

## NAZEING PARISH COUNCIL

### Minutes of the Full Council Meeting held on Monday 28th October 2019 at 7:30pm at the Scout Hut, Perry Hill, Middle Street, Nazeing.

**Members present:** Cllrs Clarke (Chairman of the Council), Arnold, Benton, Clarkson, Joslin, Smith, Stock.

**Also present:** Lorraine Ellis (Clerk), 1 member of the Public.

#### 1. Welcome and Introductions:

Cllr Clarke welcomed everyone to the meeting.

#### 2. Apologies for absence:

Cllrs Billingham, Carter, Frydrych, Skipper, Warwick. Not present: Shorter. Apologies noted from County Cllr Jackson.

#### 3. Public participation:

Mr Bray to speak on item 6.

#### 4. Declarations of Interest:

None.

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

**a)** The minutes of the Full Council meeting held on 26th September 2019 were approved and signed by the Chairman with no amendments.

**b)** The minutes of the Planning Committee meeting held on 12th September 2019 were noted.

#### 6. Planning Applications: DJ

The following applications were considered:

In relation to items 6(a) to 6(h), Mr Bray asked about the Tylers Cross Nursery applications, as they appear under both Roydon & Nazeing Parishes. Cllr Joslin advised that he believes Tylers Cross Nursery is within the Parish of Roydon however, Nazeing Parish Council can consider the applications and inform the District Council of any comments / resolutions.

It was considered that insufficient information had been supplied with each application (6a to 6h) and so the Council was unable to make a decision. The District Council will be contacted to request the following in each case:

- i) Location of the caravan / building on a site plan (as is not shown on the location plan),
- ii) Current use of the caravan / building,
- iii) Proposed use of the caravan / building.

(a) **Application No:** EPF/1910/19 **CLD Officer:** Alex Taylor  
**Applicant Name:** Mr Salvo  
**Location:** Tylers Cross Nursery, Caravan 1, Epping Road, Nazeing, Waltham Abbey, EN9 2DH

**Proposal:** Application for a Lawful Development Certificate for Existing use of a caravan for residential use.

(b) **Application No:** EPF/1911/19 **CLD Officer:** Alex Taylor  
**Applicant Name:** Mr Salvo  
**Location:** Tylers Cross Nursery, Epping Road, Nazeing, Waltham Abbey, EN9 2DH

**Proposal:** Application for a Lawful Development Certificate for Existing use of building 2 for residential purposes.

- (c) **Application No:** EPF/1914/19 **CLD Officer:** Alex Taylor  
**Applicant Name:** Mr Salvo  
**Location:** Tylers Cross Nursery, Epping Road, Nazeing, Waltham Abbey, EN9 2DH

**Proposal:** Application for a Lawful Development Certificate for Existing use of building 5 for residential purposes.

- (d) **Application No:** EPF/1915/19 **CLD Officer:** Alex Taylor  
**Applicant Name:** Mr Dziri  
**Location:** Tylers Cross Nursery, Caravan 1, Epping Road, Nazeing, Waltham Abbey, EN9 2DH

**Proposal:** Application for a Certificate of Lawful Development for Existing use of building 1 for residential purposes.

- (e) **Application No:** EPF/1916/19 **CLD Officer:** Alex Taylor  
**Applicant Name:** Mr Dziri  
**Location:** Tylers Cross Nursery, Epping Road, Nazeing, Waltham Abbey, EN9 2DH

**Proposal:** Application for a Lawful Development Certificate for Existing use of caravan 2 for residential purposes.

- (f) **Application No:** EPF/2028/19 **Officer:** Alex Taylor  
**Applicant Name:** Mr Salvo  
**Location:** Tylers Cross Nursery, Epping Road, Nazeing, Waltham Abbey, EN9 2DH

**Proposal:** Retention of a single mobile caravan number 3 for existing residential use.

- (g) **Application No:** EPF/2029/19 **Officer:** Alex Taylor  
**Applicant Name:** Mr Salvo  
**Location:** Tylers Cross Nursery, Epping Road, Nazeing, Waltham Abbey, EN9 2DH

**Proposal:** Retention of a single mobile caravan number 4 for existing residential use.

- (h) **Application No:** EPF/2030/19 **Officer:** Alex Taylor  
**Applicant Name:** Mr Dziri  
**Location:** Tylers Cross Nursery, Epping Road, Nazeing, Waltham Abbey, EN9 2DH

**Proposal:** Retention of a single mobile caravan number 3 for existing residential use.

- (i) **Application No:** EPF/2375/19 **Officer:** Caroline Brown  
**Applicant Name:** Mr Karl Canwell  
**Location:** The Old Waterworks, Green Lane, Nazeing, Waltham Abbey, EN10 6RS

**Proposal:** Retrospective consent for extension & change of use of a former stables building into a single residential dwelling.

**Resolved – no objection.**

## **7. Amenity Matters:**

- a)** Boldens Signage Solutions replaced the Parish noticeboard and it is not leaking. It was resolved to approve payment for the noticeboard.
- b)** It was resolved to replace the street light O/S 36 Barnard Acres at a cost of £349+VAT plus call out fee, as the light is irreparable.
- c)** It was resolved to approve the re-staining of the wooden noticeboard at the Triangle at a cost of £30 plus materials.
- d)** Parking on Langley Green. Cllr Clarke advised that Essex Highways notified her that it was on the list of footways to be repaired. However she was concerned that it would be damaged again as there were no plans to stop vehicles parking on the footway. At a previous Council meeting, it was proposed to have railings or bollards to stop the parking. It was resolved to consult the residents of Langley Green about their preference, whether they would want railings, bollards or nothing or if they had some other suggestion. Clerk to draft a letter in consultation with Cllr Clarke and Cllr Clarkson kindly offered to deliver the letters.

- e) To consider purchasing planters, compost and plants for Nazeingbury Parade. **S.Clarke** Item to be C/F to future meeting as not all the costs had been obtained.
- f) To consider hiring a skip for the allotments, in order to tidy up the site. The allotment holders are prepared to contribute to the hire cost. It was resolved to hire a skip for the allotments, as the Council had requested that the site is kept tidy.

## **8. Financial Matters:**

It was resolved to authorise:

- i) Payments totalling £5,741.65
- ii) Transfer of £6,000 between bank accounts.

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

**b)** Outstanding maintenance payments from the shop keepers for the CCTV at Nazeing Parade. All payments have been made, no further action required.

**c)** Purchase of mobile broadband and device to allow the Parish Clerk to access the internet when working off - site at a cost of £5/month +VAT. Cllr Clarke circulated part of the minutes (item 11) from the Planning Committee meeting on 11/07/19, where the Council voted against the decision to purchase mobile broadband and device for internet access at the Scout Hut. Cllr Clarke proposed to re-visit this decision and invoke Standing Order (SO) 7 and SO 9b. It was resolved to re-visit this decision and invoke Standing Order (SO) 7 and SO 9b, if written notice by at least five Councillors is given to the Clerk. Cllr Clarke will communicate details to all Cllrs.

**Action Cllr Clarke.**

**d)** The second quarterly budget report for 2019/20 was noted, including that the training expenditure will exceed the budget this month with an expenditure of £90 expected for November. It was resolved that no changes to the budget would be made. No questions were raised.

**e)** The second reconciliation reports and Trial Balance for 2019/20 have been reviewed by Cllr Clarkson and he has no issues. It was resolved to approve the second quarterly reconciliation reports and Trial Balance for 2019/20.

## **9. Correspondence.**

**a)** Essex County Council are funding an introductory session to raise awareness of Domestic Abuse. Free two hour course. Venue needs to be provided. It was resolved to advertise on the noticeboard & anyone interested to contact the Clerk.

**b)** Local Councils' Liaison Committee Draft Terms of Reference have been issued and any comments are required by 31/01/2020. It was resolved to advise that there are no comments from the Council.

**c)** Epping Forest District Council (EFDC) Young Citizen of the Year award and EFDC Civic Awards 2020, closing date for nominations 29/11/19. Details on noticeboards and website.

## **10. Clerks Report.**

Report circulated before the meeting.

Cllr Clarke asked about the status of the possible new street light at Palmers Grove. The Clerk advised that a quote has been requested for the street light and that the request to obtain a quote from UK Power Networks (to supply electricity to the new light) was still outstanding.

Cllr Clarkson asked about the possibility of installing play equipment at Aerodrome Corner, in order to provide a facility for Riverside parishioners. The lease will need to be checked.

### **11. Date of Full Council, Annual Parish and Annual Parish Council meetings to May 2020. S.Clarke**

It was resolved to accept the dates for Full Council meetings as fourth Thursday in the month for January to April, Annual Parish meeting as 16/05/19 Saturday afternoon (at St Giles Hall if possible) and Annual Parish Council meeting as 28/05/19. It was requested to issue the dates on the calendar style format as well as the current word document format.

### **12. Leisure Centre Committee. DJ**

It was resolved that Cllrs Arnold, Billingham, Carter, Clarke, Frydrych, Joslin and Stock are appointed onto the Leisure Centre committee. In addition, residents Mr Bray and Mr Gross have asked to be appointed onto the committee. First committee meeting to be arranged. **Action Cllr Joslin.**

Cllr Clarke offered to send Cllr Stock some background information on the Leisure Centre. **Action Cllr Clarke.**

### **13. Precept 2020/21.**

**a)** It was resolved to have an additional Full Council meeting on 05/12/19 to review first draft of Precept for 2020/21.

**b)** Cllrs to provide details of any new expenditure required for the new financial year to the Clerk by 19/11/19, to enable it to be included in the first draft of the Precept.

**Action All Cllrs.**

### **14. Grant Application Process.**

It was resolved that Cllrs Benton, Billingham and Smith would form the working group to review any grant applications. **Action Cllrs Benton, Billingham and Smith.**

The deadline for applications is 31st October, these are considered in November, grants are awarded in December and paid in May the following year.

### **15. Play Areas. KC**

Update from the working group. To consider and agree any next steps to be taken by the Council.

Item to be C/F to future meeting as Cllr Carter unable to attend the meeting.

### **16. Review of Financial Regulations. S.Clarkson**

Cllr Clarkson provided an update from the working group, who had met and looked at the model Financial Regulations provided by National Association of Local Councils (NALC) and Nazeing's own Financial Regulations. A first draft had been produced and the Clerk was asked to review this first draft. Once reviewed, to be circulated to all Cllrs.

### **17. Nazeing Youth Football Club.**

**a)** It was noted that the agreement between the Council and the Nazeing Youth Football Club had been signed by Paul Bray (secretary NYFC).

**b)** Cllr Clarkson advised that the working group is scheduled to meet on 19/11/19, to investigate the three areas that the Club requires assistance with (toilet provision,

storage provision and football pitch quality improvement). Time and venue for the first meeting to be advised. **Action S.Clarkson**

**18. Review of Parish Noticeboards. MS / S.Clarke**

A review of the Parish Council noticeboards was conducted and proposals were circulated. It has been agreed to re-stain the wooden noticeboard at the Triangle. It was resolved to obtain costs as per the information on the proposal and consider at a future Council meeting.

**19. Timing Template Agenda. S.Clarkson**

The production of the timing template agenda was discussed (which is used to help time manage Council meetings). It was resolved for the Clerk to produce a revised agenda for Full Council and Planning Committee meetings with column on the right with timings, instead of a new timing template document.

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

**a)** Cllrs Clarke & Smith advised that on 27/10/19 the Nazeing Gardening Group & some Cllrs had planted daffodil bulbs at various locations around Nazeing.

**b)** It was also noted that Nazeing Primary School have planted daffodil bulbs at Aerodrome Corner and at the Pound.

**21. Information Items.**

Cllr Clarke advised that bollards have been installed on Pecks Hill, following the submission of a request to the Local Highways Panel in October 2018.

**22. Items for the next agenda.**

Presentation on the Energy project at Hamlet Hill on the November or December Planning Committee meeting.

**23. Date of next meeting of Full Council.** 28th November 2019.

Meeting closed 10:05pm.

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