

**MORETON, BOBBINGWORTH & THE LAVERS
PARISH COUNCIL**

Clerk : Mrs Julia Milovanovic, 10 Knights Way, Great Dunmow, Essex CM6 1UL
Telephone: 01371 875320 **Email:** mbiparishcouncil@gmail.com

You are hereby **summoned** to attend a Meeting of the Parish Council which will be held on **Tuesday, 14th January, 2020 in Moreton Village Hall at 7.30pm** to transact the business shown in the Agenda below.



Julia Milovanovic
Clerk to the Council

*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. 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, Non-Pecuniary or Other Pecuniary 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 Parish Council Meeting held on 12th November 2019 and if needed to discuss any matters arising from these minutes and agree any outstanding actions.

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 questions emanating from any reports from Councillors who wish to give a report and/or who are representatives on Committees, Working Groups, Outside Bodies and other meetings that Councillors or the Clerk have attended and which, if available, will be reproduced if they have been submitted for inclusion:

- a) **Bobbingworth Nature Reserve – Rabbit Update**
- b) **District / County Councillor Reports**
- c) **Parish Councillor Reports:**
SSE – Cllr Foulser
- d) **Neighbourhood Watch update – Julie Parmenter – Neighbourhood Watch Co-ordinator**

7. HIGHWAYS

- a) **Update on Highways issues**

- b) **Speed, parking and congestion survey Church Road, Moreton**

Highways have been notified of the required locations for the traffic survey cables. The Clerk has, however, requested that the survey does not take place until the beginning of March due to the continuing works to the water main. She has also requested that school holidays are avoided and requested that Highways liaise with her prior to undertaking the survey.

- c) **Request for speed restriction on Watery Lane and through Little Laver**

Our County Councillor, Maggie McEwen, has received a request from a resident for a speed restriction to be introduced in the above areas. An extract from the resident is reproduced below:

Over the last few years there has been a significant increase in traffic using these single-track roads and unfortunately many seem to be traveling at a speed that is far from suitable for these narrow country lanes. I am writing to you to express my concerns that there will be a serious accident or a fatality on these roads unless some speed restrictions are put in place.

Our roads are regularly used by walkers, horse riders, cyclists and wildlife as well as motor vehicles and I feel that we should all have the right to use these roads without fear of the consequences.

I request your help in putting in place 30mph speed restrictions in two areas;

Watery Lane

Since the road was made more suitable for vehicles a few years ago it has become a popular cut through for motorists. Whilst the maximum speed limit on this road is the National Speed Limit the road is clearly not suitable for more than 30mph and unfortunately drivers regularly travel at speeds much faster than this.

I would also highlight that there is a primary school at the end of this road, at which point a 30mph speed restriction is already in place at the entrance to Matching Green village. My suggestion would be that this 30mph speed limit is moved back to the Little Laver entrance to Watery Lane on the corner with Oak Cottage.

Little Laver hamlet

It is a surprise to me that currently there are no speed restrictions at all for motorists passing through our village. Ideally the 30MPH limit should also be imposed from the junction with Watery Lane and Oak Cottage and all the way through the village.

Councillors are asked to **CONSIDER/APPROVE** a request that the above matter is brought to the attention of the Local Highways Panel by Cllr McEwen.

8. 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

- Transport Meeting – 10th March 2020
- Communication difficulties with Essex Police – update
- Invitation for the Clerk to attend a Police Engagement Meeting
- Revised Terms of Reference for the Local Council's Liaison Committee – copy available on request
- Victim Support – Volunteer Recruitment drive
- Clerk's Networking event 23rd January 2020
- Unauthorised encampment briefing – 5th February
- Sandbags and flooding – see e-mail sent separately to all Councillors

9. TRAINING FOR COUNCILLORS

The Training session will be held on 16th March 2020 at 7.15 pm in Moreton Village Hall. The evening will be split into two sessions, one covering Code of Conduct Training and the other Planning.

Councillors are asked to **CONSIDER/APPROVE** whether they would like the Clerk to approach adjacent parish Councils and invite them to attend, in order to reduce the cost. Further if the foregoing is agreed to **CONSIDER** whether £50 per delegate is an appropriate amount to charge.

10. GRANTS TO CHURCHYARDS AND BOBBINGWORTH CLOCK

Following the last meeting a set of guidelines relating to any grant monies for the repair and upkeep of Bobbingworth Clock were agreed via e-mail and forwarded to the Bobbingworth PCC.

It was conveyed to Bobbingworth PCC that in order to be eligible for a grant for the maintenance of the Churchyard and/or the Clock they must form their own "Friends of Group". There appear to be some difficulties with this and a meeting has been arranged for the 15th January which Cllr Collins and the Clerk will attend with representatives of the PCC and the Rev Christine Hawkins to explore the various options open to the PCC i.e. forming a "friends of" group which is a registered charity or setting it up as a community group in order that they can continue to receive funding.

11. V E DAY COMMEMORATION

A meeting will take place on 21st January between a representative of the Scouts, the Head of Moreton Primary School, a representative from the Bell Ringers, Reverend. Christine Hawkins, Cllr Cooper, Cllr Chiverrell and the Clerk.

The current idea for consideration is a phased step through the parish's WW2 history to possibly include some of the following elements, with participation from the Scouts, Bell Ringers, School Choir etc:

1. Intro & Phoney War
2. Dunkirk - Churchill -
3. Battle of Britain
4. Raid on North Weald Airfield
5. The captured Polish Pilot – The Moreton Story
6. Farm & Factory Girls (one from the Village will be there on the day)
7. Children in WW2
8. Bobbingworth Nature Reserve Crash
9. Bomber Command over Germany
10. D-Day (we have a 95 year old who was on his MTB off Sword Beach laying smoke & his 93 Year old Brother on tied up on his Frigate in Southampton)
11. VE Day & Aftermath
12. Remembering the Parish fallen – Roll of Honour

Other items to be discussed will be parking, food, rehearsals, media, funding, invitations etc.

The Clerk has already submitted two small grant applications for funding for the event and following the meeting will apply for any other relevant grants.. However, the Parish Council as asked to CONSIDER/APPROVE an amount for funding for this event circa £2,000.

12. TELEPHONE KIOSKS

BT have finally advised that the electricity has not been switched off but that the fault may be a bulb or more likely an issue with dampness in a fuse in the control panel. Matt Wallace is in the process of repairing both kiosks and this should be completed by the end of this week.

There is also a broken pane of glass in the Bobbingworth Kiosk. Following enquiries to local glaziers it is not as straightforward as just replacing the glass as a small frame has to be purchased to hold the glass in place. The Clerk was not able to order this until 6th January as the supplier closes over Christmas. As soon as it is received the Clerk will arrange for the repair to be undertaken.

13. PERMANENT CHRISTMAS TREE

It was agreed that a Picea Pungens (Blue Colorado Spruce) would be purchased as a permanent tree on the Green at Moreton. This will need to be ordered soon. Councillors are asked to consider who will be able to assist with planting.

14. PARISH COUNCIL WEBSITE

The Clerk and Councillor Hannis are currently working on this and it is hoped that the test site will be available for Councillors to access towards the end of February. The Clerk will not purchase the premium (no advertisements) version until shortly before the website goes live at the end of March.

Councillors are asked to **AGREE** that details of the new website be advertised in the March editions of the Parish Magazines.

15. WELCOME PACK FOR NEW RESIDENTS E-VERSION AND HARD COPY

A brief history of the Parish was kindly provided by Cllr Stevens and list of clubs etc is attached at appendix 1 for **DISCUSSION**

It would seem sensible for this to go “live” and be advertised in the Parish Magazines at the same time as the website.

16. POLICIES

Councillors are asked to **CONSIDER/APPROVE** the following policies, which are attached at appendix 2:

Equality and Diversity
Bullying and Harassment
Grievance
Disciplinary

17. STATEMENT OF INTERNAL CONTROL

It was pointed out at the last internal audit that the Council should produce an annual statement of internal control. Councillors are asked to **APPROVE** the draft format attached and the Statement will be completed and signed off at the May Council meeting.

18. PLAY IN THE PARK

The Parish Council has been invited to run Play in the Park sessions in 2020. The cost this year will be £85 per session. Councillors are asked to **CONSIDER/APPROVE** whether to run sessions during summer 2020.

The sessions last year were not particularly successful, as EFDC failed to cut the grass prior to the first session and it had to be abandoned due to a severe problem with grass snakes. Unfortunately it poured with rain for the second session. The Clerk will endeavour to ensure that EFDC are reminded to cut the grass if the Council approve further sessions for 2020.

19. PLANNING

1. **NOTE** the following planning applications below which have been responded to by way of the Clerks delegated powers following e-mail consultation with Councillors

EPF/2364/19	Site adjacent to Great Notts Moreton Road Bobbingworth Ongar CM5 0LU	Proposed conversion of an existing barn to form a single detached residential unit, retaining existing access & on-site car parking.	The Parish Council conditionally supports this application subject to: the proposed conversion to residential occupation being conditional on the continued use of the site as a caravan park and that the barn cannot be sold separately from the business. Further that if at any future time the site ceased to be used as a caravan park then the barn would revert to agricultural use.
EPF/2872/19 & EPF/2873/19 (Listed Building Consent)	The Maltings Bush Hall Farm Matching Harlow CM17 0N	Single storey rear addition.	No Objection
EPF/2921/19	2 Old Glass House (Formerly Ericas Nursery) Kents Lane North Weald Bassett Epping CM16 6AX	Proposed open fronted cart lodge style garage.	No Objection

2.To NOTE the following planning decisions

EPF/2358/19	White Lodge Little Laver Road Little Laver Harlow CM5 0JF	Construction of new entrance gates. (Revised application to EPF/1762/19).	Refuse Permission (Householder)
EPF/2361/19	White Lodge Little Laver Road Little Laver	Grade II Listed Building Consent for construction of new entrance gates. (Revised	Refuse Permission

Listed Building Consent	Harlow CM5 0JF	application to EPF/1772/19LB).	
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20. Financial Matters

- i) To note that the Clerk's salary for November was £542.49 as it included 4 hours overtime.
- ii) To **APPROVE** the following payments detailed below, and **NOTE** the current status in terms of Income, Expenditure and account balances.

Payment Number/method	To	For	Amount
BACS	Julia Milovanovic	Clerk Salary Jan/Feb 2019	£486.37 x 2 = £972.74
BACS	Julia Milovanovic	Christmas tree reimbursement	£89.99
BACS	EFDC	2019 Play in the Park	£170.00
BACS	Stop Stansted Expansion	Annual Subscription	£10.00
BACS	RCCE	Annual Subscription	£72.60
BACS	Julia Milovanovic	Reimbursement of wine/food for Open Parish Meeting	£110.99
BACS	Julia Milovanovic	Home Office expenses : 4 Jan – 7 Mar = 10 weeks x £10 = £100 Mileage – update notice boards 20 miles @ 45p per mile + £18	£118
BACS	Moneysoft	Annual Subscription for payroll software	£86.40
BACS	Information Commissioner	Annual Fee	£40
BACS	Wallis Electrical	Phone box repairs	£100

Bank Balances as at 8 January 2020

Unity Current Account	£2,138.12
Unity Deposit Account	£23,481.46

iii) Councillors are asked to **NOTE** that following agreement at the last meeting that the Clerk should cross charge the time spent on the Neighbourhood Plan this amounted to approximately 17 hours totalling £238.51. The remaining earmarked amount of £101.98 will be returned to general reserves at the end of this financial year.

iv) To **NOTE** the Bank Reconciliation detailed below.

Balance per bank statements as at 1 Jan 2020		£	£
	Unity Deposit Account	23481	
	Unity Current Account	775	
			24256
Less: any un-presented cheques at 1 Jan 2020		0	
Add: any un-banked cash at 1 Jan 2020		0	24256
Net balances as at 1 Jan 2020			24256

CASH BOOK:

Opening Balance 1 April 2019		29,730	
Add: Receipts in the year		15604	45334
Less: Payments to 1 Jan 2020		21077.00	
Balance [receipts and payments book] as at 1 Jan 2020			24257.00

v) **VAT.**

Councillors are asked to **NOTE** that a VAT reclaim covering the period 2016-2019 totalling £1362.70 has now been submitted to HMRC.

22. BUDGET 2020

Councillors are asked **CONSIDER/APPROVE** the budget for 2020/21 attached at appendix 4.

22. PRECEPT

Councillors are asked to **CONSIDER/APPROVE** a precept increase for 2020/21.

The precept is based on 997 electors.

Details of a 1-7% increase are show below:

1%	15665.1
2%	15820.2
3%	15975.3
4%	16130.4
5%	16285.5
6%	16440.6
7%	16595.7

23. Date of Next Meeting

Members are asked to **NOTE** the date of the next meeting: Tuesday, 10 March 2020 at 7.30 pm in Moreton Village Hall,

There may be Planning Committee meetings held before this date if there are applications that need to be considered

26. Items for Next Meeting

Councillors are asked to advise the Clerk of any items they would like included on the next meeting agenda