

**STOCK PARISH COUNCIL**  
**MINUTES OF THE COUNCIL MEETING**  
**HELD AT STOCK VILLAGE HALL, STOCK**  
**ON MONDAY 8 NOVEMBER 2021 at 7.00pm**  
Formal acceptance will take place at the next Council Meeting

**Present:**

Chairman: Councillor P Fenwick

Councillor M Gray – Vice Chairman

Councillor S Porter

Councillor M Taylor

Councillor J Millernas

Councillor M Rolph

Councillor J Walter

Essex County Councillor/Chelmsford City Councillor (ECC/CCC) - Councillor I Grundy

Officers:

Mrs N Caton – Clerk

Public:

Seven

**21-61 Apologies for Absence**

All Council Members present.

**21-62 Declaring of Interests**

Councillor M Taylor – Agenda Item 21-69e – Non-pecuniary interest.

**21-63 Public Participation Session with respect to items on the Agenda**

At the Chairman's discretion and Councils agreement agenda item 21-67c was brought forward for discussion.

21/01764/FUL – Site at The Lindens, Stock, Ingatestone CM4 9NH – Demolition of existing dwelling. Construction of two new dwellings. Proposed formation of access parking and associated landscaping.

Members of the public present addressed the Council urging support in the objection to the proposed planning application. It was noted that a number of letters to the Parish Council had been received from local residents and that Essex Highways had made submission not to object. It would therefore be prudent to constructively consider the matters raised by referring specifically to the National Planning Policy Framework (NPPF) Chelmsford Local Plan and the Stock Village Design Statement (VDS)

**RESOLVED:** The Council unanimously agreed to submit a comment of strong objection. A full submission of comment can be viewed at [publicaccess.chelmsford.gov.uk/online-applications/applicationDetails.do?activeTab=consulteeComments&keyVal=QYHF91BRHQQ00](https://publicaccess.chelmsford.gov.uk/online-applications/applicationDetails.do?activeTab=consulteeComments&keyVal=QYHF91BRHQQ00)

Members of the public addressed the Council on parking concerns and damage being sustained to verges caused by vehicles at 140 Mill Road. The Chairman stated that the Council was aware of the issues being raised and that a programme of landscaping was currently being undertaken.

**RESOLVED:** ECC/CCC Councillor I Grundy to seek the implementation of double yellow lines on the entryway to the development known as Valentines. It was agreed that referral of all damage to verges should be reported to Essex Highways.

19.45pm *Six members of the public left the meeting.*

**21-64 Confirmation of Minutes**

**RESOLVED:** The minutes of the meeting held on 11 October 2021 were agreed as a true and accurate account of the proceedings of the meeting. The Chairman signed.

**21-65 Clerk's Report**

Members noted the Clerks Report.

- The draft parking letter for general circulation has been withdrawn by Council.
- The co-option of Councillor vacancies will be re-advertised in due course..
- A copy of the bank mandate amendment to include Councillor M Gray (Vice Chairman) was provided to the Councillor for completion and submission.
- Presentation by Laura Atkinson – Rural and Community Led Housing Enabler – Councillor P Fenwick to forward contact details regarding the agreed housing survey to be undertaken (in the sum of £500-£600). Printing to be undertaken by the Rural Community Council of Essex (RCCE). SPC to deliver to parishioners.

The following appendices were advised for noting with all other matters to be raised specified Agenda items as tabled.

a. Appendix A – Correspondence and Action Report  
Noted.

b. Appendix B – Planning Enforcement Report.

It was noted that during a site visit undertaken on 15 October 2021, the Clerk's vehicle had unfortunately sustained wheel damage due to a large pothole. It was proposed by Councillor M Taylor that Council meet the costs of one replacement tyre. All in agreement and invoice be added to the Monthly schedule of account for November 2021. Highways Maintenance Report ref: 3601077.

c. Appendix C – Highways Maintenance and Action Report.  
Noted.

**21-66 Essex County Council/Chelmsford City Council Report**

ECC/CCC Councillor I Grundy tabled a verbal report on the following matters:

- Chelmsford City Council Meetings – Meetings have reverted to the use of virtual online services to conduct business.
- A visit to Stock by the Cabinet Member for Highways has been requested and will be scheduled for early 2022. A report of concerns to be raised and agreed prior to the meeting.
- The provision of 20mph speed limits within the county is currently being scheduled for discussion by Essex Highways
- Hylands Park – Parking charges have been implemented as at 8 November 2021.
- Army and Navy Roundabout – Funds have been allocated for the plan of works to be undertaken from 2024-2026.
- Street Lighting – The LED replacement programme, in the majority of residential areas, has now been undertaken with an energy saving of between 60-70%. The replacement in rural areas has been hampered due to supply issues.
- Royal Mail – Recent intermittent delivery services within Stock and South Hanningfield have been raised with Vicky Ford MP.
- Parcel Post Box – A central collection box for parcel post – to be investigated for future report.
- CCTV – Councillor M Gray stated that a response from Chelmsford City Council was now overdue from the Chelmsford City Council Public Protection Department. Councillor M Gray requested that ECC/CCC Councillor I Grundy investigate the delay.
- Remembrance Sunday 14 November 2021 – Please see minute 21-70d.

**21-67 Planning Matters**

i The following planning applications were discussed.

- a. 21/01323/FUL – The Molineux, Honeypot Lane, Ingatestone Road, Stock, Ingatestone – Retrospective application for the use of the land as a mixed-use site, comprising a riding school, equestrian clinic and venue for pony parties  
**RESOLVED:** Objection.
- b. 21/01763/S73 – White Heather, Stock Road, Stock, Ingatestone CM4 9PH – Retrospective application for variation of Condition 2 for previously approved 19/01763/FUL (Two storey side extension, single storey rear extension. Alterations to existing fenestration on front elevation). Addition of roof lantern to second storey and ground floor rear extension. Addition of 3 no flues to rear elevation  
**RESOLVED:** No objection raised. Retrospective Condition noted.
- c. 21/01764/FUL – Site at 1 The Lindens, Stock, Ingatestone CM4 9NH – Demolition of existing dwelling. Construction of two new dwellings. Proposed formation of access, parking and associated landscaping.  
**RESOLVED:** Please refer to Agenda item 21-63.
- d. 21/01951/FUL – Hippodrome Farm, Goatsmoor Lane, Stock, Ingatestone – Construction of stable block and menage.  
**RESOLVED:** No objection.
- e. 21/01973/FUL – 6 The Lindens, Stock, Ingatestone CM4 9NH – First floor rear extension, including addition of Juliet balcony, roof lights and additional windows to rear facing gables at second floor level and alterations to front and side elevations including alteration to windows, new windows, installation of first floor window to side, alteration to front door with altered side lights, alteration to cladding details; and internal alterations.  
**RESOLVED:** No objection
- f. 21/01978/FUL – The Old Surgery, 27 Mill Road, Stock, Ingatestone CM4 9LJ – Single storey side and rear extension.  
**RESOLVED:** No objection.
- g. 21/01983/FUL – 23 Well Lane, Stock, Ingatestone CM4 9LT – Demolition of existing bungalow and construction of replacement 5-bedroom, 3 storey dwelling.  
**RESOLVED:** Objection.
- h. 21/01997/FUL – 1 The Hamlet, Stock, Ingatestone CM4 9PH – Single storey side and rear extensions.  
**RESOLVED:** No objection.
- i. 21/02002/FUL – Moonrakers, Whites Hill, Stock, Ingatestone CM4 9QD – Proposed new gate and railings to front boundary.  
**RESOLVED:** Objection.
- j. 21/02069/FUL – 16 Myln Meadow, Stock, Ingatestone CM4 9NE – Proposed ground and first floor extensions, conversion of garage to habitable floorspace and alterations to existing fenestration.  
**RESOLVED:** Objection.
- k. 21/05271/TPO – 13 Myln Meadow, Stock, Ingatestone CM4 9NE – T7 Oak – Front Drive – reduce whole canopy by approx. 1-2 metres. Reason to create a smaller and well-balanced shape as has previously been reduced back to reduction points approx. 1-2 metres inside the outer canopy.  
**RESOLVED:** All matters referred to City Council Officers.
- l. 21/05282/TPO - Elmbrook, 15 Myln Meadow, Stock, Ingatestone CM4 9NE – T4 Oak – reduce back canopy overhanging the house by approx. 1-2 metres and remove lower epicormic growth from tree. Reason: Tree is overhanging garden and house quite considerably. T5-Sycamore – Reduce whole canopy by approx. 1-2 metres, back to previous reduction points. Reason: To create a smaller and well-balanced shape.

**RESOLVED:** All matters referred to City Council Officers.

All comments of submission are public documents and can be viewed on the Chelmsford City Council [online planning portal](#) or by request to the Parish Council via the Clerk. [clerk@stock-pc.gov.uk](mailto:clerk@stock-pc.gov.uk)

Concern was raised with regard to a new accessway to the Farrow Farm development 19/01970/FUL which may not comply with planning regulation.

**RESOLVED:** Clerk to contact with City Council Planning and Enforcement Officers for investigation.

ii A Planning Decision Report was tabled for information (Appendix 1). The document is available upon request by members of the public by contacting The Clerk or can be viewed by accessing the [online planning portal](#).

iii. Notification of Consultation on Draft First Homes Planning Advice Note – October 2021 – Consultation 26 October 2021- 24 November 2021 <https://consult.gov.uk/kse/>

**RESOLVED:** Noted.

21-68

#### **Highways and Maintenance**

a. High Street – Speeding

**RESOLVED:** Agenda item deferred to next meeting. ECC/CCC Councillor I Grundy to circulate information on the availability of any upgraded speed recording technology that could be considered for future installation.

b. Parking – A discussion regarding parking practices used in Southwold raised the potential to consider use of private company services for parking regulation. All agreed that a solution to parking must be actively pursued. Increased signage was discussed, however, set aside as it was agreed that already too much signage was in place in the central area of the village. The installation of ticketing machines would require amendment to highway law regulation. Councillor M Taylor suggested the installation of bollards within the verge area of Mill Lane and Mill Road. It was confirmed that visiting PCSOs cannot issue parking tickets as part of their duties.

**RESOLVED:** It was agreed by the Council not to circulate a previously proposed letter indicating the parking areas available within the village. ECC/CCC Councillor I Grundy to liaise with the South East Parking Partnership for guidance.

8.23pm

*ECC/CCC Councillor I Grundy left the meeting.*

c. Village Gateways – Councillor P Fenwick tabled a verbal report.

**RESOLVED:** Contractor C R Swift Landscaping to undertake maintenance works to the damaged gateway in Stock during November 2021.

d. Essex Highways – Highways Maintenance Devolution Programme.

**RESOLVED:** Item deferred. – ECC/CCC Councillor I Grundy and Councillor M Gray to investigate and report.

21-69

#### **Environment**

a. Hankins Wood – Councillor P Fenwick reported that the requested Ecology Survey and Management Plan from Mr S Plumb had not been received to date due to a backlog in work.

**RESOLVED:** Item deferred to the next meeting.

b. The Common – Councillor J Walter reported that the initial estimate of £1000 for the purchase of trees and hedging from Drakes did not take into account planting costs.

**RESOLVED:**

- Costs to be met from income received from the Community Infrastructure Levy (CIL)
- Management of the planting to be met from CIL income
- A revised cost of £1300-£1600 was agreed for all materials and planting (to include tree stakes).

- Mini Digger access would be required for the completion of works.

8.29pm A member of the public left the meeting.

- c. Village Drainage Survey – Councillors P Fenwick and M Rolph made a verbal report to Council on a meeting held with C R Swift Landscaping. Councillor M Taylor declared a non-pecuniary interest in the agenda item. The suggestion of swale (natural drainage undulated trench) installations on The Common were proposed close to the Car Park and to the rear pond area.

**RESOLVED:**

- Councillor P Fenwick to request contractor C R Swift to review the costs to provide the landscaping scheme.
  - The revised plan of works to be included within Phase 1 - gabion installation.
  - Councillor P Fenwick to circulate the plan of works to Council for comment and agreement.
  - Clerk to raise purchase order accordingly to secure contractor engagement.
- d. The Common – Car Park - The creation of 6 additional car parking spaces and potential entry gate relocation was discussed.

**RESOLVED:**

- Council in agreement to proceed as part of the works to be undertaken by contractor C R Swift Landscaping.
  - Stock Bowling Club to be contacted with details of the proposed plan of works.
  - Councillor P Fenwick to circulate the plan of works to Council for agreement.
  - To consider the carpark surfacing material as gravel was reported as noisy and can waterlog and freeze causing potential hazard. Grass Crete material to be considered as an acceptable alternative.
  - Councillor P Fenwick to request contractor C R Swift Landscaping to review the scheme for correct invoicing to be circulated to all Councillors for review and agreement. Clerk to raise purchase order accordingly.
  - To further consider potential re-siting of the brazier beacon.
- e. Commemorative Cherry Tree Planting – HRH Duke of Edinburgh.

**RESOLVED:** Proposed artwork for the commemorative plaque was agreed. Clerk to confirm with supplier Brunel Engraving to proceed to manufacture. Delivery time expected 3-5 weeks.

- f. Bench – Mill Road – Plan of maintenance works to replace the wooden slats on an existing concrete base.

**RESOLVED** – Councillor S Porter to provide details of order and installation with costings to The Clerk for purchase order to be raised.

- g. Litter Bins – The Clerk tabled a costings report for replacement of 3 litter bins as identified as two at the Bus Stops in the High Street and one at the junction with School Lane and Stock Road. A damaged bin at the crossing of Common Road to be replaced by the removal of a bin as proposed above.

**RESOLVED:** The Clerk to raise a purchase order for three MLB160 Steel Litter bins from supplier Wybone Limited, Barnsley. Price from £409.99 ex VAT. Additional options + Delivery agreed. Installation Contractor to be determined.

21-70

**Community Events**

- a. Jubilee – June 2022 - Councillors Porter, Taylor and Walter reported the following proposed elements to the event.
- Lighting ceremony of the Stock Beacon on Thursday 2 June 2022 (evening event).
  - Friday Event with BBQ to be held at the Cricket Club with Live Band stage entertainment
  - Tug of War competition

- Dog Show (Rosettes already purchased for VE Day Cancelled Event)
- Windmill Theatre production
- Country Fayre (Village Spirit) Show family event
- Sunday Church Service
- Stock Windmill – Visitor Day
- Stock Clubs, Associations and Societies to be invited to participate
- Planting of a Tree under the Queens Green Campaign
- Advertising leaflets and social media to be discussed further

**RESOLVED:** All agreed that a very positive structure to the event had been produced by the working party.

- b. Christmas Market – December 2022 – Councillors discussed the format of the Christmas markets currently used by Ingatestone and Margaretting.

**RESOLVED:** To proceed with an event based around The Square and to encourage local business stalls of approximately 20 to showcase the best of Stock. Carol singing around installed Christmas Trees with a traditional theme.

The Christmas trees for 2021 to be installed by contractor C R Swift Landscaping (cost yet to be advised) to be decorated by Councillors Fenwick and Porter on or around 27-28 November 2021. Councillor P Fenwick to organise the electrics for the tree lights.

- c. Stock Press – Community Publication – Deadline for editorial copy 10 November 2021.

**RESOLVED:** Editorial drafted by The Clerk was approved for submission.

- d. Remembrance Service – Sunday 14 November 2021

**RESOLVED:** Councillors Gray, Millernas and Rolph to assist with stewarding the closure of the High Street during the service at the war memorial. The Clerk reported that a wreath would be delivered by a representative of the Royal British Legion to The Tythe Barn (with invoice) by Friday 12 November 2021 for the Chairman to lay on behalf of the Council.

## 21-71

### Finance

- a. The Monthly Schedule of Accounts Payable November 2021 was agreed for signature

- EALC – Training Planning Briefing - £84.00
- Staffing - £1626,14
- PKF Littlejohn – Year End Review 2020/21 - £360.00
- Royal British Legion – Poppy Wreath - £25.00
- OfficeIS – Office Sundries - £ 47.98
- Misc - Clerk – Tyre damage sustained whilst on SPC duties 15.10.21 - £101.29.  
Resolved - Agenda item 21-65b.

**RESOLVED:**

- It was noted that the Council had received a sum of £19,460.47 in respect of Community Infrastructure Levy (CIL) (Planning applications 19/01350/FUL, 18/00719/S73, 16/01634/FUL and 17/02148/FUL).
- It was agreed that a purchase order for works at The Common to install gabions and wooden uprights be raised in the sum of £21, 440.40 (Inc VAT) to be paid to C R Swift Landscaping. Payment to be made upon completion of works to be undertaken.

- b. Bank Balances

**RESOLVED:** Agreed in the following sums as at 29 October 2021.

Barclays Business Current Account £108036.20.

Barclays Savings Account £87,936.95.

- c. Budget Review

The Clerk presented a CIL report tabling a full breakdown of receipts from October 2015 to present day listing all planning payment liabilities as notified by Chelmsford City Council. A total of £136,097.25 had been received. A total expenditure of £77,338.72 covering 42 projects had been undertaken with a balance of £58,758.53 to be allocated to current/future agreed projects within spend guideline.

**RESOLVED:** Councillors put forward the following projects for future consideration:

- Playground – All weather surface installation and new equipment.
- Replacement Bus Shelters and addition of bus shelter in Downham Road
- Litter Bin maintenance and replacement.
- Footpath 45 and 48 maintenance works.
- The 2022-23 Budget Schedule was deferred to the next meeting.

- d. Grants – It was reported that one application on behalf of the Friends of Stock Windmill had been received for consideration. Unfortunately, the application did not meet the grant provision criteria and therefore could not be approved on this occasion.

**RESOLVED:**

- Councillor members to meet with a named representative of the Friends to discuss other potential funding options.

**21-70**

**Administrative**

a. Training

- Essex Forest Initiative – 4 October 2021 – Councillor Gray reported that he had unfortunately not been able to attend.
- EALC Planning Briefing – 13 October 2021 – Councillors Rolph and Taylor reported that a comprehensive briefing had been undertaken. (Notes circulated to all Council members). It was reported that the Essex Association of Local Councillors provide a bespoke service to individual Parish Councils, however this service would not be required at this time.
- Community Specials Briefing – 25 October 2021 – Councillor M Rolph attended the presentation. Parish Council funding of nominated Special Constables (who have full police powers) could be undertaken for a number of specified hours per month when there is availability. A period of 2 years training would be required by a Special Officer prior to independent patrol. Application could be made for more than one Officer and time share with other Parish Councillors can be undertaken. All expenses and mileage at .45p per mile would be required to be met. No contract would be undertaken and that to proceed would be by an agreement process. Presence by the Officer at Meetings would be available, but that all instructions to be carried out would be at the Authority of Essex Police.

**RESOLVED:** Councillor M Rolph to progress the initiative with regard to the provision of two Special Officers. Leafleting to be commenced at a date to be confirmed.

The next Council Meeting will be held on  
13 December 2021 – 7.00pm – Stock Village Hall CM4 9NF

There being no further public business to be transacted, the Chairman closed the meeting at  
9.25pm.

Signed Chairman .....

Dated .....