

NAZEING PARISH COUNCIL

Minutes of the virtual Full Council Meeting held on Thursday 17th December 2020 at 8pm.

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

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

1. Welcome and Introductions:

Cllr Carter welcomed residents and Cllrs to the meeting.

2. Apologies for absence:

Cllrs Arnold, Shorter and Skipper. Apologies noted from County Cllr Jackson.

Our thoughts go out to Cllr Shorter during this difficult time.

3. Public participation:

Resident stated that a number of residents were asking about the bollards at Langley Green. The Clerk replied no update on the application, it is with Essex Highways.

4. Declarations of Interest:

None.

5. Approval and signing of minutes:

a) The minutes of the Full Council meeting held on 26th November 2020 were approved with no amendments and will be signed by the Chairman after the meeting.

b) The minutes of the Planning Committee meeting held on 12th November 2020 were noted.

6. Planning Application: The following application was considered:

(a) **Application No:** EPF/2724/20 **TPO Officer:** Robin Hellier
Applicant Name: Mrs Maryanne Proctor
Location: Fourways, 22 Highland Road, Nazeing, Waltham Abbey, Essex, EN9 2PT

Proposal: TPO/EPF/22/83. T13: Lime - Crown reduce height, as specified. Crown thin by up to 20%, as specified.

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

7. Full Council and Planning Committee meetings January to April 2021.

It was resolved to accept the dates for Planning Committee meetings as the second Thursday in the month and Full Council meetings as the fourth Thursday in the month for January to March, with both meetings moved forward one week in April to avoid the Easter break.

8. Community Engagement.

Cllr Carter advised that four winners of the house outside Christmas decoration competition had been chosen and they will be notified in the next few days. Details will then be added to the Parish Council’s Facebook Page, website and noticeboards.

9. Financial Matters:

a) For a/c 4316 for expenses for Leisure Centre (hall closed) the expenditure has exceeded the budget due to purchase and installation of the Heras fencing. It was agreed that no changes would be made to the budget.

It was resolved to authorise:

i) Payments totalling £15,185.94

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

The Financial Summary for December 2020 was approved and will be signed by the Chairman after the meeting. It was noted that Cllrs Joslin & Stock (both authorised signatories on the bank account) will set up & approve direct credits this month.

Action Cllrs Joslin & Stock.

b) Cllr Clarkson proposed a budget of up to £750 (including VAT) to purchase a laptop for the Assistant Clerk and also software to be purchased. Cllr Benton seconded the proposal. All Cllrs were in favour of the proposal. It was resolved to spend a maximum of up to £750 (including VAT) to purchase a laptop for the new role of Assistant Clerk, in addition software to be purchased.

10. Clerks Report.

Report circulated before the meeting. No questions were raised on the report.

11. Amenity Matters:

a) The Clerk advised that often residents do not know who to contact when a street light is not working and it can take a few phone calls to determine that it is owned by the Parish Council. There was some discussion on the purchase and installation of signage for every Parish Council owned street light. Cllr Joslin was concerned about the possible cost to purchase and install signs. Cllr Carter proposed that the Council investigate the possibility of using stickers on the street lights with a marker pen to add a unique number on the label. Cllr Clarkson seconded the proposal. All Cllrs were in favour of the proposal. Cllr Stock kindly offered to investigate this proposal. **Action Cllr Stock.**

b) There has been a water leak on the allotment site and it has affected one plot in particular. Cllr Stock proposed that there is no charge for rental on the affected plot next year. Cllr Clarkson seconded the proposal. All Cllrs were in favour of the proposal. Cllr Joslin kindly offered to investigate the leak at the allotment. **Action Cllr Joslin & The Clerk.**

12. Leisure Centre, Bumbles Green.

To consider the quotes for removing the trees by the Leisure Centre.

It was agreed to defer the decision to January as there was a query on one of the quotes and another quote was still outstanding.

13. Correspondence.

It was noted that a letter of thanks for the donation towards the purchase of hand sanitising gel has been received from Angela Canham of Epping Forest Community Transport.

14. Review Grant Policy and Application Process.

Cllr Benton asked how organisations apply for the grant and the Clerk advised that if she receives an enquiry, details are forwarded to the organisation. All details are on the website.

No changes to the Grant Policy and Application Process were requested by the Council.

It was therefore resolved to re-adopt the Grant Policy and Application Process with the minor changes to standardise the document proposed by the Clerk.

15. Emergency Contingency Planning.

The Clerk informed the Council that very little progress has been made on the Community Emergency Plan document. Cllrs Carter and Benton agreed to review the current document and to propose a way forward. **Action Cllrs Carter & Benton.**

16. Defibrillator.

Cllr Joslin proposed that the Council provide a more centrally located defibrillator. Cllr Stock seconded the proposal. All Cllrs were in favour of the proposal. Cllr Carter is in the process of obtaining a defibrillator. **Action Cllr Carter.**

17. Common Road and St Leonards Road.

Cllr Benton is concerned for driver's safety with the current state of Common Road with dips & recently a car ending up in a field, St Leonards Road with cracks appearing on the surface and also the numerous potholes on the Crooked Mile. The Clerk informed the Council that County Cllr Jackson had advised that he had asked Highways to assess the undulations in Common Road and he will follow it up. It is not a Local Highways Panel matter.

Following some further discussion, it was agreed to liaise with County Cllr Jackson and District Cllr Bassett regarding the issues with Common Road. Also Cllr Benton agreed to log the problems on the Essex County Council website and forward the reference numbers to the Clerk, so that a letter can be written to Essex Highways.

Action Cllr Benton & The Clerk.

18. CCTV Equipment at the Parade.

Cllr Joslin updated the Council with his recent experience of using the CCTV at the Parade and that the system is not very easy to search for information. He continued by saying that the Council should ask the shop keepers for their views as to whether the system should be upgraded. Cllr Benton queried what CCTV the shop keepers have already. The Clerk advised that previously when asked, not all the shop keepers agreed to contribute to the CCTV upgrade. She also said that some shop keepers do have their own equipment. Cllr Clarkson asked whether the Council should be spending money on this one area of Nazeing or on other areas?

Cllr Stock proposed that the Council obtain some quotes for upgrading the CCTV at the Parade before any decisions are made. Cllr Benton seconded the proposal. All Cllrs were in favour of the proposal. Cllr Stock kindly offered to provide contact details for one company and assist if required. **Action Cllr Stock & the Clerk.**

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

None.

20. Information Items.

None.

21. Items for the next agenda.

a) Cllr Stock asked for an item to consider installing 'smiley' Vehicle Activated signs for roads in Nazeing.

22. Final thoughts from the Chairman as 2020 draws to a close.

Cllr Carter wanted to thank all the Councillors for their hard work, 2020 has been a challenging year for everyone. Nazeing Parish Council has had five resignations during the year for various reasons. The Clerk has had to relocate to her house where she has continued to work efficiently. Even though the Council has five vacancies, everyone has dedicated some of their time towards the parish. Not only has there been Covid-19 to deal with, but during this year, various problems have arisen within the village and together the Councillors have all helped resolve these problems. So thank you again to all Councillors for their hard work. Cllr Carter closed by saying that in 2021, she hopes that the Council is able to move forward with projects for the village and wished everyone a Merry Christmas and a Happy & better New Year.

23. Date of next meeting of Full Council. 28th January 2021.

Cllr Joslin proposed a vote of thanks for Cllr Carter for taking over as Chairman when the previous Chairman resigned unexpectedly.

Meeting closed 9:16pm.

Signed by the Chairman: **Date:**