

## NAZEING PARISH COUNCIL

### **Minutes of the Full Council Meeting held on Thursday 26th September 2019 at 8pm at the Scout Hut, Perry Hill, Middle Street, Nazeing.**

**Members present:** Cllrs Billingham (Chairman for the meeting), Benton, Clarkson, Carter, Joslin, Smith, Warwick.

**Also present:** Lorraine Ellis (Clerk), 3 members of the Public.

#### **1. Welcome and Introductions:**

Cllr Billingham (Vice-Chairman of the Council) welcomed everyone to the meeting.

#### **2. Apologies for absence:**

Cllrs Arnold, Clarke, Frydrych, Shorter, Skipper, Stock. Apologies noted from County Cllr Jackson.

#### **3. Public participation:**

Mr Bob Bray to speak on item 19.

Mr Ed Borton to speak on item 9d.

Mrs O'Connor to speak on item 6a.

#### **4. Declarations of Interest:**

Cllr Carter declared a non pecuniary interest in item 6a but stated that she would not be leaving the meeting when the item was discussed.

This was contrary to the current understanding of some Cllrs and the Clerk, which is when a Councillor declares either a pecuniary or non pecuniary interest, they should leave the meeting. Cllr Joslin & the Clerk will clarify the situation with EFDC. **Action Cllr Joslin & the Clerk.**

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

**a)** The minutes of the Full Council meeting held on 22nd August 2019 were approved and signed by the Vice-Chairman with no amendments.

**b)** The minutes of the Extraordinary Council meeting held on 29th August 2019 were approved and signed by the Vice-Chairman with no amendments.

**c)** The minutes of the Planning Committee meeting held on 1st August 2019 were noted.

#### **6. Planning Applications: DJ** The following applications were considered:

- (a) **Application No:** EPF/2089/19 **CLD Officer:** Zara Seelig  
**Applicant Name:** Mr K O'Connor  
**Location:** Langridge Stables, Paynes Lane, Nazeing, Waltham Abbey, EN9 2EY

**Proposal:** Application for a Lawful Development Certificate for an Existing use of a dwelling house.

Cllr Carter did not leave the meeting for the duration of the discussion on this application, since she stated that she had received advice that it was not necessary for her to leave. Cllr Carter did not take part in the discussions.

Cllr Joslin referred to the planning statement, he advised that on the application reference is made to affidavits as evidence of proof of residency. Cllr Joslin stated that affidavits are legal documents. Unfortunately, these are not included amongst the available documents so he was unable to check any of the details.

Cllr Benton referred to the site history, that it was a little confusing as it referenced four locations but there was no mention of Langridge Stables. Cllr Joslin advised that the application being considered was only in relation to Langridge Stables and not the other locations.

Cllr Joslin proposed that as it appears that the applicant has made his case and providing that satisfactory evidence is produced for the District Council, the Parish Council would have no objection. All Cllrs were in favour of Cllr Joslin's proposal. It was noted that Cllr Carter did not vote.

**Resolved – no objection provided that credible evidence of residential use for the required number of years is submitted by the applicant to the District Council.**

(b) **Application No:** EPF/2101/19 **Officer:** Alastair Prince  
**Applicant Name:** Mr Orcun Ozturk  
**Location:** 92 North Street, Nazeing, Waltham Abbey, EN9 2NW

**Proposal:** Proposed rear/side extension & a loft conversion with side dormer windows & roof skylights.

Cllr Joslin stated that the proposed changes in this application are similar to those made on the neighbouring property.

**Resolved – no objection.**

## **7. Financial Matters:**

It was resolved to authorise:

- i) Payments totalling £2,542.26.
- ii) Transfer of £3,000 between bank accounts.

The Financial Summary for September 2019 was approved and signed by the Vice-Chairman. It was noted that Cllrs Billingham & Clarke (both authorised signatories on the bank account) will set up & approve direct credits this month. **Action Cllrs Billingham & Clarke.**

## **8. Amenity Matters:**

**a)** The new Council noticeboard at the Parade. Cllr Billingham advised that due to the problems with the noticeboard, a request was made to the supplier, Boldens Signage Solutions, to replace the noticeboard. Boldens Signage Solutions have agreed to replace it, installation date tba.

**b)** Parking on Langley Green. The Clerk advised that photographs highlighting the parking issues have been sent to County Cllr Jackson, asking him to advise what would be the best way forward. County Cllr Jackson replied advising that he'll ask the Highways Liaison Officer about land ownership. Also, that if motorists are obstructing footpaths, then the beat officer should be asked to ticket them. District Cllr Bassett and the police officer to be contacted regarding ticketing the offending motorists.

## **9. Correspondence.**

**a)** A request has been received from Essex & Herts Air Ambulance for a grant. It was agreed that the grant application form is to be sent to Essex & Herts Air Ambulance.

**b)** It was noted that a thank you letter from British Heart Foundation regarding the recent gift made in memory of former Cllr Mr Eddie Culling had been received.

**c)** RCCE have sent information on their Village Halls & Community Buildings Conference on 12/10/19 at Fyfield, nr Ongar. Cllrs to advise the Clerk by 04/10/19 if they would like to attend. **Action All Cllrs.**

**d)** Request from Mr Borton to consider allowing Nazeing Primary School children to plant 100 bulbs at both Aerodrome Corner and at the Pound (nr Hyde Mead Road). The lease for Aerodrome Corner has been checked by the Clerk and there does not appear to be any issues with planting bulbs in this location. It was resolved to allow the school children to plant 100 bulbs at both locations. Ideally the grass / bulbs should not be cut until June 2020, the Council's groundsman to be advised. It was agreed to advise Epping Forest District Council in April / May 2020, about the bulbs at the Pound, as EFDC cut the grass at this location.

**e)** Nazeing Bridge Roadworks. Further roadworks are planned. Following on from the limited communication to Nazeing residents over the summer closure of the road due to the bridgeworks, with further works now planned, Herts Highways have asked the Council to advise on which areas letters should be delivered to.

Cllr Billingham proposed 3 options:

- i) the whole village of Nazeing
- ii) the two nearest wards to the works – Riverside and Nazeingbury
- iii) the whole of Riverside ward and to also provide letters for the Council to distribute at key places.

The Clerk covered the details from Herts Highways, which includes overnight closures (maybe three) and 24/7 lane restrictions for up to 4 weeks.

Option ii) was agreed with some additional requests. It was resolved to ask Herts Highways to deliver to Riverside & Nazeingbury wards and in addition to include a notice in the local newspaper, on Herts Highways social media and provide letters for the Council to distribute at some key points in the village.

Herts Highways have also offered the opportunity for a number of people to visit the site and Cllrs Billingham, Clarke, Joslin, Smith and Warwick are interested. Date is to be advised.

**f)** To consider if the Council would like to be involved to celebrate and commemorate the 75<sup>th</sup> Anniversary of VE Day 8th to 10th May 2020. Cllr Billingham proposed this item is C/F to the next Full Council meeting, as Cllr Clarke has contacted David Pracy from the local history group and also the school. It was resolved to postpone this item to the next Full Council meeting.

**g)** It was noted that Latton Priory Public Consultation events were at Epping on 23/09/19 and at Harlow on 24/09/19. There is a website [www.lattontpriory.co.uk](http://www.lattontpriory.co.uk) for further information. The consultation closes on 07/10/19.

#### **10. External Liaison:**

It was resolved to appoint Cllr Stock to liaise with Lea Valley Regional Park Authority.

#### **11. Standing Orders. S.Billingham**

The revised Standing Orders were circulated before the meeting. Cllr Clarkson proposed to accept the revised Standing Orders, Cllr Warwick seconded the proposal. All Cllrs were in favour of the proposal. It was resolved to accept the revised Standing Orders.

#### **12. Review Grant Policy and Application Process.**

The proposed changes to the Grant Policy and Application Process were circulated before the meeting. The Clerk explained that the change was to move the closing date for the grant application from 30th November to 31st October.

Cllr Benton asked about question 7 on the Grant Application Form and why doesn't the form include a question to ask if the organisation has a policy on equal opportunities. After a brief discussion, it was agreed to include this question.

It was resolved to accept the changes to the Grant Policy and Application Process, to change the closing date, and to also include a question to ask if the organisation has a policy on equal opportunities.

### **13. Financial Regulations.**

Cllr Carter has reviewed the recently revised Financial Regulations and has looked at the model Financial Regulations. There is a lot in the model Financial Regulations which is not required for the Council and she believes no further changes are required to the Council's Financial Regulations. After some discussion, it was agreed to form a working group to compare the Council's revised Financial Regulations with the model Financial Regulations. Cllr Clarkson offered to be the point of contact for the working group. Cllrs Billingham and Warwick agreed to join the working group.

First meeting to be arranged for the new working group. **Action Cllr Clarkson.** The Council's revised Financial Regulations to be circulated to all Cllrs.

### **14. Terms of Reference (TOF) for the Personnel Committee. DW**

Cllr Warwick informed the Council that the Personnel Committee held its first meeting on 17/09/19 and reviewed the draft TOR for the committee. The amended TOR have been circulated. A couple of minor changes were requested by Cllr Joslin, which have been made by Cllr Warwick.

Cllr Billingham propose to accept the TOR for the Personnel Committee, Cllr Clarkson seconded the proposal. All Cllrs were in favour of the proposal. It was resolved to accept the revised TOR for the Personnel Committee. The TOR for the Personnel Committee to be circulated to all Cllrs.

### **15. Training.**

**a)** Cllr Billingham provided an update on Planning and Code of Conduct training. At the recent Local Council Liaison Committee meeting, Cllr Clarke raised the request with Epping Forest District Council (EFDC) for training for Planning and Code of Conduct. Nigel Richardson (Planning Services Director at EFDC) will provide planning training, date tba. A date for Code of Conduct training has been provided, 24/10/19 starting at 6pm. Cllrs Benton, Billingham, Clarke, Clarkson, Joslin, Smith and Warwick would like to attend. Cllr Arnold attended training previously, Cllrs Shorter and Skipper are away.

It was agreed to discuss item 16 at this point, minutes recorded below.

### **16. Date of next Full Council meeting.**

Cllr Clarkson proposed to move the next Full Council meeting to 28/10/19 due to a clash with training at EFDC on 24/10/19. Cllr Benton seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to have the next Full Council meeting on 28/10/19, date and venue to be confirmed.

**15b)** Cllr Warwick provided an update on Adult Mental Health First Aid training. Unfortunately, there has been no response for this training. Essex Association of Local Councils (EALC) will be advised. Cllr Warwick will ask the other Community Champion to advise Cllr Carter if she is aware of this training being held, as Cllr Carter had expressed an interest in attending. **Action the Clerk and Cllr Warwick.**

## **17. Working Groups. S.Billingham**

Details of the proposed procedures for working groups had been circulated prior to the meeting. Cllr Billingham explained the reasons to have agreed standard procedures. Following a brief discussion, Cllr Benton proposed that the draft standard procedures for working groups with an amendment to include non Cllrs being approved to join working groups. Cllr Smith seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to accept the standard procedures for working groups including the amendment to include non Cllrs being approved to join working groups.

## **18. Nazeing Youth Football Club.**

**a)** The Clerk provided an update on the agreement between the Council and the Nazeing Youth Football Club (NYFC). The agreement was sent to the NYFC on 27/08/19. Paul Bray advised on 18/09/19 that he would sign the agreement & return it the next day. However, Paul Bray then advised that the agreement had not been amended. As it was unclear what amendments were required, Paul Bray was contacted but no response has been received. To date, a signed agreement has still not been received and neither has an indication of the issues. It was agreed that the Clerk will contact Paul Bray on 27/09/19 to discuss and if no reply, Cllrs Clarkson & Warwick will follow it up. **Action the Clerk, Cllrs Clarkson & Warwick.**

**b)** Update from the working group, to investigate the three areas that the Club requires assistance with (toilet provision, storage provision and football pitch quality improvement). As the agreement has not been signed, the working group have not met. Cllrs Clarke & Warwick have asked to join this working group. It was agreed to appoint Cllr Clarkson as the point of contact for the working group. The working group to meet once the agreement has been signed by NYFC. **Action Cllr Clarkson.**

## **19. Leisure Centre. DJ**

There was a proposal to re-instate the working group for the Leisure Centre. Due to the fact that this is a significant decision and project for the Council, Cllr Billingham proposed that a Leisure Centre committee should be created, with Cllr Joslin as the initial point of contact. Cllr Warwick seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to form a Leisure Centre committee. First meeting of the committee to be arranged. **Action Cllr Joslin.**

## **20. Councillors' Allowances, including Parish Travelling and Subsistence Allowance.**

There was a proposal to establish a working group, to draft a policy for Cllrs to claim expenses. Following some discussion, Cllr Billingham proposed to establish a working group, to draft a policy for Cllrs to claim expenses. Cllr Warwick seconded the proposal. Cllrs Benton, Billingham, Clarkson and Warwick voted in favour of the proposal. No Cllrs voted against the proposal. Cllrs Carter, Joslin and Smith abstained. It was resolved to establish a working group, to draft a policy for Cllrs to claim expenses. Cllrs Benton, Billingham and Warwick will join the working group. Cllr Benton will be the point of contact. First meeting to be arranged. **Action Cllr Benton.**

## **21. Connecting with the Community.**

**a)** Cllr Warwick provided an update on the Parish Council information booklet. There are still some missing Cllr biographies and Cllrs have been contacted. Cllr Skipper has asked for some assistance. Cllr Warwick proposed that she could talk to the Cllrs after the end of the next Planning Committee meeting. Cllr Smith seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to cover after the end of the

next Planning Committee meeting. **Action Cllr Warwick and Cllrs Frydrych, Joslin, Shorter, Skipper & Stock.**

**b)** Review of Parish Noticeboards. To provide a proposal to the Council and agree any next steps. **MS / DW**

C/F to next Full Council meeting, due to the meeting over-running.

## **22. Council Meeting Action Tracker. S.Clarkson**

Cllr Clarkson had requested to discuss options for tracking outstanding Councillor actions from meetings, however, he has agreed to put this on hold. Cllr Billingham proposed that the Clerks Report is moved higher up on the agenda, with the Council's day-to-day items. Cllr Warwick seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to move the Clerks Report higher up on the agenda.

## **23. Clerks Report.**

Report circulated before the meeting and a number of points were raised:

- first item is very old. The Clerk advised she needed some assistance.
- second item needs some more details. The Clerk advised that she can add some more details but in fact it may have been dealt with as it relates to the Total site.
- items 10 & 11 should be resolved fairly quickly. The Clerk agreed.
- generally, ensure sufficient detail on the points included on the report.

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

**a)** Cllr Billingham advised that Cllr Clarke & herself had attended the Local Council Liaison Committee meeting recently & there was interest in the request for additional training. Also, the Inspector looking at the Local Plan, and that it may adversely affect the integrity of the Epping Forest Special Area of Conservation, so more work has to be completed by EFDC. Consequently, EFDC are not able to grant planning permission on any applications for additional residential or industrial development unless the applicant can demonstrate that their development will cause no additional harm/impact to the air quality of the Epping Forest Special Area of Conservation.

**b)** Cllr Warwick advised

- she had attended the latest Nazeing Safety Watch meeting, which was well attended by residents and it is becoming more community based.
- following training, the residents should be out doing Speed watch in the next couple of weeks.
- Beating the bounds is scheduled for 20/10/19, it involves walking along the footpaths to keep them open, clear, free and clean.
- a Nazeing book club has been organised by a local resident, and is supported by herself as a community champion. Meeting was well attended by residents.
- regarding the defibrillator at Betts Lane. BT have decommissioned the telephone box, the application was approved by the District Council and communicated to Community Heartbeats, who will be sending out the option pack to the co-ordinator. Once the option has been decided, it can be installed and the required training put in place.
- Cllr Clarkson & herself both attended the Laws & Procedures course run by EALC.

## **25. Information Items.**

Cllr Joslin informed the Council that he had spoken to County Cllr Jackson who advised

- some parking ticketing should be carried out at Crownfield & he asked the Parish Council to request this.

- he has asked the County's solicitor to write to Mr Kenworthy (who has a complaint about the carriageway condition on Middle Street). As far as the County is concerned, there are no issues with the road.

**26. Items for the next agenda.**

None.

Mrs O'Connor asked if the Council was aware of a report and consultation on the A10 and emissions charge. Cllr Billingham advised that the Council will respond when consulted.

Meeting closed 10:25pm.

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