

## NAZEING PARISH COUNCIL

### **Minutes of the Full Council Meeting held on Thursday 28th July 2022 at 8pm at the Scout Hut, Perry Hill, Middle Street, Nazeing.**

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

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

#### **22/093. Welcome and Introductions:**

Cllr Stock welcomed Cllrs and members of the public to the meeting.

#### **22/094. Apologies for absence:**

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

#### **22/095. Public participation in relation to items on the agenda:**

A resident asked if the planning application for the Latchetts, Hoe Lane was on agenda. She was advised that it had been considered at the last planning committee meeting and that the minutes are available on the Council's website.

#### **22/096. Declarations of Interest:**

None.

#### **22/097. Approval and signing of minutes:**

**a)** The minutes of the Full Council meeting held on 23rd June 2022 were approved with no amendments and were signed by the Chairman.

**b)** The minutes of the Planning Committee meeting held on 12th May 2022 were noted.

**c)** The minutes of the Personnel Committee meeting held on 23rd April 2021, 6th January 2022, 21st March 2022 and 6th July 2022 were noted.

#### **22/098. Planning Applications:** The following applications were considered:

**(a) Application No:** EPF/1122/22      **File Ref:** 019890

**Officer:** Sukhvinder Dhadwar

**Location:** 27 Allmains Close, Nazeing, Essex, EN9 2LX

**Proposal:** Two storey side extension.

**Resolved – no objection.**

**(b) Application No:** EPF/1344/22      **File Ref:** 006870

**Officer:** Sukhvinder Dhadwar

**Location:** 1-6 River View, The Mead, Nazeing New Road, Nazeing, EN10 6SS

**Proposal:** Prior approval for an additional storey on existing block of flats and internal alterations to create three additional flats.

**Resolved – to object to the application for the following reasons:**

**i) Impact on the amenity of adjoining premises including overlooking, privacy and loss of light, contrary to Policy DBE2 Effect on Neighbouring Properties.**

**ii) External appearance, including the design and architectural features of the principal elevation and side elevations fronting a highway, contrary to Policy DBE10 Residential Extensions.**

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

**(c) Application No:** EPF/1212/22      **File Ref:** 5228

**Officer:** Mohinder Bagry

**Location:** 39 A Shooters Drive, Nazeing, Essex EN9 2QA

**Proposal:** Application for Approval of Details Reserved by Conditions 4"details of surface water disposal" & 7" full details of both hard and soft landscape works (including tree planting)" for EPF/0136/22. (Front, side and rear extensions. New roof over dwelling to create first floor within roof space).

**Resolved – no comment.**

### **22/099. Chimes Proposals - Residential Care Village.**

Lifestyle Care and Community Ltd are holding a consultation for residents. The representative gave an overview of the scheme to the Council. It was agreed to add the letter that has been distributed to Keyser estate residents to the Council's website, to raise project awareness with residents.

### **22/100. Financial Matters:**

**a)** It was noted that Cllr Judge is now an authorised signatory on the bank account.

**b)** It was resolved to authorise:

i) Payments totalling £5,502.51

ii) Transfer of £6,000 between bank accounts for July expenses and

iii) Transfer of £7,000 between bank accounts for August expenses.

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

**c)** The Nazeing Scout Group have increased the hourly hire rate to £15 for hire of the Scout Hut for meetings from 06/07/22, due to rising costs. It was resolved that the Council will continue to hire the Scout Hut for Council meetings.

**d)** The first quarterly budget report for 2022/23 was considered and approved. No questions were raised.

**e)** The first reconciliation and Trial Balance reports for 2022/23 have been reviewed by Cllr Elton, he had no issues with the reports and has accordingly signed all the corresponding paperwork. No questions were raised by Cllrs. It was resolved to approve the first quarterly reconciliation and Trial Balance reports for 2022/23.

### **22/101. Clerks Action Log.**

Report circulated to Cllrs. One query was raised concerning who the action was assigned to for minute 22/067c. The action was assigned to the Clerk. No further questions were raised.

### **22/102. Amenity Matters:**

**a)** Damaged street light at North Barn. The reconnection of electricity to the new street light by UK Power Networks is planned for 03/08/22.

**b)** Office Portacabin. It was noted that the external timber cladding is cedar and does not need to be treated.

**c)** Defibrillators within the Parish. Electrical details for the defibrillator at Elgon Chemist on the Parade have been submitted to the Community Heartbeat Trust and awaiting confirmation that the information is sufficient. Electrical details are outstanding for the Kings Harold Public House. In addition, the Public House is due to close for 2 weeks in August, so possibly a further delay. Following the offer to be able

to site a defibrillator on the Chimes site and having had no response to the Council's letter to the Crown regarding installing a defibrillator at the Public House, it was agreed to install the third defibrillator on the Chimes site.

**d)** Street light no 5 on Middle Street. The column is leaning backwards and potentially reducing the lighting on the road. The Clerk explained the difficulties with trying to move the column due to its location and the cost implications (traffic management required). It is also an old style light & half the light is towards the field. It was agreed to contact the Council's street light maintenance contractor, to confirm that a new LED light is the best option and to obtain a quote for all the costs involved.

#### **22/103. Terms of Reference for the Personnel Committee.**

It was resolved to accept the proposed changes to the Terms of Reference for the Personnel Committee.

#### **22/104. Council Projects.**

Cllr Stock covered the proposal to progress Council projects, that tasks are logged as a project with an estimate of hours and projects & hours would then be approved by the Council and would be worked on by the Clerk/Assistant Clerk as additional to their contracted hours. It was noted that the project list had been circulated to Cllrs.

It was resolved to accept the proposal to progress Council projects, that the current Council project list was approved and that it was agreed to start working through the project list.

#### **22/105. Annual Inspection Report of Play Areas**

The 2022 Annual Inspection Reports received from Wicksteed for the two play areas (circulated to Cllrs) were noted.

It was resolved that no action is undertaken for Pound Close, as refurbishment & new play equipment had already been agreed for the site and also that no action is undertaken for Elizabeth Close as it is planned to undertake changes to this site later on. Changes for Elizabeth Close Play Area to be added to the Council project list.

#### **22/106. Land to the left of the entrance to Elizabeth Close.**

It was agreed to re-send details relating to this matter from Gisby Harrison (the solicitors who acted for the Council at the time) to Cllr Joslin. A letter to be drafted to Gisby Harrison, to request costs involved with obtaining confirmation of ownership of the land to the left of the entrance to Elizabeth Close. Cllr Joslin to approve the letter to Gisby Harrison. **Action The Clerk / Cllr Joslin.**

#### **22/107. Email addresses for New Cllrs.**

Following training, Cllrs Elton and Judge would like to have Councillor email addresses. After a brief discussion, it was agreed that Cllr Stock will talk to Cllrs Elton and Judge about setting up a new email address, instead of setting up a new email address through Microsoft. **Action Cllr Stock.**

#### **22/108. Nazeing Youth Football Club.**

The current licence agreement for the football club ends on 31/08/22 and a new licence agreement would be required from September 2022 to August 2023. Cllr Stock covered the high cost of grass cutting and believes the football club should contribute towards the cost. The Clerk covered the football club's proposed use of the site. It

was noted that the football club unfortunately still use the site outside the agreed times. It was agreed for the item to be carried forward to the next Planning Committee meeting.

### **22/109. Broxbourne Station Bridge Works.**

To date, no revised start date for the works has been provided. It was resolved to write to Network Rail & Murphy's and ask them for a meeting with residents as soon as possible, to ask for an update on the works and when the works are due to start.

### **22/110. Planters at Langley Green.**

Cllr Benton's initial idea was to seek some sponsorship to maintain the planters unless a community group would consider undertaking the job, but he was unsure if members of the public would be willing to do this.

It was resolved to apply for a licence for four planters at Langley Green. Details would be obtained from Essex Highways and the necessary form sent to Cllr Stock for completion. **Action The Clerk / Cllr Stock.**

### **22/111. Correspondence:**

**a)** Letter received from the Parochial Church Council (PCC) who are applying for the closure of Nazeing churchyard on the basis that that they are running out of space for burials. It was agreed to add the details to the website and ask for comments from local residents to be sent to the Council by 01/09/2022. To be included on September's Full Council meeting. Letter to be sent to the PCC accordingly.

**b)** Letters received from allotment holders regarding the bee hives and request to reconsider the Council's decision. Cllr Carter explained why the Council cannot reconsider the decision previously made and proceeded to explain the concerns that the Council has. It was resolved to review the decision in six months time.

**c)** Low Carbon are holding a Public Consultation on East End Solar Farm which runs from 21/07/2022 to 12/08/2022. There is an event at the Roydon Village Hall (post code CM19 5HH) on 03/08/2022 from 2:30pm to 7:30pm. Details are on the Nazeing PC website.

### **22/112. Reports from Councillors who have attended other meetings/ events.**

**a)** Cllr Carter & the Clerk attended a "20s Plenty" webinar. The Clerk will forward slides from the webinar to Cllrs.

**b)** Cllr Stock & the Clerk had a meeting with Cllr Chris Whitbread, which was very positive and the plan is to hold quarterly surgery's for residents.

### **22/113. Information Items.**

None.

### **22/114. Items for the next agenda.**

#### **a) Hertfordshire Minerals and Waste Local Plan - Draft Plan Consultation:**

Hertfordshire County Council is preparing a new Minerals and Waste Local Plan (the Draft Plan). The consultation runs from 22/07/22 and details have been circulated to the Council. Comments are required by 30/09/22 and can be submitted via a response form. Include on next Full Council meeting.

**b) Chimes Proposals - Residential Care Village.** Comments are required by 12/08/22. Include on next Planning Committee meeting.

**22/115. Date of next meeting of Full Council.** 22nd September 2022.

**22/116. 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. It was resolved that the Clerk could remain at the meeting but will be excluded from item 22/118c).

**22/117. Assistant Clerk.**

**a)** It was resolved to accept the recommendation of the Personnel Committee that the Assistant Clerk can work an additional 4 hours/month and this would be automatically approved by the Council.

**b)** It was resolved to accept the recommendation of the Personnel Committee that the Assistant Clerk can work an additional 2 hours per day to cover when the Clerk is absent for a week or longer and this would be automatically approved by the Council.

**22/118. Clerk.**

**a)** It was resolved to accept the recommendation of the Personnel Committee that the Clerk can work an additional 4 hours/week and this would be automatically approved by the Council.

**b)** Additional hours have been worked by the Clerk from April 2020 to March 2022, however, no additional holiday has been accrued or paid during this period. It was agreed that Cllr Joslin will look at the Clerk's contract and the item to be carried forward to the next Full Council meeting. **Action Cllr Joslin.**

It was noted that the Clerk departed from the Council meeting at this point.

Cllr Carter kindly agreed to take the minutes.

**c)** It was resolved that the Clerk is awarded a 7 point increase (to SCP 24) on the National Joint Council for Local Government Services pay scales as issued on 2 March 2022 for 2021-22 and that it is back dated to 01/04/21.

Meeting closed 10:10pm.

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

**Date:** .....