

NAZEING PARISH COUNCIL

Notice is hereby given that a meeting of the Full Council will take place on Thursday 28th September 2023 at 8pm at St Giles Church & Community Hub, Nazeing Road, EN9 2HU and Members are summoned to attend.

The Public and The Press are cordially invited to attend. Please ensure any letters relevant to the agenda are emailed to the Clerk (council@nazeingparishcouncil.org) by noon on the Wednesday preceding the meeting, so that the details can be circulated to Members in advance. Thank you.

AGENDA

23/163. Welcome and Introductions: By the Chairman. {10}

23/164. Apologies for absence: To note any apologies received.

23/165. Public participation in relation to items on the agenda: To note and record any made.

23/166. Declarations of Interest: To note and record any declarations made.

23/167. Approval and Signing of Minutes.

a) To approve the minutes of the Full Council meeting held on 27th July 2023.

b) To note the minutes of the Planning Committee meetings held on 13th July, 10th August and 24th August 2023.

23/168. Planning Applications: DJ Reconsultation on the following application: {5}
Any representation on application (a) should be made in writing by 09/10/2023.

(a) Application No: EPF/1189/23

Officer: Sukhvinder Dhadwar

Applicant Name: Halebourne Care Group

Site Address: 83, Old Nazeing Road, Nazeing, Waltham Abbey, EN10 6RN

Proposal: The demolition of the existing bungalows and the construction of a care home consisting of a two-storey building with a total of 56 bedrooms, with associated access and landscaping and a total of 12 single storey bungalows along the southern boundary of the site.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans
<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001WNqW>

Members of the public can comment online at www.eppingforestdc.gov.uk/iPlan or by post to: The Director of Planning and Economic Development, Epping Forest District Council, Civic Offices, 323 High Street, Epping, Essex CM16 4BZ. Any enquiries to the Application Processing Team T: 01992 564476 E: appcomment@eppingforestdc.gov.uk

23/169. Financial Matters: {15}

a) To consider accounts for payment. To note receipts and to authorise payment of accounts. To approve the Financial Summary for September 2023, circulated to Cllrs.

b) To note that the Clerk (an authorised signatory on the bank account) will set up the direct credits.

c) To note which authorised signatory on the bank account will approve the direct credits and by what date.

d) To consider and approve the first quarterly budget report for 2023/24.

e) To consider and approve the first quarterly reconciliation and Trial Balance reports for 2023/24, following Cllr Elton's review. **DE**

f) To consider and approve the purchase of a new office chair at a cost of £199 (including VAT) for the assistant clerk, details circulated to Cllrs.

23/170. Clerks Action Log.

{5}

Document circulated to Cllrs. Clerk to answer any questions.

23/171. Council Projects.

{5}

a) To consider that a new allotment policy (a combined policy to cover safe and improved use of the allotment site) is added as a project on the Council Project list with a medium priority. **LE**

b) Council Project List document circulated to Cllrs. To consider if any changes are required to the project priorities.

23/172. Amenity Matters.

{10}

a) To consider the quotation to undertake annual hedge maintenance and some tree pruning in the Parish, including some work on overhanging bushes at Aerodrome Corner and Elizabeth Close.

b) To consider the quotations to undertake the work identified in the recent tree survey. Details circulated to Cllrs.

c) Allotment site. Provide details of the blocked drain issue and an update on the proposed work for the site. To discuss and agree any next steps. **LE**

23/173. Annual Inspection Report of Play Area

{10}

a) To note the contents of the 2023 Annual inspection Report received from RoSPA for the Elizabeth Close (circulated before the meeting). To consider and agree the next steps to be taken by the Council.

b) To consider the quotations to replace the damaged wooden bench, details circulated to Cllrs.

23/174. Removal of Old Play Equipment.

{10}

To consider the quotations to remove the old play equipment at Pound Close and Bumbles Green, details have been circulated.

23/175. Shed to House Services for the Office.

{10}

To consider the quotations to provide and install a shed (or similar) with concrete base, with groundworks as required, to protect the services for the office. Details circulated to Cllrs.

23/176. New Cllr Email Addresses.

{5}

Some Cllrs have not migrated to their new .gov.uk email address. To discuss and agree any next steps.

23/177. Nazeing Parish Council Website.

{5}

To discuss and consider if Cllr email addresses should be included on the website. **PW**

23/178. Lone Working Policy.

{5}

To consider and approve the revised Lone Working Policy, document circulated to Cllrs.

23/179. Planning Committee Terms of Reference. DJ/PW

{5}

To consider and approve the revised Planning Committee Terms of Reference, document circulated to Cllrs.

23/180. Document Retention Policy.

{5}

To consider and approve the Document Retention Policy, document circulated to Cllrs.

23/181. Christmas Tree at Elizabeth Close.

{5}

To consider and approve the cost of using the street light column as an electricity supply for lights for the tree. To note that there may be an ongoing cost to connect / disconnect the supply each year.

23/182. Gateway Signs in the Parish. KC

{5}

- a) To discuss and consider cleaning all the village gateway signs.
- b) To discuss and consider the purchase of a replacement "Nazeing" sign for the village gateway near Perry Hill and the condition of all the village gateway signs.

23/183. The Essex Waste Partnership's Waste Strategy for Essex - Consultation:

{5}

The Essex Waste Partnership have developed a draft Waste Strategy for Essex which covers how waste & recycling from homes & businesses will be managed. The consultation runs from 13/09/23 to 22/11/23. Details have been circulated to Cllrs. To consider if the Council would like to make any representations on the Strategy document (or complete the survey). Residents may also respond and can complete the survey <https://www.essex.gov.uk/wastestrategy>

23/184. Correspondence:

{10}

For consideration:

- a) Request from applicant of EPF/1749/23 Thistle Dew, Hoe Lane, Nazeing to re-consider the decision, as they believe the council have a misunderstanding given that their house is not 'the bungalow' as referred to in the correspondence.

For information:

- b) Epping Forest District Council (EFDC) Nominations for Citizen of the Year, Young Citizen of the Year and Team of the Year are now open, closing date for nominations 24/11/23. There are people in the district selflessly supporting others in the community – our unsung heroes. Details www.eppingforestdc.gov.uk/community/
- c) Thank you letter received from the Nazeingberries Association for the grant to help subsidise the cost of coach outings.

23/185. Reports from Councillors who have attended other meetings/ Events.

23/186. Information Items.

Please note that pursuant to LGA 1972 S.120(2)(b) business must be specified and accordingly the Council cannot lawfully make decisions on matters raised.

- a) Police meeting arranged for 14/11/23 at 7pm at St Giles Church & Community Hub.

23/187. Items for the next agenda.

23/188. Date of next meeting of Full Council. 26th October 2023.

23/189. To formally close the meeting: By the Chairman.

Signed Lorraine Ellis (Parish Clerk)

Tel: 01992 893012 Office: Tuesday & Friday email: council@nazeingparishcouncil.org

Date 22nd September 2023