

## NAZEING PARISH COUNCIL

### Minutes of the virtual Full Council Meeting held on Thursday 25th June 2020 at 8pm.

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

**Also present:** Lorraine Ellis (Clerk), 5 members of the Public

#### 1. Welcome and Introductions:

Cllr Carter welcomed Cllrs & the public to the meeting.

#### 2. Apologies for absence:

Cllrs Shorter, Skipper. Apologies also noted from County Cllr Jackson.

#### 3. Public participation:

None.

#### 4. Declarations of Interest:

None.

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

**a)** The minutes of the Full Council meeting held on 4th June 2020 were approved with no amendments and will be signed by the Chairman after the meeting.

**b)** The minutes of the Planning Committee meetings held on 13th February 2020 and 12th March 2020 were noted.

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

- (a) Application No:** EPF/1144/20 **Officer:** Sukhvinder Dhadwar  
**Applicant Name:** Messrs A & J Chiazza  
**Location:** Glenholme Nursery, Nursery Road, Nazeing, Waltham Abbey, EN9 2JF

**Proposal:** Proposed removal of x2 no. existing caravans, demolition of existing buildings (115m<sup>2</sup>), retention of building A (97m<sup>2</sup>), erection of building B (97m<sup>2</sup>) for agricultural workers accommodation with provision of associated amenity space.

Cllr Joslin explained the details of the planning application and in particular the need for the applicants to provide accommodation for their workers on site because it was not financially viable for the workers to find accommodation elsewhere. A number of points/concerns were raised by residents of Nursery Road which Cllr Joslin suggested could be addressed by Planning Conditions should Planning Permission be granted namely: accommodation to be used solely by employees at the Nursery, numbers of residents to be limited, provision for recreation and leisure, noise pollution to be avoided, adequate car parking to be provided, satisfactory provision to be made for sewage disposal.

One of the residents present stated that five dwellings are within 10 metres of the nursery and she drew specific attention to various objections to the development including lack of parking within the nursery which would result in cars being parked in Nursery Road causing congestion and difficulties in obtaining access to her property and others; the increase in the numbers of persons living on the site would in all probability cause problems with sewage; when Building A was built the applicant did not provide proper facilities for the builders which resulted in inappropriate behaviour on the road; not all the persons at present living on the site are employed on the Nursery.

Cllr Stock proposed that the Council should object to the application on the basis of the observations made by the residents both in writing and verbally at the meeting but that if permission is granted for the development this should be subject to the conditions previously outlined by Cllr Joslin. Cllr Carter seconded the proposal. All Cllrs voted in favour of the proposal.

#### Resolved - The Council objects to the proposed development on the following grounds:

- i) It appears that the application in relation to Building A is retrospective.

- ii) The adverse effects on neighbouring residential properties which has already occurred in relation to Building A (policy DBE2).
- iii) The lack of space within the site for the parking of vehicles.
- iv) The current arrangements for the disposal of sewage may not be satisfactory if the number of persons living on the site is increased.

If permission is granted the following conditions should be imposed

- i) Neither of Buildings A or B is used other than for workers employed at the Nursery.
- ii) A limit be placed on the number of residents occupying the buildings.
- iii) Provision be made for leisure and recreation.
- iv) Provision be made to avoid noise pollution.
- v) Adequate car parking to be provided.
- vi) Satisfactory arrangements to be made for sewage disposal.

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

(b) **Application No:** EPF/1171/20 **OUT Officer:** Alastair Prince  
**Applicant Name:** Mr S Downes  
**Location:** Garden House, Laundry Lane, Nazeing, Waltham Abbey, EN9 2DY

**Proposal:** Application for Outline Planning Permission for a new dwelling, renewal of Outline Planning Permission EPF/1149/17 (All matters reserved).

It was noted that when the previous application EPF/1149/17 was considered, the Council had no objection.

Cllr Carter proposed no objection. Cllr Arnold seconded the proposal. All Cllrs voted in favour of the proposal.

**Resolved – no objection.**

### **7. Vice-Chairman:**

Cllr Joslin proposed Cllr Clarkson be elected as Vice-Chairman of the Planning Committee until the Annual Parish Council meeting and Cllr Arnold seconded the motion. All Cllrs were in favour.

### **8. Chairman:**

Cllr Arnold proposed Cllr Carter be elected as Chairman of the Personnel Committee until the Annual Parish Council meeting and Cllr Clarkson seconded the motion. All Cllrs were in favour.

### **9. Councillor Vacancies:**

It was agreed to publish a Notice of Vacancies for Nazeingbury Ward and Bumbles Green Ward.

### **10. Annual Internal Audit 2019/20:**

- a) The completion of the Internal Audit on 29/05/2020 was noted.
- b) The contents of the 2019/20 Internal Audit Report were noted and it was resolved to approve the Action Plan and responses, with point R5 updated to include an action for the Personnel Committee to discuss at the next meeting.
- c) It was resolved to approve the Annual Internal Audit Report 2019/20 page 3 of the Annual Governance and Accountability Return 2019/20 Part 3.

### **11. Annual Governance and Accountability Return (AGAR) 2019/20:**

- a) It was resolved to approve Section 1 - Annual Governance Statement 2019/20 page 4 of the AGAR 2019/20 Part 3.
- b) It was resolved to authorise the Chairman and Clerk to sign and date Section 1 - Annual Governance Statement 2019/20 page 4 of the AGAR 2019/20 Part 3. This section will be signed by the Chairman and Clerk after the meeting.

**c)** It was resolved to approve Section 2 - Accounting Statements 2019/20 page 5 of the AGAR 2019/20 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 2019/20 page 5 of the AGAR 2019/20 Part 3. This section will be signed by the Chairman after the meeting.

## **12. Financial Matters:**

It was resolved to authorise:

i) Payments totalling £14,708.29

It was noted no transfer of monies between bank accounts was necessary.

The Financial Summary for June 2020 was approved and will be signed by the Chairman after the meeting. 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.**

## **13. Clerks Report.**

Report circulated before the meeting. There was agreement to hold a Leisure Centre committee meeting, hopefully within the next month.

## **14. Amenity Matters:**

**a)** Play in the Park sessions are scheduled for August {Friday 7th August (pm), Wednesday 12th August (pm) and Monday 17th August (pm)}. The Clerk advised that EFDC are submitting a list of the kind of activities they would normally offer to an NHS clinical specialist so they can advise on the various risks and how these can be mitigated. All Cllrs were in favour of proceeding with the scheduled Play in the Park sessions, providing a risk assessment is in place.

**b)** Allotments.

i) It was resolved to retrospectively approve that no rent is paid in the first year for three plots (5, 43 and 44), which had not been let for many years.

ii) Cllr Arnold proposed that half rent is paid for two years when a new plot holder rents a very un-kept plot. Cllr Benton seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that half rent is paid for two years when a new plot holder rents a very un-kept plot.

**c)** A complaint has been received regarding litter and maintenance on the land to the left of the entrance to Elizabeth Close.

Cllr Joslin had reviewed the deeds to Elizabeth Close and the Parish Council do not own the land, he believes it may be owned by Essex Highways. This is to be checked. The resident to be advised that the Parish Council do not own the land and are making enquiries regarding ownership. Interim, it was agreed that the Council's groundsman would continue with current maintenance and litter arrangements.

**d)** Incident at the Parade on 13/06/20. There was an issue with CCTV recording not working on that date. An engineer has attended on site, resolved the problem and advised that a replacement monitor is required, cost is £125 + VAT.

A resident had asked to speak on this item. She thanked the Council for the letter she had received regarding clearing up the litter on the day following the incident at the parade and also for allowing her to speak at the meeting. She raised a number of enquiries in relation to the CCTV system, some were answered at the meeting. The resident agreed to send the complete list of enquiries to the Clerk, so that they can be brought to the attention of all Cllrs.

Cllr Arnold proposed that the monitor is replaced. Cllr Smith seconded the proposal. Six Cllrs voted in favour of the proposal and one Cllr abstained. It was resolved to replace the monitor at a cost of £125 + VAT.

**e)** New street light between 71 and 73 Palmers Grove. Costs are £750 + VAT for a new column and LED light installed and £1237 + VAT to supply power to the new light. The Clerk advised that the request was to assist more vulnerable members of the parish who live in this area of Nazeing. Cllr Stock proposed that a new street light is installed. Cllr Arnold seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to install a new street light between 71 and 73 Palmers Grove at a cost of £1987 + VAT.

### **15. Financial Regulations. SC**

Cllr Clarkson proposed that the revised Financial Regulations are approved. Cllr Arnold seconded the proposal. All Cllrs voted in favour of the proposal. Finalised document to be circulated to Cllrs.

### **16. Terms of Reference for the Personnel Committee. SC**

Cllr Arnold proposed that the revised Terms of Reference for the Personnel Committee are approved. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal.

### **17. Correspondence.**

It was noted that a letter had been received from the Nazeingberries Association thanking the Council for their grant.

### **18. Parking on Langley Green.**

The results of the consultation with residents, regarding the unauthorised parking on Langley Green which damages the grassed area, was circulated to Cllrs prior to the meeting. It was noted that there had not been a high response to the survey, less than 20%. Cllr Benton proposed that as the majority of the consultees selected option one, bollards should be installed. Cllr Smith agreed with Cllr Benton. A resident advised that on one occasion, there was only one parking space at the parade yet there was no one in the shops, that it appeared people were being picked up by a work van and leaving their car. Consequently, residents visiting the shops would have to park elsewhere. Cllr Arnold suggested that some spaces were probably used by dog walkers, since charges had been introduced at Clayton Hill.

Cllr Clarkson proposed that bollards are installed. Cllr Arnold seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to complete a Local Highway Panel form requesting that bollards are installed on the footway alongside Nazeing Road and continuing along the access road for Nazeingbury Parade. Cllr Stock kindly agreed to complete the form and Cllr Benton will provide a sketch, showing the details of the location. **Action Cllrs Stock & Benton and the Clerk.**

### **19. Riverside Noticeboard. DS**

To discuss and consider a proposal, regarding Riverside Noticeboard. This item to be C/F.

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

Cllr Carter visited Pound Close, Elizabeth Close and Bumbles Green with a representative from Wicksteed (a company that supplies and installs play area equipment), to obtain quotes. While at Elizabeth Close, some young lads were asked

what they might like to see at the play area and they replied they would want something football related. Wicksteed have 5-a-side football goal posts, so this maybe some to consider. The quotes will be discussed with the Clerk and circulated. **Action Cllr Carter and the Clerk.**

**21. Information Items.**

None.

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

None.

**23. Exclusion of public and press.**

It was necessary to exclude the public from the meeting.

**24. Former Total Site: 1 to 6 Clayton Court.**

Cllr Joslin covered the details of the correspondence, he advised that the issues are being addressed and he will continue to monitor the situation. No further action required at this time.

**25. Date of next meeting of Full Council.** 23rd July 2020, 8pm.

Meeting closed 9:45pm.

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