

NAZEING PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Thursday 26th May 2022 at 7:40pm at the Scout Hut, Perry Hill, Middle Street, Nazeing.

Members present: Cllrs Stock (Chairman), Benton, Carter, Joslin and Judge.

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

22/001. Chairman:

It was resolved to elect Cllr Stock as Chairman of the Parish Council for 2022/23.

22/002. Acceptance:

Cllr Stock completed the declaration of acceptance of office as Chairman.

22/003. Apologies for absence:

Cllrs Elton, Shorter. Apologies noted from District Cllrs Avey, Bassett and Pugsley.

22/004. Declarations of Interest:

None.

22/005. Vice-Chairman:

It was resolved to elect Cllr Carter as Vice-Chairman of the Parish Council for 2022/23.

22/006. Election for Committees:

a) It was resolved to elect Cllr Joslin as Chairman of the Planning Committee for 2022/23.

b) It was resolved to elect Cllr Benton as Vice-Chairman of the Planning Committee for 2022/23.

c) It was resolved to elect Cllr Stock as Chairman of the Personnel Committee for 2022/23.

d) It was resolved to elect Cllr Judge as Vice-Chairman of the Personnel Committee for 2022/23.

e) It was resolved to elect Cllr Elton as Chairman of the Finance Committee for 2022/23.

f) It was resolved to elect Cllr Carter as Vice-Chairman of the Finance Committee for 2022/23.

22/007. Committee/Function Membership: Councillors for 2022/23 were appointed as follows:

a) It was resolved that all Cllrs are on the Planning committee.

b) It was resolved that Cllrs Elton, Carter, Joslin, Judge and Stock are on the Finance committee.

c) It was resolved that Cllrs Stock, Judge and Benton are on the Personnel committee.

d) It was resolved that all Cllrs are on the Amenities committee.

e) It was resolved that all Cllrs are on the Events committee.

22/008. External Liaison: Councillors appointed for 2022/23 to serve on or liaise with:

a) EFDC Local Council Liaison Committee and EALC Committee. Two Members with voting powers. It was resolved that Cllrs Stock and Carter are on these committees.

b) It was resolved that Cllr Benton is the liaison for the Nazeingberries Association.

c) It was resolved that Cllr Stock is the liaison for the Police Consultative Committee/Local Police.

d) It was resolved that Cllrs Benton and Carter are the liaison for the Flood warden and Emergency Response.

e) It was resolved that Cllr Elton is the liaison for the Lea Valley Regional Park Authority.

f) It was resolved that Cllr Benton is the liaison for the local schools.

g) It was resolved that Cllr Stock is the liaison for the Nazeing Community Champions.

22/009. Review of Declarations of Interest.

It was agreed that Cllrs would review their declarations of interest within 14 days, notify the Clerk and update if necessary. **Action All Cllrs.**

22/010. Public participation:

None.

22/011. Approval and signing of minutes:

The minutes of the Full Council meeting held on 28th April 2022 were approved with no amendments and were signed by the Chairman.

22/012. Planning Applications: The following applications were considered:

(a) Application No: EPF/0752/22

Officer: Sukhvinder Dhadwar

Applicant Name: Mr & Mrs C & S Scott

Location: Presdale Farm House, Hoe Lane, Nazeing, Waltham Abbey, Essex, EN9 2RJ

Proposal: Proposed first floor side extension over existing garage/kitchen.

It was noted that there are two properties with the same house name & address, which is confusing (this application and a previous application EPF/0730/22). It was agreed to advise the District Council that for application EPF/0730/22 the house is now called "The Laurels" and not "Presdale Farm House".

Resolved – no objection.

(b) Application No: EPF/0805/22

Officer: Caroline Brown

Applicant Name: Mr Richard Strickland

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

Proposal: First floor rear extension.

Resolved – no objection.

22/013. Internal Audit 2021/22:

a) The completion of the Internal Audit on 17/05/2022 and the contents of the 2021/22 Internal Audit Report were noted.

b) It was noted that the auditor concluded that, based on the programme of work undertaken this year, the Clerk & Council have maintained adequate and effective internal control arrangements with no serious concerns or issues identified. To address the recommendation raised by the Auditor, it was resolved that the Finance

committee consider and investigate applying to the bank for a Council debit / credit card for use by the Clerk, to make ad hoc purchases on behalf of the Council thereby removing the need for her to incur costs on her own card.

c) It was resolved that the Finance committee consider and investigate a degree of diversification in the placement of its surplus funds.

d) It was resolved to approve the Annual Internal Audit Report 2021/22 page 3 of the Annual Governance and Accountability Return 2021/22 Form 3.

22/014. Annual Governance and Accountability Return (AGAR) 2021/22:

a) It was resolved to approve Section 1 - Annual Governance Statement 2021/22 page 4 of the AGAR 2021/22 Form 3.

b) It was resolved to authorise the Chairman and Clerk to sign and date Section 1 - Annual Governance Statement 2021/22 page 4 of the AGAR 2021/22 Form 3.

c) It was resolved to approve Section 2 - Accounting Statements 2021/22 page 5 of the AGAR 2021/22 Form 3. It was noted that this had already been signed by the Clerk.

d) It was resolved to authorise the Chairman to sign and date Section 2 - Accounting Statements 2021/22 page 5 of the AGAR 2021/22 Part 3.

22/015. Financial Matters:

a) It was resolved to authorise:

i) Payments totalling £12,346.61

ii) Transfer of £25,000 between bank accounts.

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

b) It was resolved to renew the Council insurance with Zurich for a 5 year term with the Leisure Centre included (debris removal). It was agreed that payment would be made by 30 May 2022 by Cllrs Stock & Joslin. **Action Cllrs Stock & Joslin.**

c) It was resolved that the electricity supply for the office is changed from a two rate (day and night) to a one rate supply.

22/016. Clerks Report.

Report circulated before the meeting. No questions were raised and the report was approved.

22/017. Amenity Matters:

a) Damaged street light at North Barn. The new column was installed 26/05/22 and the order is with UK Power Networks for the reconnection of the electricity supply.

b) CCTV equipment at the Parade. The equipment was scheduled to be removed 26/05/22 but it appears that not all the old CCTV equipment has been removed.

c) Defibrillators within the Parish. The defibrillators for Elgon Chemist on the Parade and the Kings Harold Public House have been ordered and payment made. Community Heartbeat are waiting on electrical information from the owners of the sites before the defibrillators are installed, however, a refurbishment at the chemist may delay the installation.

22/018. Annual Play Area Inspections.

Quotes were circulated before the meeting. It was resolved to use Wicksteed to conduct the annual play area inspections at a cost of £120+VAT to inspect each site. It was noted that it would be 8 – 10 weeks before the inspection would be scheduled (on receipt of the paperwork).

22/019. The Queen's Platinum Jubilee.

Cllr Benton advised that the lighting of the beacon at Aerodrome Corner is on Thursday 2nd June 9:45pm and suggested that people arrive from 9pm onwards. The beacon has been delivered and gas bottles are to be purchased 27/05/22. Cllr Judge will investigate to see if it is possible to have car parking at the Hillgrove industrial estate for the evening of 02/06/22 (8:30 to 10:30pm). **Action Cllr Judge.**

22/020. Broxbourne Station Bridge Works.

Cllr Stock advised that there had been an online meeting for members of the public, they are looking to reduce the closure period and also are investigating having one lane closed & one lane open during a certain phase to reduce the impact. The closure is not happening on 06/06/22 but, unfortunately, no new date has been issued as yet. Epping Forest Community Transport had published a draft revised C392 timetable for the planned bridge closure for comments however, it was later advised that another draft timetable would be issued. It was agreed to forward it to the community champion and ask her to comment.

22/021. Planned Meeting with Police Representatives.

The new date for the meeting is 5 July 2022 at 7pm at the Scout Hut, Perry Hill, Middle Street. It was agreed to liaise with the community champion about the event.

22/022. Consultation on Ward Boundaries for Epping Forest District Council.

The consultation closes on 18/07/22. In addition, there is a zoom briefing by the Local Government Boundary Commission on 09/06/22 from 6pm-7pm. It was agreed to send details of the zoom briefing to Cllrs Carter, Joslin and Stock and to C/F consideration of the consultation.

22/023. Reports from Councillors who have attended other meetings/ events.

Cllr Benton had recently attended a meeting to discuss Jubilee plans in the village. Please refer to noticeboards and website for full details.

22/024. Information Items.

None.

22/025. Items for the next agenda.

None.

22/026. Date of next meeting of Full Council. 23rd June 2022.

22/027. Exclusion of public and press.

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. Members of the public duly left the meeting.

22/028. Request from Roydon Parish Council.

A request had been received from Roydon Parish Council and details were circulated to Cllrs before the meeting. It was agreed that Cllrs Benton and Carter (or alternatively Cllr Judge if Cllr Carter cannot attend) would attend the meeting at Roydon. Meeting details to be sent to the Cllrs attending.

22/029. The Queen's Platinum Jubilee and Council Staff.

It was resolved that Council staff are not required to assist with Jubilee activities.

Meeting closed 9:17pm.

Signed by the Chairman:

Date: