

## NAZEING PARISH COUNCIL

### Minutes of the meeting of the Full Council Meeting held on Thursday 27th June 2019 at 7:30pm at St Giles, Nazeing.

**Members present:** Cllrs Clarke (Chairman), Billingham, Carter, Frydrych, Joslin, Smith.

**Also present:** Lorraine Ellis (Clerk), 10 members of the Public.

#### 1. Welcome and Introductions:

Cllr Clarke welcomed everyone to the meeting and as it is a full agenda this evening, she asked Cllrs to be succinct. Cllr Clarke also advised that she would explain the co-option process and finished by asking Cllrs to introduce themselves.

#### 2. Apologies for absence:

Cllrs Arnold, Benton, Skipper. Apologies noted from County Cllr Jackson.

#### 3. Public participation:

Cllr Clarke proposed that participation would be included at the appropriate item.

#### 4. Declarations of Interest:

None.

#### 5. Approval and signing of minutes:

- a) The minutes of the Annual Parish Meeting held on 16th May 2019 were approved and signed by the Chairman of the Council with no amendments.
- b) The minutes of the Annual Parish Council Meeting held on 16th May 2019 were approved and signed by the Chairman of the Council with no amendments.
- c) The minutes of the Planning Committee meeting held on 30th May 2019 were noted.

#### 6. Enforcement Notices/Appeals: DJ

A letter has been received from a resident (the owners of Moss Nursery) regarding items 6a and 6b and Cllr Joslin read the letter. The owners of Moss Nursery are concerned that their nursery is being "linked" to an enforcement issue.

a) The following enforcement appeal was considered:

**Application No:** ENF/0067/18      **Officer:** Clare Munday      **Applicant Name:** Mr E Jones

**Site Address:** Land adj to Moss Nursery, Sedge Green, Roydon, Essex, CM19 5JR

**Details of Appeal:** Without planning permission the material change of use of the land from agricultural to residential use including the stationing of mobile homes/caravans for residential use

**Reason for Appeal:** Against an Enforcement Notice

**Appeal Type:** an Informal Hearing

b) The following planning appeal was considered:

**Application No:** EPF/3249/17      **Officer:** Clare Munday      **Applicant Name:** Msrrs Jones

**Site Address:** Land adj to Moss Nursery, Sedge Green, Roydon, Essex, CM19 5JR

**Proposal:** Change of use of land to a Gypsy and Traveller caravan site consisting of 2 no. pitches each containing 1 no. mobile home, 1 no. touring caravan, car parking, shed, amended access.

**Reason for Appeal:** Against a Refusal

**Appeal Type:** an Informal Hearing

It was resolved that both items would be deferred to the next meeting, in light of the more recent information that has been received from EFDC.

## **7. Planning Applications:** The following applications were considered:

- (a) **Application No:** EPF/1201/19 **Officer:** Sukhvinder Dhadwar  
**Applicant Name:** Mr L Williamson  
**Location:** Middlebrook Industrial Estate, Hoe Lane, Nazeing, Waltham Abbey, EN9 2RJ

**Proposal:** Demolition of existing commercial buildings and erection of 20no. detached/semidetached dwellings and 13no. 'affordable' houses with associated off-street parking, private gardens and landscaping.

Cllr Frydrych explained some of the history of the site.

A resident asked that speed calming is included on the private road and also advised that currently on the site, there are no restrictions on working hours.

Cllr Billingham highlighted that points have been raised in Essex County Councils SuDS report, wrt flooding issues and they have put a holding objection on the application. The development is part in the conservation area and a hedge running the length of the stream has a TPO (Tree Preservation Order). The tree & landscape department at EFDC are also concerned over the positioning of houses to the leylandii hedge on one of the boundary's and have requested that the development be redesigned to address this.

Cllr Billingham believes that there are potentially over 160 car movements per day, when you consider those stated in the Stoneshot development predictions and she is concerned that would be a far greater danger than a handful of slow moving HGVs.

Cllr Clarke raised concerns regarding the credibility of the Transport Assessment. It states the number of additional traffic movements as 6 -7 during peak hours. That the site has a good access to bus services, when the only reliable bus service to the nearest town (Hoddesdon) is the Community bus service and so the bus access is actually limited. Also that the site is within walk and cycling distance of local facilities, when Hoe Lane is too dangerous a road for walking and as there is no footway until Palmers Grove.

Cllr Billingham said that EFDC had already granted permission for 269 developments in Nazeing since 2014, that it does not include 122+ allocated in the Local Plan and questioned whether any more were required as the target in the Local Plan has already been doubled.

Cllr Smith proposed that the Council objects to the application, Cllr Billingham seconded the proposal. Three Cllrs voted in favour of the proposal and three Cllrs voted against the proposal. The Chairman used her casting vote and voted in favour of the proposal. Therefore the Council objects to the application.

### **Resolved – to object to the proposal as**

- i) Essex County Council have raised flooding issues in their SuDS report.**
- ii) The development is part in the conservation area.**
- iii) A hedge running the length of the stream has a TPO.**
- iv) EFDC have already granted permission for 269 developments in Nazeing since 2014. In addition, c. 122 developments are allocated in the Local Plan, which fulfils the requirements.**
- v) There are potentially over 160 car movements per day, which would be on a narrow lane, the lane is already under pressure from volume of traffic.**
- vi) Concern was expressed over the credibility of the Transport Assessment, as it states very low additional traffic movements (see v above), the site does not have good access to bus services and Hoe Lane does not have a footway, so it is dangerous to walk along it.**

**In the event that the application is referred to Committee, the Council would wish to attend the meeting and make representations.**

**These are provided for information only, EFDC do not normally accept comments on these applications.**

- (b) **Application No:** EPF/1351/19 **DRC Officer:** James Ruffini Davis  
**Applicant Name:** Mrs Marcetic  
**Location:** Burleigh Nursery, Hoe Lane, Nazeing, Waltham Abbey, EN9 2RJ

**Proposal:** Application for Approval of Details Reserved by Condition 6 "Phase 2 Land Contamination preliminary risk assessment" for EPF/2047/17. (Demolition of existing commercial buildings & erection of x6 no. four bedroom detached dwellings).

**Resolved – no comment.**

- (c) **Application No:** EPF/1352/19 **DRC Officer:** Sophie Ward Bennett

**Applicant Name:** Mrs Marcetic

**Location:** Burleigh Nursery, Hoe Lane, Nazeing, Waltham Abbey, EN9 2RJ

**Proposal:** Application for Approval of Details Reserved by Condition 6 "Phase 2 site investigation" for EPF/2271/16. (Erection of x5 no. detached residential dwellings).

**Resolved – no comment.**

**8. Amended Planning Applications:** The following applications were considered:

- (a) **Application No:** EPF/0852/19 **Officer:** Graham Courtney  
**Applicant Name:** Miss Rossella Castellana  
**Location:** 8 The Mead, Nazeing New Road, Nazeing, Waltham Abbey, EN10 6SS

**Proposal:** Proposed demolition of an existing detached dwelling & garage with the erection of a new 2 storey detached dwelling \*\*\*Amended/Application/Description\*\*\*

**Resolved – no objection.**

- (b) **Application No:** EPF/1221/19 **Officer:** Caroline Brown  
**Applicant Name:** Mr Wellington Andrade  
**Location:** 67 Western Road, Nazeing, Waltham Abbey, EN9 2QH

**Proposal:** Proposed single storey rear extension. \*\*\*the extension has been increased from 3.5 to 3.8metres \*\*\*

**Resolved – no objection.**

**9. Councillor Vacancies.**

Due to six applicants and only four vacancies, the vacancies will be filled individually. An absolute majority, of those present and voting, must be achieved.

Cllr Clarke explained the process for co-option and each Cllr had also been given a documented copy. One applicant requested to stand for Riverside ward only. The other five applicants were standing for either ward.

Details of how each vacancy has been filled is recorded below.

*Bumbles Green ward and vacancy 1.*

Round 1: Steve Clarkson 3 votes, Jennifer Lovegrove 1 vote, Kev Orkian 0 votes, Chris Shorter 0 votes and Dawn Warwick 2 votes.

Kev Orkian and Chris Shorter removed as lowest number of votes.

Round 2: Steve Clarkson 3 votes, Jennifer Lovegrove 0 votes and Dawn Warwick 3 votes. As a tie, Chairman had the casting vote and Dawn Warwick was co-opted onto the Council in Bumbles Green ward.

*Bumbles Green ward and vacancy 2.*

Round 1: Steve Clarkson 5 votes, Jennifer Lovegrove 1 vote, Kev Orkian 0 votes and Chris Shorter 0 votes.

Steve Clarkson was co-opted onto the Council in Bumbles Green ward.

*Riverside ward and vacancy 1.*

Round 1: Jennifer Lovegrove 2 votes, Kev Orkian 0 votes, Chris Shorter 3 votes and David Stock 1 vote.

Kev Orkian removed as lowest number of votes.

Round 2: Jennifer Lovegrove 1 vote, Chris Shorter 4 votes and David Stock 1 vote. Chris Shorter was co-opted onto the Council in Riverside ward.

*Riverside ward and vacancy 2.*

Round 1: Jennifer Lovegrove 2 votes, Kev Orkian 0 votes and David Stock 4 votes. David Stock was co-opted onto the Council in Riverside ward.

It was noted that Cllr Shorter departed from the Council meeting at this point.

### **10. Date of next Full Council and Planning Committee meetings in August.**

There was a brief discussion about Full Council meetings over the summer period and Cllrs present were in agreement that it could be held in August instead of July.

**a)** It was resolved that the date for the next Full Council meeting is 22nd August 2019 and it was noted that the meeting would include additional planning applications.

**b)** It was resolved that the date for the Planning Committee meeting is 1st August 2019.

### **11. Nazeing Youth Football Club.**

To provide an update on the draft agreement required between the Council and the Nazeing Youth Football Club. **DJ**

Cllr Joslin explained that it had been difficult to start the draft as he believed that the agreement should include the provision of toilets and changing facilities etc. although these are not available, and also no decision had been made regarding the term of the agreement.

Following some discussion, it was agreed that the draft should be produced as a basic agreement for the use of the pitch for 1 year. Amendments could be made at a later time, to include additional facilities. Cllr Joslin proposed to complete a draft by 11/07/19. **Action Cllr Joslin.**

### **12. External Liaison.**

To appoint Councillor/s to liaise with Nazeing Community Champions.

Cllr Billingham proposed Cllr Warwick to liaise with Nazeing Community Champions, Cllr Smith seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that Cllr Warwick will liaise with Nazeing Community Champions.

### **13. Annual Internal Audit 2018/19:**

**a)** The completion of the Internal Audit on 23/05/2019 was noted.

**b)** The contents of the 2018/19 Internal Audit Report were noted and it was resolved to approve the Action Plan and responses.

It was agreed to record a vote of thanks for the Clerk and to include the following statement from the audit report "The auditor thanks the Clerk for her assistance, which has ensured the smooth progress of our review process".

**c)** It was resolved to approve the Annual Internal Audit Report 2018/19 page 3 of the Annual Governance and Accountability Return 2018/19 Part 3.

### **14. Annual Governance and Accountability Return 2018/19:**

**a)** It was resolved to approve Section 1 - Annual Governance Statement 2018/19 page 4 of the Annual Governance and Accountability Return 2018/19 Part 3.

**b)** It was resolved to authorise the Chairman and Clerk to sign and date Section 1 - Annual Governance Statement 2018/19 page 4 of the Annual Governance and Accountability Return 2018/19 Part 3.

**c)** It was resolved to approve Section 2 - Accounting Statements 2018/19 page 5 of the Annual Governance and Accountability Return 2018/19 Part 3. It was noted that this section has already been signed by the Clerk.

**d)** It was resolved to authorise the Chairman to sign and date Section 2 - Accounting Statements 2018/19 page 5 of the Annual Governance and Accountability Return 2018/19 Part 3.

### **15. Financial Matters:**

**a)** It was resolved to authorise:

i) Payments totalling £18,274.84.

ii) Transfer of £8,000 between bank accounts.

The Financial Summary for June 2019 was approved and signed by the Chairman of the Council. It was noted Cllrs Joslin & Carter will set up & approve direct credits this month. **Action Cllrs Joslin & Carter.**

**b)** To appoint a Councillor, who is not a signatory on the bank account, to review, approve and sign the reconciliation reports on a quarterly basis.

There were two proposals and each proposal was voted on:

Cllr Joslin proposed Cllr Clarkson for this appointment, Cllr Frydrych seconded the proposal. Three Cllrs voted in favour of the proposal to appoint Cllr Clarkson.

Cllr Billingham proposed Cllr Smith for this appointment, Cllr Clarke seconded the proposal. Two Cllrs voted in favour of the proposal to appoint Cllr Smith.

It was resolved that Cllr Clarkson will review, approve and sign the reconciliation reports on a quarterly basis.

It was proposed that Cllr Clarkson is appointed to the Finance committee and all Cllrs were in favour of the proposal. It was resolved to appoint Cllr Clarkson to the Finance committee.

**c)** It was resolved to authorise payment for an additional 4 hours for the Clerk if required, for preparation for the next Full Council meeting.

### **16. Leisure Centre and Playing Fields at Bumbles Green. DJ**

To consider registration of the Council's Title. Cllr Joslin advised that part of the land was gifted to the Council by Lord John Mackie but the land has never been registered. Cllr Joslin has met with a solicitor to discuss proceeding with the application to Land Registry. The estimate for the solicitor fees is £450 + VAT and £45 + VAT for the search and registration fee.

Cllr Frydrych proposed that the Council proceeds with this solicitor for the registration of the Council's Title. The proposal was seconded by Cllr Smith and all Cllrs were in favour of the proposal. It was resolved to proceed with Forbes Hall LLP solicitors for the registration of the Council's Title and agreed that due to the time already spent by Cllr Joslin, the Council has used these solicitors previously and the reasonableness of the fees quoted, no further estimates would be required. A new account code will need to be raised for the expenditure.

### **17. Review Standing Orders.**

Cllr Clarke proposed establishing a working group to review the Councils Standing Orders, the proposal was seconded by Cllr Billingham. All Cllrs were in favour of the It was resolved to establish a working group to review the Councils Standing Orders and Cllrs Clarke, Billingham, Clarkson and Warwick will be on the working group.

### **18. Review Financial Regulations. LE**

To consider and approve the changes to the Councils Financial Regulations, as recommended by the internal auditor. C/F to next Full Council meeting.

## **19. Connecting with the Community.**

**a)** To provide an update on the Parish Council information booklet. **SC**

It was requested that all the new Cllrs provide their biographies to Cllr Warwick, who is producing the booklet. **Action Cllrs Clarkson, Stock & Shorter.**

**b)** To provide an update on the new noticeboards at the Parade. **SC/SB**

The new noticeboards are being installed on 01/07/19, with the supports being painted beforehand.

## **20. Amenity Matters:**

**a)** Permission has been granted to install and maintain three planters on the footway outside Nazeingbury Parade, subject to a number of conditions. To consider that Nazeing Parish Council acknowledge this permission to Essex County Council.

It was resolved to acknowledge this permission to Essex County Council, subject to checking the Council's insurance policy and Cllr Joslin also reviewing the document.

**Action Clerk and Cllr Joslin.**

It was noted that Cllr Frydrych departed from the Council meeting at this point.

**b)** It was resolved to apply for a Micro-grant for funding towards the planters and the community noticeboard at the Nazeingbury Parade. **Action Cllr Clarke.**

To note that community organisations can apply for the Micro-grant for community projects and details are available on the EALC website [www.ealc.gov.uk](http://www.ealc.gov.uk)

**c)** Footway Repair Programme. To consider if there are any serious footway defects in Nazeing that need attention. Cllr Billingham suggested the footway by the school. Cllr Clarke suggested the stretch of footway opposite the entrance to Clayton Hill and also the area in front of the smallish trees / grassed area, along the front of Langley Green. Required details to be provided as soon as possible. **Action Cllrs Billingham & Clarke.**

**d)** London Stansted Airport would like to present Councils in the area with tree saplings as a gift to celebrate Biodiversity Week. Tree samplings have been requested for planting at the Hoe Lane open space. To provide an update. **SC**

EFDC has given permission and London Stansted Airport has been advised, however, there has been no response from the contact at London Stansted Airport.

**e)** It was noted that the Parkguard patrols at Elizabeth Close Play Area / Fields are scheduled to start from 24/06/19 and continue until 22/09/19.

**f)** To provide an update on the community speedwatch training. **SC**

District Cllr Bassett has co-ordinated some training for a group of residents to undertake speedwatch training on 03/07/19. Cllr Clarke will be attending the training. Six locations have been identified to carry out the speedwatch. Cllr Warwick will send Jennifer Lovegrove District Cllr Bassett's details, so Jennifer can contact him with a view to attending the training. **Action Cllr Warwick.**

## **21. Annual Inspection Report of Play Areas.**

The contents of the 2019 Annual inspection Reports received from RoSPA Play Safety Team for the three play areas (circulated before the meeting) was noted.

It was proposed to establish a working group to look at the reports and consider the suggestions. All Cllrs were in favour of the proposal. It was resolved to establish a working group to look at the reports, consider the suggestions and Cllrs Carter, Joslin & Warwick will be on the working group. Also possibly Cllr Frydrych. **Action Cllrs Carter, Joslin & Warwick.**

**22. Clerks Report.**

The report was not circulated before the meeting. C/F to next Full Council meeting.

**23. Reports from Councillors who have attended other meetings/events.**

None.

**24. Correspondence.**

- a) It was noted that a letter of thanks for the grant has been received from Elizabeth Brown, chairman of the Nazeingberries Association.
- b) It was noted that a letter of thanks for the grant has been received from Brian Starling, treasurer of the Royal British Legion.
- c) It was noted that Mr Kenworthy has issued a formal complaint about the carriageway condition on Middle Street and will be advising the Local Government and Social Care Ombudsman. County Cllr Jackson advised that it has been raised to the status of a formal complaint by Essex County Council.

**25. New Councillors.**

To receive each Councillor’s declaration of acceptance of office.  
 Both Cllrs Clarkson and Warwick made a declaration of acceptance of office as Councillor. It was noted that Cllr Shorter had made a declaration of acceptance of office as Councillor before he left the meeting. Cllr Stock will need to complete the declaration of acceptance of office by 25/07/19. **Action Cllr Stock.**

**26. Information Items.**

a) Chris Shorter had circulated a report before the meeting (on 27/06/19) to provide an update on the Former Total Site redevelopment. Work outside the units (gardens and parking area) is almost complete. Work inside the units is continuing and all windows & doors are now installed, making the units secure. Unfortunately, the utilities providers for power, water and gas final connections to the mains have been delayed by highways road management control allocations. Chris finished his report by thanking Cllr Frydrych for his time to allow him to produce the report.

**27. Items for the next agenda.**

- a) Cllr Smith would like to raise the issue of parking on Langley Green.
- b) Cllr Joslin would like the Leisure Centre discussed and the proposal to re-instate the working group.

**28. Date of next meeting of Full Council. 22/08/2019.**

Meeting closed 9:53pm.

**Signed by the Chairman:** .....

**Date:** .....