

NAZEING PARISH COUNCIL

Notice is hereby given that a meeting of the Full Council will take place on Thursday 26th October 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

23/202. Welcome and Introductions: By the Chairman. {2}

23/203. Apologies for absence: To note any apologies received.

23/204. Public Session: {15}
An opportunity for members of the public to raise any matters with the Council.

23/205. Public participation in relation to items on the agenda: {5}
To note and record any made.

23/206. Declarations of Interest: To note and record any declarations made.

23/207. Approval and Signing of Minutes.

- a)** To approve the minutes of the Full Council meeting held on 28th September 2023.
- b)** To note the minutes of the Planning Committee meeting held on 14th September 2023.

23/208. Planning Applications: DJ To consider the following application: {5}
Any representation on application (a) should be made in writing by 06/11/2023.

- (a)** **Application No:** EPF/2274/23 **Officer:** Robin Hellier
- Applicant Name:** Julie Simpson
- Site Address:** Five Farthings, Nazeing Road, Waltham Abbey, EN9 2HU
- Proposal:** TPO/EPF/13/06, T1: Willow - Reduce, as specified.

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/a0h8d000001Xepe>

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

23/209. Document Retention Policy. {5}
To consider and approve the Document Retention Policy, document circulated to Cllrs.

23/210. Financial Matters: {15}

- a)** To consider accounts for payment. To note receipts and to authorise payment of accounts. To approve the Financial Summary for October 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 second quarterly budget report for 2023/24.
- e)** To consider and approve the second quarterly reconciliation and Trial Balance reports for 2023/24, following Cllr Elton's review.
- f)** Hedgehog Highway Project. It was resolved to purchase hedgehog highway surrounds at a cost of £150 (no VAT) plus £7.50 P&P. To consider either which budget the cost should be allocated to or whether to include it in next year's budget.

23/211. Precept 2024/25. {10}

- a)** To consider any new expenditure required for the new financial year, to enable it to be included in the first draft of the Precept.
- b)** To consider scheduling an additional Full Council meeting to review draft of the Precept for 2024/25.

23/212. Council Projects. {5}

- a)** To consider that a new Equality & Diversity policy and Data Protection policy are added as new projects on the Council Project list with a medium priority. **LE**
- b)** To consider that a new Environmental policy is added as a project on the Council Project list with a low priority, as this will be required in 2024. **LE**
- c)** Council Project List document circulated to Cllrs. To consider if any changes are required to the project priorities.

23/213. Amenity Matters. {10}

- a)** Allotment site – proposed work for the site and potential issue with the lease. To discuss, consider and agree the next steps.
- b)** Allotment site – blocked drain / ditch. To provide an update. To discuss and agree any next steps.
- c)** To discuss and consider if the Council would like to participate in the Play in the Park programme being run by Epping Forest District Council (EFDC) for 2024, based on poor uptake (cost was £140/session in 2023).

23/214. Interim Internal Audit 2023/24: {5}

- a)** To note the completion of the Interim Internal Audit on 10/10/23 and the contents of the 2023/24 Interim Audit Report.
- b)** To note that the auditor concluded that the Clerk & Council have maintained adequate and effective internal control arrangements with no significant concerns or issues identified at this stage of their review.
- c)** To consider the recommendations by the auditor and agree an appropriate response.

23/215. Christmas Tree at Elizabeth Close. DS {5}

To provide an update on the project. To consider and approve the costs required, which may be the purchase of a cut Christmas tree and solar powered lights. Details circulated to Cllrs.

23/216. Grant Applications – Working Party. {5}

To consider and agree members of a working party for review of grant applications.

23/217. Meeting with Lee Valley Regional Park Authority (LVRPA). {5}

The chairman of LVRPA is happy to meet with the Council, to build partnerships. To discuss and agree date/s for the meeting and who will draft the agenda.

23/218. New Street Lighting. LE

{10}

To provide an update regarding potential new street lighting on Old Nazeing Road. To discuss and consider that there is a new process/policy for additional street lighting in Nazeing.

23/219. Parking on the Verges at Bumbles Green.

{5}

Vehicles are parking on the verges at the Bumbles Green site. This is causing problems when leaving the site and with the maintenance of the verges and hedges. To discuss and agree the next steps.

23/220. Correspondence:

{10}

For consideration:

a) Rural Grants scheme. To consider if the Council is interested in applying for a grant. Deadline for grant applications is 04/12/23. Details circulated to Cllrs.

b) Free Tree Giveaway. As part of the Essex Forest Initiative, the Free Tree Giveaway is back! The scheme allows all Essex County Council members to request up to 10 trees each to plant in their ward. Cllr Whitbread has asked if the Council would be interested if he applied to be part of the scheme. Details circulated to Cllrs.

For information:

c) Remembrance Sunday 11am service at All Saints Church on 12/11/2023. All are welcome.

d) Epping Forest District Council (EFDC) Nominations for Creativity Awards and the Active Epping Forest Sports Award are now open, closing date for nominations 10/12/23. How to apply <https://www.eppingforestdc.gov.uk/community/creativity-award/> or <https://www.eppingforestdc.gov.uk/community/sports-award/>

23/221. Reports from Councillors who have attended other meetings/ Events.**23/222. Information Items.**

{10}

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) Public Meeting with Jane Gardner (Deputy Police and Crime Commissioner), Essex Community Policing Team and Epping Forest Community Safety Team on Tuesday 14 November at 7pm at St Giles Church & Community Hub. Please come along and raise any issues you have.

b) Councillor Surgery with Cllr Chris Whitbread, Cllr David Stock and Cllr Stan Benton on Saturday 18 November from 10:30am at the Parish Office. Please contact Nazeing Parish Council to book an appointment.

23/223. Items for the next agenda.**23/224. Date of next meeting of Full Council.** 23rd November 2023.**23/225. To formally close the meeting:** By the Chairman.**23/226. Exclusion of public and press.** To exclude public and press if necessary.

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

23/227. Staff Annual Salary Review.

Following the Assistant Clerk's appraisal, the Council to accept the recommendation of the Personnel Committee members regarding the review of the Assistant Clerks salary.

Signed *Lorraine Ellis* (Parish Clerk)

Date 20th October 2023

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