

## NAZEING PARISH COUNCIL

### **Minutes of the Full Council Meeting held on Thursday 27th January 2022 at 8pm at the Scout Hut, Perry Hill, Middle Street, Nazeing.**

**Members present:** Cllrs Carter (Chairman of the Council), Benton, Elton, Judge, and Stock.

**Also present:** Lorraine Ellis (Clerk) and 6 members of the Public. It was noted that District Cllr Avey was present.

#### **1. Welcome and Introductions:**

Cllr Carter welcomed Cllrs and members of the public to the meeting, followed by Cllr introductions.

#### **2. Apologies for absence:**

Cllrs Joslin, Shorter.

#### **3. Public participation in relation to items on the agenda:**

None.

#### **4. Declarations of Interest:**

None.

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

**a)** The minutes of the Full Council meeting held on 25th November 2021 were approved with no amendments and were signed by the Chairman.

**b)** The minutes of the Full Council meeting held on 9th December 2021 were approved with no amendments and were signed by the Chairman.

**c)** The minutes of the Full Council meeting held on 23rd December 2021 were approved with no amendments and were signed by the Chairman.

**d)** The minutes of the Planning Committee meeting held on 9th December 2021 were noted

**e)** The minutes of the Finance Committee meeting held on 9th December 2021 were noted.

#### **6. Planning Applications:** The following application was considered:

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

**(a) Application No:** EPF/0043/22

**PDE Officer:** Graham Courtney

**Applicant Name:** Mr Peter Sandell

**Location:** 11 Maplecroft Lane, Nazeing, Waltham Abbey, EN9 2NR

**Proposal:** An application to determine if Prior Approval is required for a proposed Larger Home Extension measuring 5.32metres, height to eaves of 2.75 metres & a maximum height of 2.75 metres.

**Resolved - no comment.**

#### **7. Councillor Vacancies on Committees for 2021/22:**

Due to the resignation of a Councillor, a number of vacancies have arisen on the Council.

- a)** It was resolved to elect Cllr Benton as Vice-Chairman of the Planning Committee for 2021/22.
- b)** It was resolved to elect Cllr Elton as Chairman of the Finance Committee for 2021/22.
- c)** It was resolved to elect Cllr Carter as Vice-Chairman of the Personnel Committee for 2021/22.
- d)** It was resolved to appoint Cllr Elton onto the Finance Committee for 2021/22.

### **8. Cllr Vacancies:**

Cllr Stock has drafted a poster to encourage residents to join the Council, he will finalise and circulate it to Cllrs by 04/02/22. **Action Cllr Stock.** It was agreed to add it to the website & noticeboards.

Cllr Benton was concerned that the District and County Councils are responsible for certain areas, however he believes that residents think it is the Parish Council at fault, which is not the case. He was also concerned that there is a negative image of the Council. These factors may then affect people considering joining the Council.

District Cllr Avey added that he believed Cllr vacancies is a problem across a lot of Parish Councils. He was of the opinion that it is important for Epping Forest District Council (EFDC) to support Parish Councils and he would like to see EFDC appoint someone to be a contact for the parish councils. He also agreed with all the points Cllr Benton raised.

### **9. Delegation of Power - Finances.**

The following decision made by the Council during the exceptional circumstance of Covid-19 Pandemic, under the delegated power to the Clerk under The Local Government Act 1972 s101 in consultation with two members of the Council was considered and approved by all Cllrs:

- i)** Urgent expenditure as detailed on the December 2021 Financial Summary, for invoices and salaries, including funds transfer. Decision: Council approved the urgent expenditure.

### **10. Financial Matters:**

- a)** It was resolved to authorise:

- i) Payments totalling £5,565.06
- ii) No transfer of monies between bank accounts.

The Financial Summary for January 2022 was approved and signed by the Chairman. It was noted that Cllrs Stock & Carter (both authorised signatories on the bank account) will set up & approve direct credits this month. **Action Cllrs Stock & Carter.**

- b)** It was resolved to spend up to a maximum of £650 + VAT this financial year, to purchase a replacement laptop, which would primarily be used to display planning applications at Council meetings, as the current one is no longer functioning adequately.

- c)** The third quarterly budget report for 2021/22 was considered and approved, no questions were raised.

- d)** Consideration of the third quarterly reconciliation and Trial Balance reports for 2021/22 will be at the next Full Council meeting. It was resolved that Cllr Elton is authorised to review these reports.

- e)** Annual review of charges made for allotment rental and football pitch hire. It was resolved that there is no change in the allotment rental and that there continues to

be no charge for football pitch hire to Nazeing Youth Football Club (NYFC) for 2022/23. It was noted that the pitches are not currently being used by NYFC.

### **11. Pension.**

It was resolved that the post of assistant clerk is eligible for admittance to membership of the Local Government Pension Scheme operated by Essex County Council, with the date of joining as 1st February 2022. It was noted that the corresponding Public Notice has been displayed for the necessary 7 days.

### **12. Clerks Report.**

Report circulated before the meeting. No questions raised however, Cllrs Carter and Stock will review the report with the Clerk, date to be agreed, in order to close off tasks as appropriate. **Action Cllrs Carter & Stock and the Clerk.**

### **13. Amenity Matters:**

**a)** The Play in the Park programme is being run by Epping Forest District Council (EFDC) for 2022, cost has increased to £95/session. No sessions are available, however, one Council has agreed to reduce their sessions by one. It was resolved that the Council would like to participate in the scheme and accept the offer of the session.

**b)** The Play in the Park programme in future years. It was agreed to include the item on the agenda in the autumn, so that the Council may not miss out on participating in the scheme.

**c)** Quotes for grass cutting in the parish for a three year contract were circulated before the meeting. It was resolved to continue to use Vince Cresswell, on a three year contract, for grass cutting in the parish.

**d)** It was resolved that the Council's groundman undertakes the annual hedge maintenance in the parish, subject to satisfactory quotes.

**e)** The Tree Survey report was considered and it was agreed to obtain quotes for the recommended work. It was noted that there was no high priority work identified in the report, the recommended work consisted of felling a number of trees, removing dead wood and an investigation of one tree.

### **14. Street Lighting.**

**a)** Quotes for street light maintenance, including an annual maintenance survey, were circulated before the meeting. It was resolved to continue to use A&J Street Lighting Solutions, on a five year contract for street light maintenance, including an annual maintenance survey.

**b)** Cllr Stock suggested that the Council should consider converting some street lights to LED. Following a brief discussion, it was resolved to ask A&J Street Lighting Solutions for their input on which lights the Council could consider converting.

### **15. Grant Applications.**

Grant applications had been received from Stansted Airport Watch, Nazeing Common Cricket Club and Nazeing Primary School. The working group had met and Cllr Stock's report on the grant applications was circulated before the meeting.

The Parish Council do not have the power to provide a grant to Nazeing Primary School, as Essex County Council is responsible for providing funding to the school. It was resolved that a grant for Nazeing Primary School is declined.

It appears that Stansted Airport Watch would like to increase their funds, which are currently not insignificant, for a possible future campaign. It was resolved that a grant for Stansted Airport Watch is declined.

Nazeing Common Cricket Club are providing a good facility for the village and have recently invested in their facility. It was resolved that the Council provide Nazeing Common Cricket Club with a grant of £500 towards a large electric oven {Local Government Act 1972 s.137}.

#### **16. The Queen's Platinum Jubilee.**

Cllr Benton advised that a street party over the Jubilee weekend is being planned at Clayton Hill. It was resolved that Cllrs Benton & Stock investigate what groups in Nazeing are organising to commemorate the Queen's Platinum Jubilee and how the Parish Council may be able to assist. **Action Cllrs Benton & Stock.**

#### **17. CiLCA Training.**

It was resolved that the clerk & assistant clerk can undertake the CiLCA training but to investigate the costs for both staff, covering attending the CiLCA course, prerequisite core training courses, course attendance hours and study hours.

#### **18. Precept 2022/23.**

**a)** Budget updates. It was agreed to update account code 4300 with the grant approval of £500 and account code 4209 to £1000 to allow for tree work. Any further changes required to the budget for 2022/23 would be considered as and when necessary.

**b)** It was resolved that the Precept for 2022/23 be set as £92,263 so that there is no increase in tax band D. Final figure required by 31/01/22.

#### **19. Harlow Town Centre Masterplan – New Planning Consultations.**

Cllr Benton has produced a short report on the information in the documents provided by Harlow Council. Cllr Stock thanked Cllr Benton for a well written report. Cllr Benton gave a brief overview of the consultation documents and said that he would include that children from Harlow go to Nazeing Primary School. It was resolved that Cllr Benton produce a document with Nazeing's concerns, in response to the consultation. Document to be produced by 03/02/2022 and circulated to Cllrs, to allow any further comments, before it needs to be submitted by the deadline of 11/02/2022. **Action Cllr Benton / Cllrs / Clerk.**

#### **20. EFDC Sustainability Guidance Consultation:**

EFDC have prepared the Sustainability Guidance Volume 3: Extensions & Refurbishments which is the latest in a suite of guidance documents prepared by the District Council to assist with sustainable development. The consultation will run for 6 weeks until 21/02/22 and the District Council is inviting comments. There is an online public Q&A on 03/02/22, 6-7pm, email [LDFconsult@eppingforestdc.gov.uk](mailto:LDFconsult@eppingforestdc.gov.uk) for meeting details. Cllr Carter advised that Cllr Joslin has offered to review the documentation. It was resolved that Cllr Joslin will review the documentation, to consider if the Council would like to comment. **Action Cllr Joslin.**

#### **21. Parish Office at the Leisure Centre:**

The Clerk provided an update on the new office. Herself and the assistant clerk had moved into the office before Christmas and appreciated the help from Cllrs and a resident. The assistant clerk has contacted all three suppliers and is in the process of

ascertaining necessary works to make the services independent of the Leisure Centre. This would then allow the Leisure Centre to be demolished.

**22. Correspondence:**

**a)** Crooked Billet Public House. Email received from a resident as concern that central Nazeing may lose its last remaining public house. Suggestion to i) Apply for a listing of the building ii) Parish Council to purchase the property as a "community asset" and run it for the benefit for the community.

The Clerk advised that she does not believe that the Parish Council has the power to purchase the property as a "community asset". It was agreed to contact the Clerk at Epping Upland to find out some more information about the listing of the Travellers Friend Public House and report back to the Council.

**b)** For information: Epping Forest Youth Council Elections. EFDC are looking for 25 candidates to join the Epping Forest Youth Council. Details available on the website. Online form [www.eppingforestdc.gov.uk/EFYCNomination](http://www.eppingforestdc.gov.uk/EFYCNomination) Closing date is 11/02/22.

**23. Litter Picking Equipment:**

It was resolved that the Council purchase some litter picking equipment up to a cost of £250, which could then be lent to groups including the community litter picking group, and to investigate the scheme that EFDC run for lending litter picking equipment.

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

None.

**25. Information Items.**

None.

**26. Items for the next agenda.**

None.

**27. Date of next meeting of Full Council.** 24th February 2022.

Meeting closed 9:30pm.

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