

NAZEING PARISH COUNCIL

Minutes of the meeting of the Annual Parish Council held on Thursday 24th May 2018 at 8pm at St Giles Hall, Nazeing.

Members present: Cllrs Carter (Chairman), Arnold, Billingham, Clarke, Joslin, Skipper.

Also present: Lorraine Ellis (Clerk), 11 members of the Public.

1. Chairman:

Cllr Joslin proposed Cllr Carter be elected as Chairman of the Parish Council for 2018/19 and Cllr Arnold seconded the motion. All Cllrs were in agreement.

2. Acceptance:

Cllr Carter then made a declaration of acceptance of office as Chairman.

3. Apologies for absence:

Cllrs Frydrych, Gross, McCarthy, Shorter. Apologies noted from County Cllr Jackson.

4. Declarations of Interest:

Cllr Clarke non pecuniary interest in item 12c.

5. Vice-Chairman:

Cllr Carter proposed Cllr Gross be elected as Vice-Chairman of the Parish Council for 2018/19 and Cllr Skipper seconded the motion. All Cllrs were in agreement.

6. Chairman of Planning:

Cllr Billingham proposed Cllr Joslin be elected as Chairman of the Planning Committee for 2018/19 and Cllr Arnold seconded the motion. All Cllrs were in agreement.

7. Vice-Chairman of Planning:

Cllr Arnold proposed Cllr Frydrych be elected as Vice-Chairman of the Planning Committee for 2018/19 and Cllr Joslin seconded the motion. All Cllrs were in agreement.

8. Committee/Function Membership: Councillors for 2018/19 were appointed as follows:

- a) Planning. All Cllrs.
- b) Finance. Cllrs Arnold, Carter, Clarke, Gross & Joslin.
- c) Amenities. All Cllrs.
- d) Events. All Cllrs.
- e) Personnel. Cllrs Arnold, Carter, Gross & Joslin.

9. External Liaison: Councillors for 2018/19 were appointed as follows to serve on or liaise with:

- a) EFDC Local Council Liaison Committee and EALC Committee. 2 Members with voting powers. Cllrs Clarke, Billingham & Carter.
- b) The Nazeingberries Association. Cllr Skipper.
- c) Police Consultative Committee/Local Police. Cllrs Joslin & Frydrych.

Chairman's initials _____

- d) Flood warden and Emergency Response. All Cllrs.
- e) Lea Valley Regional Park Authority. Cllr Frydrych.
- f) Local schools. Cllr Billingham.

10. Public participation:

- a) Residents raised concerns about speeding through Nazeing and lorries being unable to pass on the roads. The Council is aware of the problems, it seems that police will be in Nazeing w/c 28/05/18, hopefully, with speed guns.
- b) Another resident raised the issue of parking on the green / play area at Pound Close. The Clerk advised that the Council is aware of the problem and that EFDC would be contacted. The residents offer of help was noted and appreciated.
- c) Revd. Helen Gheorghiu Gould advised of a "Community event" at St Giles hall on 29/09/18. The Council are happy to be involved.

11. Approval and signing of minutes:

- a) The minutes of the Full Council meeting held on 26th April 2018 were approved and signed by the Chairman with no amendments.
- b) To note the minutes of the meeting of the Planning Committee held on 12th April 2018.

12. Planning Applications: DJ. The following applications were considered:

- (a) **Application No:** EPF/0623/18 **Officer:** Graham Courtney
Applicant Name: P & L Properties
Location: Leaside Nursery, Sedge Green, Nazeing, Waltham Abbey, EN9 2PA

Proposal: Application for variation of condition 3 'use of site by vehicles no more than 7.5 tonnes' on planning application EPF/2319/14 (Demolition of existing nursery/commercial buildings and erection of 17no. B1/B2/B8 commercial units with ancillary parking).

Resolved – object to the variation of the condition.

- (b) **Application No:** EPF/0963/18 **Officer:** Graham Courtney
Applicant Name: Mr Barry Middleton
Location: 3 Belchers Lane, Bumbles Green, Nazeing, Essex, EN9 2SA

Proposal: Change of use of part of dwelling house to a separate dwelling.

Resolved – no objection.

- (c) **Application No:** EPF/1092/18 **Officer:** James Rogers
Applicant Name: Mr S Downes
Location: The Bungalow, Hoe Lane, Nazeing, Waltham Abbey, EN9 2RQ

Proposal: Development of 4 dwellings.

It was noted that Cllr Clarke left the meeting for the duration of the discussion on this planning application.

Resolved – object most strongly to the application on the grounds that

- i) it is overdevelopment and it is not in keeping with the street scene (Policy DBE1)
- ii) as the proposed dwellings are positioned further back on the site (to provide off street parking), it will have a serious detrimental effect upon existing neighbouring properties (Policy DBE2).

- (d) **Application No:** EPF/1163/18 **Officer:** James Rogers
Applicant Name: Mr Giovanni Orlando
Location: Oakleigh Nursery, Paynes Lane, Nazeing, EN9 2EU

Proposal: Retention of single mobile caravan.

A resident spoke about the application and the previous history of the site.

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Resolved – object to the application. The application is misleading and the size of the caravan is incorrect. Two of the caravans appear to be built across the boundary of the adjacent property. The Council received information from a local resident that several people are living on the site and do not appear to be employed by the nursery.

In the event that permission is granted for the application, it be subject to a condition that the caravan accommodation is only used for workers employed at the nursery.

These are provided for information only, EFDC do not normally accept comments on these applications

(e) **Application No:** EPF/1200/18 **DRC Officer:** Jill Shingler
Applicant Name: Mr Gianni Orlando
Location: Oakleigh Nursery, Paynes Lane, Nazeing, Waltham Abbey, EN9 2EU

Proposal: Application for approval of details reserved by condition 4 'drainage details' and 5 'flood risk assessment' on planning application EPF/0041/16 (The replacement of two existing dilapidated caravans with 2 new caravans for residential use by nursery workers (and associated concrete bases)).

Resolved – no comment.

13. Enforcement Notices/Appeals:

It was noted that no Enforcement Notices or Appeals have been received since the last meeting.

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

14. Incinerator at Rattys Lane, Hoddesdon. SC/DJ

a) Cllr Joslin provided some background to the application and that there is now a Public Inquiry. The Council is concerned about the potential increase in HGV traffic, hence the requirement for a traffic survey. It was resolved to approve the cost of the traffic survey (anticipated to be £1500 + VAT), required for the Public Inquiry. The cost is to be split between Roydon and Nazeing Parish Councils.

Cllr Clarke advised that the Inspector will hold an evening meeting for residents if there is the demand.

b) It was resolved to approve the cost to produce six bound hard copies of the Proof of Evidence report for the main witness on Landscape and Visual Issues & appendices required for the Public Inquiry. The cost is anticipated to be £390 + VAT. An additional contribution from Epping Forest District Council is expected to cover the cost.

c) Cllr Joslin provided a brief update on the submission of Proofs of Evidence (PoE) for the Public Inquiry, all PoE were submitted by 22/05/18 as required. Bound hard copies need to be sent w/c 28/05/18.

15. Former Total Site Redevelopment. CS

Cllr Shorter advised no Health & Safety issues, all paperwork in place. He provided a written update on the redevelopment and progress on site is as follows:

- i) The new fence has been erected between the site and the church boundary, making good to the church carpark is completed and the heras fence removed.
- ii) 100% of the existing slab and hard standing 1m deep has been broken out and removed from site.
- iii) The first layer of membrane to the excavated areas has been laid and the backfill of inert crushed 6fs concrete has been completed.
- iv) The main ground works piling matt is complete and the piling rig to pile the foundations and form the ground beams is on site and works have commenced.
- v) No reported complaints this week.

- vi) Developer has issued the draft specification and construction program as requested, samples have been approved by EFDC.
- vii) Building inspector is booked to visit site on completion of the ground beam.

16. Amenity Matters:

a) It was resolved to use Parkguard again, same instructions as per last year, with patrols starting on 25/06/18 for 1 hour per week for 13 weeks (until 23/09/18).

Cost is £585 + VAT.

b) Elizabeth Close and Leisure Centre Play Areas. Issue with grass cutting. Groundskeeper has had difficulty accessing the track leading to Elizabeth Close play areas to cut the grass. Letters have been given to the Groundskeeper to put on cars parked opposite the track. Also, parked cars on the verge at Leisure Centre, which has prevented Groundskeeper from cutting the grass. Letters have been given to residents opposite and both businesses have been contacted.

c) Allotment Site and burst water pipe.

Clerk advised of another burst pipe. Fortunately two allotment holders have managed to fix the burst pipe.

17. Financial Matters:

a) Update on the "mandate changes" request to the bank. The Clerk advised that different information has now been provided by Barclays. She will visit the branch to try & resolve the issue of Cllr Gross being able to access online banking.

b) It was resolved to authorise:

i) payments totalling £5,187.14.

ii) transfer of £15,000 between bank accounts.

The Financial Summary for May 2018 was approved and signed by the Chairman with no amendments. It was noted Cllrs Clarke & Carter will set up & approve direct credits this month. **Action Cllrs Clarke & Carter.**

c) Two companies had been approached for providing Council Insurance, however, one was unable to offer cover due to the status of the Leisure Centre and the other no longer provide Council insurance. It was resolved to remain with Zurich for a term of 1 year.

18. Annual Internal Audit 2017/18:

a) The completion of the Internal Audit on 24th April 2018 was noted.

b) The contents of the 2017/18 Audit Report was noted and it was resolved to approve the Action Plan and responses. Cllr Billingham offered to assist the Clerk with the asset register.

c) It was resolved to approve the Annual Internal Audit Report 2017/18 (Annual Governance and Accountability Return 2017/18 Part 3) – Page 3.

19. Annual Return 2017/18:

a) It was resolved to approve Section 1 - Annual Governance Statement 2017/18 (Annual Governance and Accountability Return 2017/18 Part 3) – Page 4.

b) It was resolved to authorise the Chairman and Clerk to sign and date Section 1 - Annual Governance Statement 2017/18 (Annual Governance and Accountability Return 2017/18 Part 3) – Page 4.

c) It was resolved to approve Section 2 - Accounting Statements 2017/18 (Annual Governance and Accountability Return 2017/18 Part 3) – Page 5.

d) It was resolved to authorise the Chairman and Clerk to sign and date Section 2 - Accounting Statements 2017/18 (Annual Governance and Accountability Return 2017/18 Part 3) – Page 5.

20. The General Data Protection Regulation (GDPR). LE

The new Regulation, called the General Data Protection Regulation, will come into force on 25/05/18. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by Councils. Local Councils must comply with its requirements, just like any other organisation.

Following training, there is little impact on the Council. The Council is already registered with the Information Commissioners Office. The Clerks main concern was the requirement to provide a Data Protection Officer (DPO), who could not be the Clerk or a Cllr. However, an amendment was timetabled to exempt all parish and town councils from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. This amendment was accepted by MPs. Officials have advised us they expect Royal Assent and the Bill coming into force by 25 May 2018.

It was agreed to produce a Privacy Notice, as there does not seem to be one in existence for the Council.

21. Clerks Report. LE

The Clerk apologised for the delay in circulating the report before the meeting, due to time being spent on documents for the Public Inquiry. No questions were raised.

22. Reports from Councillors who have attended other meetings.

None.

23. Communications:

The following communications were considered:

a) Reminder: Cllrs to review & update declaration of interest if necessary. This request has come from EFDC. The Clerk asked that Cllrs advise even if no changes are required. **Action All Cllrs**

b) Persistent speeding concerns in Nazeing. Request from Kirsty Quintin (resident), to ask the Council for any help or advice.

Ms Quintin had forwarded an update, following a conversation with Essex Police. They have agreed to meet residents and to train some members of the community so that residents can have their own Community Police Watch – this means speed cameras are provided, and then the community can supply the information to the police for them to prosecute.

District Cllr Bassett has liaised with the police and it seems that they will be in Nazeing w/c 28/05/18, hopefully with speed guns.

The Council to advise Ms Quintin that she is doing everything possible and that the Council appreciate what she has done.

c) Overview and Scrutiny Committee 04/06/18, District Cllr Bassett has asked if there are any questions (on community transport) you would like him to raise. Cllrs to advise the Clerk if there are any questions. **Action All Cllrs**

d) Request from Essex Police who have an operational requirement to deploy a camera on the street light near the Leisure Centre for a few weeks, with "the intention to capture vehicle movement with the ultimate aim of crime detection and

reduction". The Council confirmed agreement for Essex Police to deploy a camera on the street light.

24. Information Items and other items for next agenda:

None.

25. Date of next meeting of Full Council. 28th June 2018, 8pm.

Meeting closed 22:17pm.

Signed by the Chairman:

Date: