

## NAZEING PARISH COUNCIL

### Minutes of the Full Council Meeting held on Thursday 19th December 2019 at 7:30pm at the Scout Hut, Perry Hill, Middle Street, Nazeing.

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

**Also present:** Lorraine Ellis (Clerk), 4 members of the Public.

#### 1. Welcome and Introductions:

Cllr Clarke welcomed everyone to the meeting and asked Cllrs to introduce themselves.

#### 2. Apologies for absence:

Cllrs Arnold, Carter, Clarkson, Frydrych, Skipper, Smith, Shorter.

Following a request to move item 10c, it was agreed to discuss it after item 8d.

#### 3. Public participation:

A resident asked to speak on item 8d.

A resident asked to speak on item 10c.

#### 4. Declarations of Interest:

Cllr Benton non pecuniary interest in item 12a.

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

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

**b)** The minutes of the Full Council meeting held on 5th December 2019 were approved and signed by the Chairman with no amendments. It was noted that Cllr Bassett had given apologies but the Clerk had forgotten to advise Cllrs at the meeting.

**c)** The minutes of the Planning Committee meeting held on 14th November 2019 were noted.

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

- (a) Application No:** EPF/2759/19 **TPO Officer:** Robin Hellier  
**Applicant Name:** Mrs Hart  
**Location:** 1 North Barn, Nazeing, Waltham Abbey, Broxbourne, EN10 6RR

**Proposal:** TPO/EPF/20/93 (Ref: T1). T1: Ginkgo biloba - Crown reduce to previous points, as specified.

**Resolved – The Parish Council requests that the application is referred to the District's Tree Officer in order to ensure that no damage is caused to the tree.**

- (b) Application No:** EPF/2782/19 **Officer:** Caroline Brown  
**Applicant Name:** Mr Ken O'Conner  
**Location:** Woodside Barn, Paynes Lane, Nazeing, Waltham Abbey, Essex, EN9 2EY

**Proposal:** Proposed demolition of an existing outbuilding & construction of a x2 no. bedroom bungalow.

**Resolved – no objection.**

- (c) Application No:** EPF/2816/19 **Officer:** Sukhvinder Dhadwar  
**Applicant Name:** Gregorio Produce Ltd  
**Location:** Cws Nursery, Hoe Lane, Nazeing, Waltham Abbey, EN9 2RJ

**Proposal:** Proposed construction of a single rectangular block of glasshouses of 2496 sq. metres with ancillary service area of 177 sq. metres with a ridge height of 7.1 metres.

**Resolved – no objection.**

- (d) **Application No:** EPF/2819/19 **Officer:** Natalie Price  
**Applicant Name:** Mr Salvatore Orlando  
**Location:** Halston Nursery, Hoe Lane, Nazeing, Waltham Abbey, EN9 2RJ

**Proposal:** Proposed erection of a detached storage building.

**Resolved – The Parish Council does not object to the proposed development provided that the use of the detached storage building is restricted to Class B8 and for horticultural purposes in connection with Halston Nursery. If permission is granted, the Council would request that it should be subject to conditions reflecting the above.**

- (e) **Application No:** EPF/2410/19 **Officer:** Zara Seelig  
**Applicant Name:** Mr Ray Moncrieffe  
**Location:** Willowbrook, Nazeing Road, Nazeing, Essex, EN9 2HY

**Proposal:** Double storey front & first floor over existing garage, change of use of part of garage to a habitable room.

**Resolved – no objection.**

- (f) **Application No:** EPF/2840/19 **Officer:** Zara Seelig  
**Applicant Name:** Mrs Cheryl Power  
**Location:** 20 Western Road, Nazeing, Waltham Abbey, EN9 2QJ

**Proposal:** Proposed single storey rear extension.

**Resolved – no objection.**

**This is provided for information only, EFDC cannot accept comments on this application.**

- (g) **Application No:** EPF/2896/19 **TPX Officer:** Julie Cottrell  
**Applicant Name:** Principal Trees Limited  
**Location:** 1 Betts Lane, Nazeing, Waltham Abbey, EN9 2DA

**Proposal:** Nazeing & South Roydon Conservation Area. T1: Ash - Crown reduce by 2.5m.

**Resolved – The Parish Council requests that the application is referred to the District's Tree Officer in order to ensure that no damage is caused to the tree.**

## **7. EFDC Local Plan: Consultation on Consolidated and Updated Viability Report**

Epping Forest District Council is consulting on the draft consolidated and updated viability report. The Council had no comments.

## **8. Amenity Matters:**

**a)** There is an issue with insufficient power to the street light at Sturtsbury Farm. The Council's street light maintenance contractor was concerned that as the light is in a poor state and that when power is restored, the light may still not work. Cllr Joslin proposed to replace the street light at Sturtsbury Farm at a cost of £349+VAT plus call out fee, if it fails to work after power has been restored it. Cllr Warwick seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to replace the street light at Sturtsbury Farm at a cost of £349+VAT plus call out fee, if it fails to work after power has been restored to it.

**b)** Local Highways Panel request for a pedestrian crossing on Middle Street. Cllr Billingham offered to complete the form. **Action Cllr Billingham** The proposal has

District Cllr Bassett's support, as well as support from parents. Cllr Billingham will be contacting the head teacher in order to gain support from the school as well.

**c)** Issues with parking on the green at Pound Close. It was agreed that an update on the Council's responsibilities, as leaseholders for Pound Close, was needed and that Cllr Joslin would pursue this. **Action Cllr Joslin.** The view is to install either bollards or fencing and then advise EFDC. To be discussed at next meeting.

This item to be C/F to the next meeting. The lease to be re-sent to Cllr Joslin.

**d)** Concern from a resident with HGVs continually using Betts Lane and Back Lane. The proposal to submit a request for a feasibility study on HGV restrictions and other signage to the Local Highways Panel has County Cllr Jackson's support. Cllr Clarke met with County Cllr Jackson to discuss a number of issues in Nazeing. Roydon Parish Council reported similar issues in 2017 and the EFDC Highways Panel commissioned a Feasibility Study resulting in more effective Highways signage being installed on the main routes used by HGV vehicles and this has made a positive difference.

Cllr Billingham offered to complete the form. **Action Cllr Billingham**

It was agreed to discuss item 10c at this point, minutes recorded below.

## **10. Correspondence.**

**c)** Request from resident regarding assistance with the electricity supply at the Betts Lane telephone box being used for the Defibrillator Project. The resident advised that there is no electricity to the telephone box, so they are trying to get it re-connected and they will fund the cost. UK Power Networks have advised that the telephone box could be added to the Council's existing inventory of unmetered supplies (along with the street lights) and would probably be in the region of £10 annually otherwise it is much more expensive to have a new separate agreement for the residents. Cllr Joslin proposed that the telephone box is added to the Council's existing inventory of unmetered supplies and that the Council also pays for the electricity. Cllr Billingham seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that the telephone box is added to the Council's existing inventory of unmetered supplies and that the Council also pays for the electricity.

## **9. Financial Matters:**

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

i) Payments totalling £14,728.99

ii) Transfer of £5,000 between bank accounts.

The Financial Summary for December 2019 was approved and signed by the Chairman. It was approved that Cllrs Billingham & Clarke (both authorised signatories on the bank account) will set up & approve direct credits this month. It was noted that one of the payments was in favour of Cllr Clarke herself, all Cllrs were content for it to be processed, in the normal manner, by Cllr Clarke. **Action Cllrs Billingham & Clarke.**

**b)** Police Constable. There was some discussion on the request from Waltham Abbey Town Council regarding a jointly funded Police Constable. Cllr Billingham advised that there was an awareness with residents that they are already paying for an additional PC that was rarely, if ever, seen in Nazeing due to being tasked elsewhere. This was evident when HGVs were driving through Hyde Mead instead of following the diversion and Cllr Billingham got no help from the designated police officer. Cllr Warwick proposed that a number of questions should be sent to Waltham Abbey TC. Cllr Joslin seconded the proposal. Five Cllrs voted in favour of the proposal and one Cllr voted against the proposal. It was resolved to send a number of questions to Waltham Abbey TC and Cllr Warwick offered to do this. **Action Cllr Warwick.**

## **10. Correspondence.**

**a)** Council involvement to celebrate and commemorate the 75<sup>th</sup> Anniversary of VE Day 8th to 10th May 2020. Cllr Clarke has had some initial communication with the Nazeing History group, who are interested in taking part with Parish Council support. The Congregational Church will participate, Nazeing Primary School are limited in what they can do if events are on a weekend or bank holiday, but could contribute some creative work. The Brownies leader from the Scout group has provided a number of ideas for the event. Cllr Clarke proposed having a working group to explore the different options and possibilities and offered to arrange the first meeting. She will invite Cllrs absent from this meeting, contacts mentioned earlier, all Scout group contacts, Revd. Helen Gheorghiu Gould, Royal British Legion and RAFA. **Action Cllr Clarke.**

**b)** Cllr Joslin proposed to support the request from Revd. Helen Gheorghiu Gould for an acknowledgment and statement of support from the Council for the church's application to EFDC for a grant for the All Saints Roof Repair. Cllr Warwick seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to support the church's application to EFDC for a grant for the All Saints Roof Repair.

**d)** Update on notification of the details of Nazeing Glassworks Bridge works. Cllr Clarke has been liaising with Hertfordshire Highways regarding the second notification to residents, due to the poor circulation of the first notification. 500 copies of the letter will be available for the Council to distribute at various key locations in Nazeing. It was requested to ask Hertfordshire Highways to monitor timing of the roadworks traffic lights and also to monitor if traffic starts using Old Nazeing Road, based on the incidents that occurred last time. Robert Halfon to also be advised about the planned Nazeing Glassworks Bridge works.

## **11. Former Total Site: 1 to 6 Clayton Court.**

**a)** Update on insurance. The insurers advised previously that they may need to review/reduce the level of cover, if after the first 180 days of the policy there is a major claim, or if at least one of the properties have not been sold. Cllr Clarke advised that Ashbourne Insurance have confirmed that the current insurers will not be making any changes to the policy.

**b)** To review the status of the snagging items / outstanding issues and agree any next steps. Cllr Billingham will contact Cllr Shorter and arrange to follow-up on the snagging items / outstanding issues. **Action Cllr Billingham.**

## **12. Grant Applications. S.Billingham**

It was noted that Cllr Benton left the meeting for the duration of the discussion on item 12a.

**a)** The application from Nazeingberries Association. The recommendation of the working group is that a grant is awarded. Cllr Warwick proposed a grant of £500. Cllr Joslin seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to award a grant of £500 to the Nazeingberries Association.

**b)** The application from Nazeing Pre School. Cllr Billingham advised that the Nazeing Pre School is effectively a business, it rents the room from Nazeing Primary School, it does not have any funds available for the project and is not a registered charity. There are around 30 pupils at Nazeing Pre School, which represents less than 1% of the parish. Cllr Billingham highlighted a number of concerns raised by the working group. Consequently, the recommendation of the working group is that a grant is declined. Cllr Joslin proposed that the grant is declined because the application is not compliant with the Council's Grant Awarding policy. Cllr Benton seconded the proposal. All Cllrs

voted in favour of the proposal. It was resolved that a grant is not awarded to Nazeing Pre School.

It was noted that the Clerk left the meeting for the duration of the discussion on item 13 and Cllr Warwick kindly agreed to take the minutes.

### **13. 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.

It was suggested by Cllr Billingham that the item be carried forward to the FCM in January as the motion will have expired by then. Cllr Clarke wanted to clarify if that happened would the Cllr who originally lodged the special motion have to withdraw that motion in order for it to be dealt with again? Cllr Joslin felt very strongly that this item should be dealt with now as it is on the agenda and had gone on long enough.

Clarification was sought on the motion from the meeting of 11<sup>th</sup> July 2019 as some Cllrs were not present at that meeting.

A proposal was made by Cllr Joslin to reverse the decision made at the Planning meeting on the 11th July 2019 which was recorded under item 11 page 245. This was seconded by Cllr Benton. A vote was taken – 4 Cllrs supported the proposal and 1 Cllr was against the proposal. The proposal was accepted on a majority vote and the motion is reversed.

A further discussion was had that these situations should not arise again.

It was also agreed that a reimbursement should be made to the Clerk as per the legal context of reversing a lawfully made Council decision and this was agreed by all Cllrs present. Cllr Joslin insisted that reimbursement was made immediately; however, it was noted that this was not possible as January's payments had already been resolved and authorised. Cllr Billingham sought confirmation from the Clerk that she was happy for reimbursement to be made in February 2020.

### **14. 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).

Cllr Clarke circulated the minutes from the working group meeting on 19/11/19 which covered the three areas requiring assistance and was a very positive meeting. There was a follow-up meeting on 01/12/19 to meet at the ground but neither Paul Bray nor Andy O'Neill attended or gave apologies. Cllrs Stock and Billingham did attend and noted that the rubbish beside the shed had still not been cleared, despite confirmation from Paul Bray and Andy O'Neill at the meeting on 19/11/19 that it would be.

Cllr Stock has submitted an application for football pitch quality improvement to the Essex FA (Football Association) and he expects a response by May. The Nazeing Youth Football Club is a two man committee, with only around 19 children from Nazeing out of the 70 children in the club. The Club has a notable annual income. The working

group will meet again in the New Year, Cllrs only, and will bring recommendations to the Council.

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

- a) Cllrs Billingham and Clarke attended carol singing on 11/12/19 and the Christmas tree is now at Hyde Mead House.
- b) Cllrs Benton, Smith & Clarke attended the Nazeingberries Christmas lunch on 10/12/19 and Cllr Warwick made a brief appearance.
- c) Cllrs Benton, Clarke and Warwick attended the St Giles carol service on 08/12/19.

**16. Information Items.**

Cllr Billingham reminded Cllrs that any backdated travel expenses claims needed to be submitted by 31/12/19.

**17. Items for the next agenda.**

- a) To discuss Revd. Helen Gheorghiu Gould's recent communication that some councillors have made reference to restricted covenants which exist on the land occupied by St Giles and its car park.

**18. Date of next meeting of Full Council.** 23rd January 2020.

**19. Exclusion of public and press.**

To exclude public and press if necessary.

It was noted that the Clerk left the meeting for the duration of the discussion on item 20 and Cllr Warwick kindly agreed to take the minutes.

**20. Clerk. DW**

- a) Cllr Warwick proposed that the recommendation from the Personnel Committee, that the Clerk is awarded a one point increase on the National Joint Council for Local Government Services (NJC) pay scales as set in April 2019 following her Annual Appraisal, be accepted and effective from her appraisal on 27/06/19 i.e. to be back dated to 01/07/19. Cllr Clarke seconded the proposal. All Cllrs were in favour of the proposal. It was resolved to award the Clerk a one point increase on the NJC Spinal Column Point (SCP) so it would increase to SCP 12 and to be effective from her appraisal on 27/06/19 i.e. to be back dated to 01/07/19.
- b) Cllr Warwick informed the Council that it had been agreed by the Personnel committee that based on the recommendation from the EALC report that the Clerk has worked an additional four hours per week from 28/11/19, this is on a three-month trial basis and is to be reviewed on 27/02/20. These hours are to be used to clear the back log of workload and not to be used as part of normal weekly tasks, this will be monitored by Cllrs Warwick and Clarkson.
- c) Cllr Warwick informed the Council that the Clerks length of service now entitles her to an additional annual leave entitlement as set out in her contract and that this had now been actioned by the Personnel committee.

Meeting closed 10:28pm.

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