

NAZEING PARISH COUNCIL

Minutes of the Full Council Meeting held on Thursday 28th November 2019 at 8pm at the Scout Hut, Perry Hill, Middle Street, Nazeing.

Members present: Cllrs Clarke (Chairman of the Council), Benton, Billingham, Carter, Clarkson, Joslin, Smith, Stock, Warwick.

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

Cllr Clarke advised that when Cllrs are summoned to a Council meeting they must send written apologies to the Clerk if they cannot attend the meeting.

3. Public participation:

Mr Bray asked to speak on items 5, 6f and 18.

Cllr Clarke proposed that under Standing Order 10 a xi, items 11a and 12 are considered in a closed session. Cllr Billingham seconded the proposal. 6 Cllrs voted in favour of the proposal, 2 Cllrs voted against the proposal and 1 Cllr abstained. It was resolved to hold both items 11a and 12 in a closed session.

4. Declarations of Interest:

Cllr Benton non pecuniary interest in item 15a.

Cllr Smith pecuniary interest in item 15a.

5. Approval and signing of minutes:

a) The minutes of the Full Council meeting held on 28th October 2019 were approved and signed by the Chairman with no amendments.

b) The minutes of the Planning Committee meeting held on 10th October 2019 were noted.

6. Amenity Matters:

a) It was resolved to replace the street light O/S 73 North Street at a cost of £349+VAT, as the light is irreparable. The replacement will be scheduled when other street lights need investigation.

b) Parking on Langley Green. Cllr Clarkson had drafted a letter to send to residents, which was circulated at the meeting. A couple of minor corrections were agreed and it was resolved to send the letter to residents on Langley Green and in the vicinity. Various Cllrs offered to help distribute the letter. **Action Cllrs at the meeting.**

c) CCTV at the Nazeingbury Parade: proposal to upgrade the system. The Clerk had asked the shop keepers if they would accept the proposal to upgrade the CCTV equipment at the Parade, with half of the cost being met by the businesses at the Parade, as per the previous agreement, and the other half being met by the Council. Unfortunately, not all the shop keepers were willing to accept the proposal. It was resolved that the Clerk will advise the businesses that the upgrade will not be taking place.

d) The Play in the Park programme is being run by EFDC for 2020, cost has remained at £85/session. Two sessions were held over the summer. The first on 02/08/19 had 18 children with eight parents. The coaches feedback from this session was "Good turnout, all children were under 8 years majority aged 2-6 years". The second on 16/08/19 had 12 children with nine parents. The coaches feedback from this session was "Good session with children interacting, all equipment was used both physical activity based and craft activities."

Cllr Clarkson proposed that the Council request three sessions over the summer. Cllr Billingham seconded the proposal. Seven Cllrs voted in favour of the proposal and one Cllr voted against the proposal. It was resolved to request three Play in the Park sessions over the summer. Cllr Billingham to advise which dates. **Action Cllr Billingham.**

e) Cllr Joslin proposed that the Council submit a request for a Vehicle Activated Signage (VAS) on the four roads meeting at the crossroads to the Local Highways Panel (LHP). Cllr Clarkson seconded the proposal. Seven Cllrs voted in favour of the proposal, no Cllrs voted against the proposal and one Cllr abstained. It was resolved to submit a request for a VAS on the four roads meeting at the crossroads to the LHP. Cllr Clarkson will determine if he has enough information to complete the LHP form.

Action Cllr Clarkson.

f) Cllr Benton proposed that the Council submit a request for a pedestrian crossing on Middle Street to the Local Highways Panel. Cllr Billingham seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to submit a request for a pedestrian crossing on Middle Street to the LHP. Cllr Billingham to complete the LHP form. **Action Cllr Billingham.**

g) The current fence at Aerodrome corner is in a poor state and is now difficult to repair. The Clerk advised that the owners of the land, the Environment Agency (EA) have advised that they would require a similar style fencing as a replacement to the existing fence. It was agreed to ask the Council's Groundsman for an estimate of cost to replace the fence like for like. Cllr Joslin agreed to ask the EA if they would consider contributing to the cost of replacing the fence. **Action Clerk and Cllr Joslin.**

h) Issues with parking on the green at Pound Close. A resident has again raised the parking issues at Pound Close. The Council lease the land from Epping Forest District Council (EFDC). Cllr Clarke met with Sue Mash (Housing Management Officer from EFDC) & the resident, and they discussed the suggestions of bollards or fencing. Cllr Billingham suggested having the whole of the green fenced off as per other Parish Council play areas. The Parish Council to consider what it would prefer and then to advise EFDC. EFDC will then consider the request and respond to the Parish Council. Cllr Joslin will check the lease to confirm if the Council can request bollards or fencing on the land and report back to the Council at the Full Council meeting on 19/12/19.

Action Cllr Joslin.

7. Financial Matters:

It was resolved to authorise:

i) Payments totalling £3,217.89

ii) Transfer of £13,000 between bank accounts.

The Financial Summary for November 2019 was approved subject to a correction of a net figure & two additional payments being included and will be signed by the 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.**

b) To consider authorising the Council's street light maintenance contractor to replace a street light if it is found to be irreparable on a callout, at a cost of £349+VAT in order to get the light repaired immediately and to save a second call out fee.

Cllr Joslin proposed to defer the decision on the above until the next reported irreparable light. Cllr Benton seconded the proposal. Seven Cllrs voted in favour of the proposal and two Cllrs voted against the proposal. It was resolved to defer the decision on the above until the next reported irreparable light.

c) The Council did not want to authorise the Clerk to purchase a replacement laptop up to an agreed figure. Cllr Warwick offered to support the Clerk in helping to determine the required specification of a replacement laptop. **Action Cllr Warwick.**

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

8. Correspondence.

a) To consider if the Council would like to be involved to celebrate and commemorate the 75th Anniversary of VE Day 8th to 10th May 2020. **S.Clarke**
C/F to a future meeting.

b) Essex County Council are funding an introductory session to raise awareness of Domestic Abuse. The course has been advertised. There has been no interest for the course and Essex Association of Local Councils (EALC) to be advised accordingly.

c) It was noted that a resident has sent a thank you regarding the new bollards installed on Pecks Hill.

9. Clerks Report.

Report circulated before the meeting. No questions raised.

10. Annual Parish Meeting in May 2020.

The time of the Annual Parish meeting on 16/05/20 was agreed as 2pm to 4pm.

The public were excluded for the next item.

11. Former Total Site.

a) Insurance for the Former Total Site. As Practical Completion has been achieved, the Council now needs to insure the six properties. The Council's current insurers cannot provide cover. Three insurance brokers were also approached. One broker has provided two quotes. Cllr Billingham proposed to accept the quote of £2,154.51 provided by Ashbourne Insurance. All Cllrs voted in favour of the proposal. It was resolved to accept the quote of £2,154.51 provided by Ashbourne Insurance. It was also agreed to obtain the keys from the developer.

b) To review the status of the snagging items/ outstanding issues and agree any next steps. C/F to Full Council meeting on 05/12/19.

As the meeting was going to exceed two hours in duration, Cllr Clarke proposed to consider items 12 to 15 and C/F the remaining items. Five Cllrs voted in favour of the proposal and three Cllrs voted against the proposal. It was resolved to consider items 12 to 15 and C/F the remaining items.

The Clerk was excluded for the next item and Cllr Billingham kindly agreed to take the minutes.

12. EALC Report. S.Clarke

Cllr Clarke gave a brief outline of how the report came about and Cllr Warwick outlined that the main objectives of the report were to enhance the abilities of the Council to serve the community and provide greater support to the Parish Clerk.

Cllr Clarke asked if any Cllr had an objection to any of the recommendations made in the report. No objections were raised.

Cllr Billingham proposed the following 2 part motion:

1.a. That the Council accept, in principle, the recommendations made by EALC as detailed in the report, so as to enable the Council to move forward and look at each recommendation in greater depth.

1.b. That the Council accept the recommendation of the Personnel Committee to authorise the Parish Clerk to work an additional 4 hours per week for a 3 month trial period, in line with the recommendation of the EALC report.

Cllr Smith seconded the motion. The Council voted unanimously in support of the motion (both parts).

13. Expenses Policy. S.Benton

Cllr Billingham proposed that Cllrs claiming travel expenses can claim an additional five pence per mile per passenger. Cllr Smith seconded the proposal. No Cllrs voted in favour of the proposal and eight Cllrs voted against the proposal. It was resolved that Cllrs cannot claim an additional five pence per mile per passenger.

It was agreed to include an additional clause to encourage Cllrs to car share for journeys.

The Clerk advised the Council that advice from EALC is that there should not be retrospective expenses claims. Cllr Billingham advised that EALC is not aware the Council has been trying to introduce an Expenses Policy for several months.

The Clerk also advised the Council that advice from EALC is that any Cllr who would be submitting a retrospective claim should not be voting on the policy, as they would have a pecuniary interest. There was a brief discussion and it was decided that as all Cllrs were in a position to make a retrospective claim, all Cllrs were therefore in the same position and should be able to vote, otherwise the Council would not be able to adopt the policy. Consequently, Cllr Billingham proposed that the Council adopt the Expenses Policy with the proposed amendment and the travel expenses claim form (word document). All Cllrs in favour of the proposal. It was resolved to adopt the Expenses Policy with the proposed amendment and the travel expenses claim form (word document).

14. Christmas Event 11/12/19. S.Clarke

The school choir will be carol singing at St Giles hall. Cllrs Billingham and Frydrych have offered to contribute to the purchase of a Christmas tree for the event. Cllr Billingham / Essex Wheel Company Ltd also offered to donate a small gift for each of the children in the choir as a thank you for their efforts.

It was agreed to purchase refreshments at a cost of up to £50, for the children and members of the public at the Christmas event. The cost will be recorded against the events code and it was noted that this will exceed the budget.

15. Grant Applications. S.Billingham

a) To consider the application from Nazeingberries Association. It was noted that advice had been sought from EALC regarding members of the Grant Applications working group. As Cllrs Benton and Smith had both made a declaration of interest in this group, that they should not be involved in considering this application. Cllr Billingham requested that a further two Cllrs volunteered to join the working group and Cllrs Clarke & Warwick agreed to join the working group.

b) To consider the application from Nazeing Pre School.

Both items 15a and 15b to be C/F to Full Council meeting on 05/12/19.

16. Review of Financial Regulations. S.Clarkson

Clerk to review the Financial Regulations and include on Full Council meeting on 19/12/19.

Items 17 to 21 C/F to Full Council meeting on 19/12/19.

17. Nazeing Youth Football Club. S. Clarke

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).

18. Special Motion

A Notice of Special Motion has been received from five Councillors by the Parish Clerk, under The Parish Councils Standing Orders 7 and 9b. The Council to consider the proposal contained in the Special Motion i.e. That the Council reverse the resolution made on 11th July 2019 at its Planning Committee Meeting under item 11.

19. Reports from Councillors who have attended other meetings/events.

20. Information Items.

a) Notification of the details of Nazeing Glassworks Bridge works. Update. **S.Clarke**

21. Items for the next agenda.

22. Date of next meetings of Full Council. 5th and 19th December 2019.

Meeting closed 10:45pm.

Signed by the Chairman: **Date:**