks for the previous Clerk had been drafted but not sent yet.

b) New Parish Council website

A new site hosted by Essex Info was now running.

16/020 Ownership of the Sports Field

A lengthy document outlining the history of the site and the apparent relationship that exists between the Parish Council, the Village Hall Committee and the Sports and Social Club had been produced by the Chairman. Clarification of the role of the Charity Commission in overseeing the work of registered charities was also given. The Chairman reminded members that the work was completed in response to a request from the Village Hall Committee. The research indicated that the field was owned by the Parish Council but was to be managed by the Village Hall Committee. There was evidence that this group had then set up a sub committee to manage the sports field. The report was received and noted by members. The project had involved the appointment of legal advice from Leonard Grey at a cost of £180 and more recently legal advice from the National Association of Local Councils made available to the Council without additional cost as a result of membership of the Essex Association of Local Councils.

It was **AGREED** that further work be completed to alter the registration of the land to "Fyfield Parish Council" removing reference to a named previous Parish Clerk.

It is anticipated that the report will be helpful to future meetings between the Village Hall Committee, the Sports and Social Club and Essex Cricket.

16/021 Bus Shelters and benches

Refurbishment works to shelters are due to be commenced shortly.

16/022 Parking around Walker Avenue and Dr Walker's Primary School

Difficulties experienced by local residents were discussed. It was **AGREED** that the issue should be referred to the Local Highways Panel to see if suggestions or options for appropriate parking restrictions can be identified.

16/023 Gigaclear Works

Difficulties with works undertaken by the company were discussed and contacts in the company to report and resolve problems were shared. It was noted that a final site inspection was due to be arranged by the company to ensure that works were completed to an acceptable standard, a meeting that should include participation by highways and the Parish Council.

16/024 Damaged Highway Sign

A speed limit sign noted as damaged was now completely missing. The Locum Clerk will report this to Highways.

- 16/025 Peppercorn Rent letters**
The Chairman advised members that letters to local residents had been drafted to remind residents that access to land owned by the Parish Council adjacent to Houchin Drive was subject to a formal agreement. The draft letter will be circulated for further consideration.
- 16/026 Meadow adjacent to Fyfield Hall**
It was noted that the use of the site for the provision of a mobile home was a matter for the District Council's Planning Enforcement team to consider. It is believed that they are already aware of the site and its use.
- 16/027 New Play Area and Equipment and maintenance of play areas**
Overgrown areas had been attended to, but concerns were raised about the presence of broken glass seen around the hedge. Quotations for the installation of play equipment had been received with costs of £6,940 for installation and £2,400 for safety surfaces reported. It was **AGREED** that further quotes should be sought.
- 16/028 Dole Path Maintenance**
Areas of the path were overgrown. The condition and maintenance of a large tree adjacent to the path was discussed. It was **AGREED** that the Chairman should approach Norwood Landscapes to seek further advice.
- 16/029 Compliance Officer**
It was **AGREED** that Councillor Ms. B Seward be appointed as a Compliance Officer for the Parish Council.
- 16/030 Appointment to the Finance Committee**
It was **AGREED** that Councillor Ms. C Apperley be appointed to the Finance Committee.
- 16/031 Local Plan Update**
Local objectives were discussed including need for improvements to the Gypsy Mead site, the provision of a defibrillator in a local phone box. The need for First Responders in the Village was also raised along with the need for bridge repainting, speeding control measures, fly tipping and littering concerns and the poor mobile phone reception in many parts of the parish.
- 16/032 Parish Assembly 2016**
It was **AGREED** that the Assembly will be held on 20 July 2016.
- 16/033 Financial Reports**
- a) Approved Payments**
The following list of payments were **APPROVED**;

<i>Payee</i>	<i>Cheque No.</i>	<i>Details</i>	<i>Amount</i>
Epping Forest District Council	101134	Election costs	£1,785.63
Essex Assoc. Of Local Councils	101133	Affiliation fees 2016/17	£231.86
M Brown	101132	Internal audit fees	£50.00
North Weald Parish Council	101131	Photocopying costs	£10.00
S De Luca	101130	Locum Clerk costs	£150.00

b) Payments to HMRC

The Chairman advised that payments due amounting to some £1,040 had not been received by HMRC. Discussions were continuing to resolve the issue.

c) 2015/16 Annual Return

The Chairman noted a potential typographical error with the form relating to figures brought forward from the previous year. Members considered the declarations on the return. It was **AGREED** that the accounting statements and annual governance statements be approved for the 2015/16 return. Councillor Ms. B Seward noted her disagreement.

d) Signatories for Parish Council Accounts

The Chairman reported that alterations to the signatories as agreed in May 2016 (Minute 16/012 (e)) had been completed.

16/034 Planning Applications;

a) EPF/1113/16 - 1 Trelawney Cottages, Ongar Road

There was **NO OBJECTION** for the proposed new outbuilding for an art studio.

b) File 024591 - The Bungalow, Norwood End

There was **NO OBJECTION** to plans to demolish the existing bungalow and the erection of a detached dwelling.

c) EPF/1334/16 - Poultry Farm, Norwood End

There was **NO COMMENT** on the application for approval of details reserved by condition 5 for the proposed change of agricultural buildings to three dwellings.

16/035 Employment of Parish Clerk

It was **AGREED** that applications for a new Clerk would be invited until the next Council meeting when the appointment issue would be discussed further.

16/036 Next Meeting

It was **AGREED** that the next meeting of the Parish Council would be held on Monday 11 July commencing at 8:30pm.

The Chairman closed the meeting at 9:56pm.

Signed:

Date:

Advance notification of Bus Consultation 4 August 2016 – 28 September 2016

In 2015 Essex County Council (ECC) began a thorough review of its financial support for those local bus services that it pays for across the County. This consultation is the start of the second part of the review and looks at 70 services across Essex where the current contract ends in 2017. We have grouped together services by geographical area of the County so it is easy to see whether your service is part of the review.

Most bus services in Essex are run by commercial operators. The County Council's role is to decide, where the commercial operators do not provide a service, whether one is needed and if it feels one is, then to provide it.

To help make this decision ECC looks at many factors including what alternatives are available, how many people use them and whether they offer value for money. The Council will not normally continue to support a service where it pays the operator £5.00 or more after all revenue (from fares of all types including the concessionary bus pass scheme) has been taken into account. This is the Cost Per Passenger Journey (CPPJ).

A number of the services in this review were last tendered in 2009/10 and the price agreed then is therefore relatively low compared to prices today. In addition ECC has frozen its fares since 2009, freezing revenue. As a result a number of bus services in this review are currently close to or exceeding the £5.00 CPPJ upper support limit and are very likely to exceed it after tender.

Given this position, the County Council is looking at a range of options for these services trying to reduce the cost of providing the services, while maintaining key transport links. This could mean reduced frequencies or reduced hours or days of operation or changes to routes. ECC also needs to manage the network in the light of changes to the commercial bus network, travel demand and changing corporate priorities over time.

From the start of the Consultation, 04 August 2016, the consultation questionnaire will be available online (The link will be: <https://surveys.essexinsight.org.uk/BusConsultation>), and in paper copies which will be sent to parishes affected and be available through local libraries. Full information will be made available closer to the start of the consultation.

Kind Regards

Lorraine Evans/Passenger Transport Analyst
Essex County Council

Community Initiatives Fund 2016/17

CIF

This fund is subject to a maximum application of £20,000 for any one project.

It is for capital funding only and eligible areas of expenditure could include, community, social and recreational facilities, village halls (including church halls), community shops community transport initiatives (not for a single-use group), land purchases, playground equipment, environmental works and any related feasibility, design and planning work.

The deadline for Expressions of Interest is the 26 August 2016.

CIF Response

This fund is subject to a maximum application of £15,000 for any one project.

Eligible projects for this funding are as described for the CIF. The difference is that applications for CIF Response funding will only be considered where the need is evidenced clearly by the applicant that funding is required for time-critical projects.

The final deadline for Expressions of Interest is the 27 January 2017.

Our ref: CC/EPF/29/16
Your ref:
Date: 08 July 2016

PLEASE QUOTE REFERENCE ON ALL CORRESPONDENCE

Dear Clerk

TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Application No: CC/EPF/29/16

Proposal: The continued use of two classrooms for a temporary period until 31 August 2021 without compliance with Condition 2 (time limit) attached to planning permission CC/EPF/36/11

Location: Dr Walker CofE Primary School, Ongar, CM5 0RG

I write to request your formal observations on the above planning application. To view a full copy of the application please visit www.essex.gov.uk/viewplanning and to search for the application please use the full application number as detailed above.

Representations in respect of this application can be made online at www.essex.gov.uk/viewplanning; via email to mineralsandwastedm@essex.gov.uk; or in writing to the above address.

Your observations on the application are invited within 21 days from the date of this letter. In view of the limited statutory period in which an application should be determined I regret that if no reply is received within the time specified I must assume you have no observations to make.

Your reply will be taken into account by the County Council in determining the application, so will be made available to the public under the requirements of the Local Government (Access to Information) Act 1985.

I would be grateful if you would send a copy of your reply to the relevant District/Borough/City Council.

The County Council's Development and Regulation Committee has adopted a new scheme to enable members of the public and District and Parish Councils who have submitted written representation as part of the consultation process to address the Committee on applications. However the number of speakers permitted to address the Committee is limited and anyone wishing to speak must contact the Committee Officer at least two working days before the day of the Committee.

In the case of District and Parish Councils, the procedure allows for the District/Borough Council to speak on behalf of the relevant Parish Council unless that Parish Council's view is different, in which case the Parish Council may also speak. However it is for those Councils to liaise with one another in order for them to identify which one will address the Committee on a particular application.

In the meantime if it is likely that your Council might wish to address the Committee, please contact the Committee Officer as soon as possible for the full written details of the procedures by telephoning the Committee Officer on (01245) 430565. The procedures are

available on the County Council's website at:- www.essexcc.gov.uk/Planning (The Planning Process/Development & Regulation/Public Speaking).

For details on how information will be used and held by ECC please see the Minerals and Waste Planning Privacy Statement at <http://www.essex.gov.uk/Minerals-Waste-Planning-Team/>

Yours sincerely

Andrew Cook - Director for Operations, Environment and Economy