



# LAMBOURNE PARISH COUNCIL

[www.lambourneparishcouncil.org](http://www.lambourneparishcouncil.org)

*Serving the Communities of Abridge & Lambourne End*

## LAMBOURNE PARISH COUNCIL

### MINUTES

25<sup>th</sup> April 2018

An Ordinary Meeting of the members of Lambourne Parish Council was held  
On Wednesday 25<sup>th</sup> April 2018 in the Lambourne End Parish Rooms..

Those present were: Cllr J Filby (Chairman), Cllr L Shreeve, Cllr P Martin, Cllr D. Hardy (Vice-Chairman), Cllr M Drew, Cllr P Price, Cllr A Hanch (Entered at 7.56pm)

Also In attendance: Tony Carter (Clerk)

There were three members of the public

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Meeting opened at 7.46pm

#### **17.249 Apologies for Absence**

There were apologies from Cllr A Hanch (Late Attendance) and Cllr A Barr

#### **17.250 Declaration of Interest**

NONE.

#### **17.251 Public Consultation**

7.56pm Cllr A Hanch entered the meeting

A resident of Lambourne End told the meeting about what had happened with the Lambourne sign. The sign fell down approx. 3 months and after drying out should be reinstated in May. This will be added to the May Agenda.

A resident of Lambourne End mentioned the problem with parking outside the Parish Rooms, especially on Wednesday mornings. Visitors to the Parish Rooms are often older and need to be able to park on the front, but some residents persist in blocking the drop curb. This was NOTED and will be added to the Linkup Report for June.

#### **17.252 Minutes of the last meeting**

The minutes of the meeting on 21<sup>st</sup> March 2018 were AGREED by Members and signed. Proposed by Cllr P Martin and seconded by Cllr J. Filby.

The minutes of the meeting on 28<sup>th</sup> March 2018 were AGREED by Members and signed. Proposed by Cllr P Price and seconded by Cllr M. Drewe.

The minutes of the meeting on 11<sup>th</sup> April 2018 were AGREED by Members and signed. Proposed by Cllr D. Hardy and seconded by Cllr P. Martin.



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### 17.253 Actions from Last Meeting/Matters Arising & Clerks Report

The Clerks Report / Action List was NOTED.

Cllr J Filby will ask the Defibrillator company to attend the Parish AGM and speak to Theydon Bois Parish Council regards the Notice Board. Cllr D. Hardy will look at the Notice Board at the playground.

The Clerk will look at Dog Bins and send Cllr L Shreeve notes from the 25<sup>th</sup> November Training Day.

### 17.254 Planning

<p><b>EPF/0792/18 - Moss Side New Road Lambourne End Romford Essex RM4 1AT</b></p> <p><b>Proposal:</b> Single storey rear extension with flat parapet roof with roof lantern. Enclosure of existing sun deck to first floor by creating first floor rear extension to infill between two existing rear bays.</p>	<p>The <b>COUNCIL</b> has <b>NO OBJECTIONS</b> to this planning application</p>
<p><b>EPF/1014/18 - Ship Cottage off New Road Lambourne End Essex RM4 1AJ</b></p> <p><b>Proposal:</b> Demolition of existing house and the erection of a five bedroom detached dwelling.</p>	<p>The <b>COUNCIL OBJECTS</b> to this proposal because of a lack of dimensions and proposed block and site plans to see if the proposed property will be too large for the plot.</p> <p>The <b>COUNCIL</b> would want to see a Block Plan etc before making a further comment.</p>
<p><b>EPF/1014/18 - 42 Alderwood Drive Lambourne Romford RM4 1DJ</b></p> <p><b>Proposal:</b> Single storey rear extension</p>	<p>The <b>COUNCIL HAS NO OBJECTION IN PRINCIPLE</b> to this proposal but asks that it is confirmed that the neighbour is happy with the extension passing their rear building line.</p>

There was no Planning Decisions received from Epping Forest District Council.  
There were no Enforcement items received from Epping Forest District Council.  
There were no complaints by Parish received to Epping Forest District Council.  
There were no enforcement cases closed.  
There were no new planning appeals received from Epping Forest District Council.  
There were no Licensing applications received from Epping Forest District Council.  
There were no Planning Appeal Decisions received from the Planning Inspectorate.



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### **17.255 External Meetings Attendance Update**

NONE

### **17.256 Correspondence**

Councillors NOTED the letter regards Augusta Cottages, Hoe Lane  
This has been passed to County Cllr McEwen.

Councillors NOTED the email from a Willow Tree Close resident.

### **17.257 Update from District Councillor and County Councillor**

District and County Councillors were not present.

### **17.258 Highways**

The Highways Report was NOTED.

The Clerk will request a Speed Survey on Manor Road.

A survey was carried out by Councillors on 14<sup>th</sup> April and the report drawn up will be merged with the existing Highways Report. A Lambourne End report will be carried out.

### **17.259 Enforcement Officers Report**

The Enforcement report was NOTED.

### **17.260 GDPR**

There was a discussion regards the best way to start the process of complying with the regulations. Councillors will read through the relevant information and a plan of action will be discussed and agreed at the May meeting.

### **17.261 Risk Assessment**

Cllr P Martin asked that Data Storage be added to the Risk Assessment once this has been decided through the GDPR work.

### **17.262 Playground Inspection**

It was NOTED that the playground inspection will be carried out by Playmaintain Ltd in July/August (date to be confirmed).



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### **17.263 Council Insurance**

The Clerk provided quotes from Norris & Fisher, Came & Co and Zurich Insurance. Cllr D Hardy proposed and Cllr P Martin seconded that the Zurich 3 year contract would be taken at £651.31.

This was AGREED on the proviso that a quote from Westminster Alliance is not more than £50 lower each year on a comparable schedule.

### **17.264 Landscaping / Planting**

The sub-committee have prepared a report on the initial work to be carried out. This was unanimously AGREED by the full committee.

Cllr P Martin resigned as Chair but will remain on the sub-committee with Cllr A Hanch joining.

The sub-committee will meet to discuss how they will move forward with ordering planters etc.

### **17.265 Market Place Parking Permit**

NEPP will make a decision once they have all details from the consultation.

### **17.266 Hoe Lane Parking**

A discussion was had about the permit parking on Hoe Lane and views were aired about changing the regulations. This will be looked at once the Market Place Parking has been concluded.

### **17.267 Noticeboards**

This will be carried over to the May meeting.

### **17.267 Parish AGM**

The Clerk has included a full page ad in Linkup and local organisations will be contacted.

### **17.268 Internal Audit**

The Clerk has handed Council documents to the Auditor and this will be carried out.

### **17.269 Councillor Training Notes**

A discussion was had about Cllr P Martin's notes on Councillor Training. Cllr D Hardy proposed that Private Sessions be added to the end of each Agenda and Cllr P Martin seconded. This was AGREED and the Clerk will add from May.



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## **17.270 Meeting Dates 2018-2019**

The dates for 2018/19 were AGREED.

## **17.271 Report of the Responsible Financial Officer**

Members NOTED that details for the Bank Reconciliation were with the Internal Auditor.

Members NOTED the cheque list. Cllr J Filby proposed the authorisation of payment of cheques and Cllr M Drewe seconded. This was AGREED by Members and the cheque list was AUTHORISED.

## **17.272 Information Exchange and items for the next agenda**

Cllr P Price mentioned that the new Recycling Calendars had not been delivered in Lambourne End and will chase this up.

## **17.273 Date of next Meeting**

The AGM and next Ordinary Council Meeting will be held on the 23<sup>rd</sup> May 2018 at the Abridge Village Hall.

Meeting closed at 9.56pm

Signed.....

Date.....