

NAZEING PARISH COUNCIL

Minutes of the meeting of the Planning Committee held on Thursday 26th August 2021 at 8pm at the Scout Hut, Perry Hill, Middle Street, Nazeing.

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

Also present: Lorraine Ellis (Clerk), 2 members of the Public.

These minutes are subject to ratification at the next meeting.

1. Welcome and Introductions:

Cllr Joslin welcomed Cllrs & residents to the meeting.

2. Apologies for absence:

Cllrs Arnold, Shorter.

3. Public participation:

None.

4. Declarations of Interest:

None.

5. Approval and signing of minutes:

To approve the minutes of the Planning Committee meeting held on 19th August 2021. C/F to next Planning Committee meeting as draft minutes not approved by Cllr Joslin.

6. Enforcement Notices/Appeals:

It was noted that no closed Enforcement Cases or Appeals have been received.

7. Planning Applications: The following applications were considered:

(a) **Application No:** EPF/1915/21

Officer: Kie Farrell

Applicant Name: Mr Wayne Lloyd

Location: Paddock to west of Hubbards, Betts Lane, Nazeing, Waltham Abbey, EN9 2DA

Proposal: Demolition of existing horse field shelter outbuilding and erection of new stable block.

Cllr Joslin advised the Council that there have been a number of applications for Hubbards. This current application is to replace the existing stable block. Cllrs did not have any concerns regarding the proposal.

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

Resolved – no objection.

(b) **Application No:** EPF/1929/21

Officer: Caroline Brown

Applicant Name: Mr Richard Strickland

Location: 17 Pound Close, Nazeing, Waltham Abbey, EN9 2HR

Proposal: Proposed first floor rear extension.

Cllr Clarkson queried that the bathroom overlooked neighbours but he would expect the window to be installed with obscure glass.

Cllr Clarkson proposed no objection with the condition that an obscure glass window is installed on the south side of the extension (bathroom). Cllr Carter seconded the proposal. All Cllrs voted in favour of the proposal.

Resolved – no objection with the condition that an obscure glass window is installed on the south side of the extension (bathroom).

This is provided for information only, EFDC do not normally accept comments on this application.

(c) Application No: EPF/2256/21

PDE Officer: Graham Courtney

Applicant Name: Mr Garry Stevens

Location: 28 Maplecroft Lane, Nazeing, Waltham Abbey, EN9 2NS

Proposal: An application to determine if prior approval is required for a proposed Larger Home Extension measuring 6.00 metres, height to eaves of 3.00 metres & a maximum height of 3.00 metres.

Resolved – no comment.

8. Epping Forest District Council Local Plan Main Modifications Public Consultation.

The consultation seeks views on changes being proposed to the 2017 Local Plan Submission Version. Parish Council representatives were briefed at the Local Councils Liaison Committee meeting on 08/07/21. Comments are required by 23/09/21.

Cllrs Carter and Stock had been unable to review the document within the past week. Cllr Joslin proposed that the Council authorise Cllrs Carter & Stock to comment on the changes and that the Clerk forward to the District Council. Cllr Benton seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that Cllrs Carter & Stock comment on the changes and that the Clerk forward to the District Council. It was agreed that comments would be sent to the Clerk by 17/09/21. **Action Cllrs Carter & Stock and the Clerk.**

9. Amenity Matters:

a) The Clerk explained that regular annual hedge maintenance is carried out in the Parish, in order to avoid using a company to undertake major maintenance, should the hedges be untended. In addition, some tree & bush work is required at Aerodrome Corner and Elizabeth Close. Quotes have been received for each area and circulated before the meeting. Cllr Carter proposed that the Council's groundsman undertakes the hedge maintenance for Bumbles Green, allotment site & the triangle and also the tree & bush work at Aerodrome Corner and Elizabeth Close. (Total cost quoted £580). Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to ask the Council's groundsman to undertake the hedge maintenance and tree & bush work in the Parish, as per his quote.

b) When a plot/s is rented, a deposit of £50 from allotment holders is held by the Council and returned when the plot is no longer required (when the plot is left in a reasonable state). The Clerk explained that one allotment plot holder had asked for the return of his deposit but the plot was in a very unkept and poor condition. Two other allotment plot holders have not asked for the return of their deposit but their plots are also in a very unkept and poor condition. Following discussion by the Cllrs, Cllr Clarkson proposed the Council write and advise the allotment holders to return the plot in a reasonable condition otherwise the deposit will be retained by the Council. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal.

10. Financial Matters:

It was resolved to authorise:

- i) Payments totalling £3,765.05
- ii) Transfer of £4,000 between bank accounts.

The Financial Summary for August 2021 was approved and signed by the Chairman of the Council. It was noted that Cllrs Carter & Joslin (both authorised signatories on the bank account) will set up & approve direct credits this month. **Action Cllrs Carter & Joslin.**

11. Information Items and other items for the next agenda:

a) Cllr Joslin mentioned the emails circulating between Cllrs about the CCTV being removed at the Parade, following the Council's decision at the last Full Council meeting on 29/07/21. District Cllr Bassett has shown concern that the CCTV was being removed. There was some discussion by Cllrs and it was agreed to write to Cllr Bassett and suggest that if the District wanted to fund & manage a new CCTV at the Parade the Parish Council would have no issue with that.

b) Cllr Clarkson is concerned with overgrown hedges on the footway on Nazeing Road and also overgrown footpaths. Despite reporting these issues to Essex County Council, no maintenance work is undertaken. To be discussed at the next Full Council meeting.

c) Cllr Benton raised the recent communication on the Highways Devolution Scheme, where some Essex County Council responsibilities can be devolved to the local parishes. To be discussed at the next Full Council meeting.

d) Cllr Stock advised that he had spoken to Essex Highways and requested that the orange mesh fencing is removed at Langley Green & the grass is cut.

e) Cllr Stock advised that Dawn Warwick will be providing some contact information for residents. To be discussed at the next Full Council meeting.

f) Cllr Benton informed the Council of the Nazeingberries event on 04/09/21. Posters advertising the event are on noticeboards.

12. Date of next Planning Committee meeting. 23rd September 2021.

13. Exclusion of public and press.

Cllr Clarkson proposed to exclude members of the public and press due to the confidential nature of the business to be transacted. Cllr Carter seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that due to the confidential nature of the business to be transacted members of the public and press should be excluded from the remainder of the meeting.

14. Recruitment of Assistant Clerk:

a) Cllr Carter proposed to offer the Assistant Clerk position to applicant no 1 subject to references and the spinal salary point for the position is Spinal Column Point (SCP) 7 on the National Joint Council for Local Government Services (NJC) pay scales as implemented on 1 April 2020. Cllr Clarkson seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to offer the Assistant Clerk position to applicant no 1 subject to references and SCP 7 on the NJC pay scales as implemented on 1 April 2020.

It was agreed that the Clerk would draft the offer letter and Cllr Clarkson would confirm its suitability. **Action Cllr Clarkson and the Clerk.**

It was agreed that Cllr Joslin would review the draft contract before it is issued to the applicant. **Action Cllr Joslin.**

Cllrs Carter and Clarkson will confirm that the references are acceptable. **Action Cllrs Carter & Clarkson.**

Cllr Clarkson proposed that either the Chairman or the Vice Chairman of the Council authorise additional hours as required for the new assistant clerk to facilitate attendance on training courses. Cllr Carter seconded the proposal. All Cllrs voted in favour of the proposal.

b) To consider alternative recruitment process (recruitment company).

It was agreed that this was no longer necessary, due to the decision to recruit.

15. Clerks Workload and Additional Hours.

Following a discussion, Cllr Clarkson proposed that the Clerk can continue to work up to 12 additional hours per week for three months after the Assistant Clerk has started

at the Council. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that the Clerk can continue to work up to 12 additional hours per week for three months after the Assistant Clerk has started at the Council.

Meeting closed 9:36pm.

Signed by the Chairman: **Date:**