

NAZEING PARISH COUNCIL

Minutes of the virtual Full Council Meeting held on Thursday 26th November 2020 at 8pm.

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

Also present: Lorraine Ellis (Clerk), 6 members of the Public.

1. Welcome and Introductions:

Cllr Carter welcomed everyone to the meeting.

2. Apologies for absence:

Cllrs Shorter & Skipper. Apologies 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 Extraordinary Council meeting held on 19th October 2020 were approved with no amendments and will be signed by the Chairman after the meeting.

b) The minutes of the Full Council meeting held on 22nd October 2020 were approved with no amendments and will be signed by the Chairman after the meeting.

c) The minutes of the Personnel Committee meeting held on 26th February 2020 were noted.

d) The minutes of the Planning Committee meeting held on 8th October 2020 were noted.

6. Notice of Vacancy for Assistant Clerk.

It was noted that the vacancy has been advertised, closing date for applications is 07/12/20. Details are available on the website and from the Clerk.

7. Planning Application: DJ The following applications were considered:

- (a) **Application No:** EPF/1626/20 **Officer:** Zara Seelig
Applicant Name: Stuart Draper
Location: Leadale, Nazeing Road, Waltham Abbey, EN9 2HY

Proposal: Erection of car port and fence on two sides.

Cllr Joslin explained that the application for an erection of a car port had previously been approved by the Council. It appeared that the reason for the reconsideration was due to an apparent infringement of highway rights.

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

Resolved – no objection.

- (b) **Application No:** EPF/2452/20 **Officer:** Brendan Meade
Applicant Name: Mr Khan
Location: Clarador, Betts Lane, Nazeing, Waltham Abbey, EN9 2DB

Proposal: Alterations to existing bungalow including removal of chimneys, insertion of new dormer windows and rooflights, installation of paved patio and alterations to windows, doors and facade. Erection of porch and minor

alterations to lawful extension in accordance with planning application LPA Ref. EPF/0496/20. (Revised application to EPF/0967/20).

Cllr Joslin provided some of the history of previous applications and reasons for refusal, which the Council considered but did not accept.

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

Resolved – no objection.

(c) **Application No:** EPF/2453/20 **Officer:** Zara Seelig
Applicant Name: Walsh
Location: Poona Lawn, Nazeing Road, Waltham Abbey, EN9 2HY

Proposal: Demolition of existing conservatory and erection of new single storey ground floor rear extension.

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

Resolved – no objection.

(d) **Application No:** EPF/2462/20 **Officer:** Zara Seelig
Applicant Name: Anthony Montalbano
Location: Littlebourne, 2 Crooked Way, Nazeing, Waltham Abbey, EN9 2LE

Proposal: First floor rear extension and front and rear dormers.

Cllr Benton queried if it was a loft conversion as the proposal says rear extension and not a loft conversion. A couple of the Cllrs agreed with him, that it was not clear.

Cllr Arnold proposed no objection. Cllr Stock seconded the proposal. Five Cllrs voted in favour of the proposal and it was noted that Cllr Clarkson abstained.

Resolved – no objection.

8. District Development Management Committee (DDMC) 30/11/20:

a) Application EPF/2712/19 - Nazeing Glassworks Site, Nazeing New Road, Nazeing is on the DDMC agenda for consideration. There was some brief discussion on the application, which included that when it was considered by the Council earlier in the year, it was supported providing that the Council has some input into the next phase of the application.

Cllr Stock proposed that Cllr Joslin represents the Council and speaks at the DDMC on application EPF/2712/19 - Nazeing Glassworks Site. Cllr Carter seconded the proposal. All Cllrs voted in favour of the proposal. The Clerk to register Cllr Joslin to speak at the DDMC meeting. **Action The Clerk.**

b) The correspondence from the applicant and from the office of the Rt. Hon Robert Halfon MP had been circulated to Cllrs before the meeting.

Inline with current requirements, Cllr Joslin will forward his speech to DDMC in advance of the meeting. He will also look at the information that has been received from the applicant and determine if anything further needs to be included & sent to DDMC.

It was agreed to contact Mr Halfon's office and ask if he is going to submit any observations to the DDMC on this application. **Action The Clerk.**

9. Consultation - Epping Forest District Sustainability Guidance and Checklist

Epping Forest District Council (EFDC) declared a Climate Emergency in September 2019 and made a commitment to make the District net carbon zero by 2030. The Council's Planning team have produced Sustainability Guidance and Checklist

documents which are available for public comment in a six-week consultation, from 02/11/20 until 14/12/20 (mid-day).

Cllr Benton informed the Council that EFDC had distributed two large documents, the first covered applications of less than nine units and the second covered applications of 10 or more units. The main purpose is to improve building materials, landscaping and the usual items around sustainability. A 'Traffic Light System' for sustainability on planning applications is to be introduced. Red is not good & the application would probably not be approved, whereas green is good & more likely to be approved. EFDC are looking for these improvements by 2030. Cllr Benton attended a zoom meeting and he asked about helping pedestrians in Nazeing, by introducing footways. He was informed that the documents are covering buildings rather than the people aspect.

The Council thanked Cllr Benton for his review of the documentation. It was agreed to respond to EFDC that the Council has considered & discussed the documentation supplied and have no comments to make.

10. Financial Matters:

a) It was resolved to authorise:

- i) Payments totalling £9,061.81
- ii) Transfer of £16,000 between bank accounts.

The Financial Summary for November 2020 was approved and will be signed by the Chairman after the meeting. Cllr Stock has been added to the banking mandate. It was noted that Cllrs Carter & Stock (both authorised signatories on the bank account) will set up & approve direct credits this month. If Cllr Stock has any issues, then Cllr Joslin will approve them instead. **Action Cllrs Carter & Stock.**

b) To note, as agreed at the Planning Committee meeting on 12/11/20,

- i) the Clerk can work up to 12 hours / week above her contracted 18 hours, and that this is reviewed when an additional person has been employed by the Council.
- ii) the Clerk is now on National Joint Council for Local Government Services Spinal Column Point 17 and that it has been back dated to 01/04/2020.

11. Clerks Report.

Report circulated before the meeting. Older items to be review by Cllrs Carter and Clarkson with the Clerk and to agree the best way forward. **Action Cllrs Carter & Clarkson and the Clerk.** No questions were raised on the report

12. Annual Governance and Accountability Return (AGAR) 2019/20:

It was noted the external auditor has signed off the AGAR without comment and that Sections 1, 2 & 3 have been published on the noticeboard and website (11/11/20).

13. Interim Internal Audit 2020/21:

a) The completion of the Interim Internal Audit on 18/11/20 and the contents of the 2020/21 Interim Audit Report were noted.

b) There are two recommendations on the Action Plan, one of which already has a planned response (annual review of allotment rent). Cllrs Carter and Clarkson offered to assist with the Investment Strategy document by reviewing some example documents. **Action Cllrs Carter and Clarkson.** The Clerk will forward these documents to them. Cllr Clarkson thanked the Clerk for her work on the finances and help given to the auditor.

14. IT Support:

Currently there is no IT support for the Clerk and she has to resolve any problems herself, which is not ideal. Also, with the addition of a new member of staff, data needs to be accessed by both members of staff and the way of working reviewed. Details had been circulated for IT costs for one-off / ad hoc / monthly support.

Cllr Arnold proposed that the Council use Heath Computers for the set up & review of best working method with a new member of staff and to trial 3 months of ad hoc support. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to use Heath Computers, as per the proposal.

15. Leisure Centre, Bumbles Green:

a) The Clerk provided an update on the situation with the drainage issues at the Leisure Centre. The manhole covers have been replaced by Thames Water and they should also be flushing out the blocked drain, by the end of November. She also asked about the requirement to install a bund and remove the shed, adding that Thames Water informed her that it was an unusual amount of rainwater back in August, which had probably led to the effluent overflowing, although the blocked drain would not have helped the situation.

Cllr Stock proposed that the Council do not install a bund or remove the shed as Thames Water are responsible for the drains. Cllr Joslin seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that the work to install a bund and remove the shed is no longer required.

b) The quotes for hiring and purchasing Heras fencing at the Leisure Centre had been circulated before the meeting, along with a summary. Cllr Stock & the Clerk had also obtained quotes for installing the Heras fencing.

Cllr Clarkson proposed that the Council purchase Heras fencing from Safesite and that it is installed by the Council's groundsman. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to purchase Heras fencing from Safesite and that it is installed by the Council's groundsman.

16. Precept 2021/22.

Two areas of new expenditure required for the new financial year, to enable it to be included in the first draft of the Precept, were raised - IT Support and new office furniture (figures tba).

17. Grant Applications. KC/DS/GS

Cllr Stock reported that the working group had met and minutes from the working group meeting had been circulated to Cllrs. Cllr Stock then summarised the outcome of the working group's discussion:

a) Nazeing Pre School's application is very similar to last years application. Nazeing Pre School is run as a business, it is not compliant with the Council's policy and it is recommended that they apply for charitable status. Cllr Clarkson thanked Cllr Stock for the detailed minutes.

Cllr Stock proposed that the grant is declined to Nazeing Pre School because the application is not compliant with the Council's Grant Awarding policy. Cllr Clarkson seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that a grant is not awarded to Nazeing Pre School.

b) Epping Forest Community Transport (EFCT) have continued to provide a service during lockdown and have also provided other types of assistance as requested & needed during this time. They have provided an excellent service for Nazeing and EFCT is a registered charity.

Cllr Stock proposed that a grant of £1,000 is awarded to EFCT towards the Nazeing bus service. Cllr Benson seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that the Council would give Epping Forest Community Transport a grant of £1,000 towards the Nazeing bus service {Local Government Act 1972 s.137}.

18. Community Engagement.

a) The house outside Christmas decoration competition. Cllr Carter advised that four prizes have been donated by local businesses and the competition can be launched tomorrow. There was some discussion about providing photos of the houses and site visits. It was agreed that judging would be by Cllrs and nominations to be submitted to the Clerk. An update on entries to be provided at the Planning committee meeting.

b) Cllr Stock proposed that the Council purchase and install a tree at Clayton Court as it is on private land, whereas permission from Essex Highways is required at the Parade. Cllr Clarkson proposed that a 8/9' Christmas tree is purchased at a cost of £70. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to purchase a 8/9' Christmas tree at a cost of £70+VAT.

19. Correspondence.

a) Revd Helen Gheorghiu Gould has asked if the Council would provide a letter of support as the Church is applying for funding from Epping Forest District Council (EFDC) for the St Giles Community Hub.

Cllr Benton proposed that the Council write a letter of support to EFDC. Cllr Arnold seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to provide a letter accordingly.

b) A resident has asked for assistance from the Parish Council on two matters. The first is for a Local Highways Panel request, for a restriction on HGV vehicles turning left into Nursery Road, via Sedge Green. Cllr Stock has offered to look at the request. The second is for help with land usage of a neighbour & threats she has been receiving. The Clerk advised the resident that these were matters for Epping Forest District Council and the Police. Cllr Arnold proposed that the Council write and ask if she has contacted the police. Cllr Benton seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to write a letter accordingly.

20. Local Highways Panel Request. DJ

It was agreed to submit the Local Highways Panel request provided by Cllr Joslin, for the introduction of Vehicle Activated Signs at Long Green, Bumbles Green, due to the recent serious road traffic accident.

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

Cllr Benton had attended the zoom meeting on Epping Forest District Sustainability on 24/11/20 (as per item 9).

22. Information Items.

Cllr Joslin advised that the Area Planning Sub-Committee West meeting on 02/12/20, has two Nazeing applications and wanted to determine if a Cllr would speak at the meeting to represent the Council on either application.

It was suggested that Cllr Skipper may wish to speak on application EPF/3471/17 Land rear of Oakley Hall, Hoe Lane (care home). The Clerk to check with Cllr Skipper. Cllr Carter offered to speak on application EPF/1881/20 Hillview, St Leonards Road.

23. Items for the next agenda.

Cllr Benton asked that his previous request i.e. Concern for driver's safety with the current state of Common Road with dips and St Leonards Road with cracks appearing on the surface, is included.

Cllr Carter finished the meeting by saying that she would like to say a big thank you to all Cllrs for their help over the last two months.

24. Date of next meeting of Full Council. 17th December 2020.

Meeting closed 9:58pm.

Signed by the Chairman: **Date:**