

NAZEING PARISH COUNCIL

Notice is hereby given that a meeting of the Full Council will take place on Thursday 25th April 2024 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. Note: This meeting may be recorded by the Clerk for the purposes of minute taking.

AGENDA

23/467. Welcome and Introductions: By the Chairman. {5}

23/468. Apologies for absence: To note any apologies received.

23/469. Public Session: {15}
An opportunity for members of the public to raise any matters with the Council.

23/470. Public participation in relation to items on the agenda: {10}
To note and record any made.

23/471. Declarations of Interest: To note and record any declarations made.

23/472. Approval and Signing of Minutes.

- a) To approve the minutes of the Full Council meeting held on 22nd February 2024.
- b) To approve the minutes of the Full Council meeting held on 21st March 2024.

23/473. Committee Meeting Minutes.

- a) To note the minutes of the Planning Committee meetings held on 8th February 2024 and 14 March 2024.
- b) To note the minutes of the Finance Committee meetings held on 9th November 2023 and 14 March 2024.

23/474. Planning Applications: DJ To consider the following applications: {15}
Click on the Application No for a link to view related documents and plans.

Any representation on application (a) to (d) should be made in writing by 06/05/2024.

(a) **Application No:** [EPF/0451/24](#) **Officer:** Marie-Claire Tovey
Applicant name: Mr Simon Georgiou
Site Address: Hillgrove Business Park, Unit 22 To 25, Nazeing Road, Waltham Abbey, EN9 2HB
Proposal: Erection of industrial unit

(b) **Application No:** [EPF/0652/24](#) **Officer:** Callum Wright
Applicant name: Mr A. Ates
Site Address: 10, Hoe Croft, Nazeing, Waltham Abbey, EN9 2RD
Proposal: Retrospective detached outbuilding

(c) **Application No:** [EPF/0693/23](#) **EPF/0693/24** **Officer:** Murtaza Poptani
Applicant name: Mr Sami Awda
Site Address: 127 Old Nazeing Road, Nazeing, Waltham Abbey, Broxbourne, EN10 6RF
Proposal: Double storey side extension with pitched roof

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

23/475. Public Meeting on New Development. PW

{5}

To discuss and consider if the Council should arrange a public meeting, regarding the new development proposed for the land to the East of St Leonards Road.

23/476. Streetlights.

{10}

- a)** To provide an update on the Annual Maintenance survey and LED conversion.
- b)** There are three old style LED sox lights and it has been recommended that these are converted to LED. To consider converting these lights to LED at a cost of £1,047+VAT and to fund by using the streetlight maintenance earmarked reserve.
- c)** There are two lights which are damaged at the base of the column. To convert these lights to LED will require a new column and a power transfer. To consider if the Council does want to convert these two lights to LED. To agree any next steps.

23/477. Review of Payment Process.

{5}

The revised process is that the Clerk will set up all the payments and one councillor will authorise them, by an agreed date. Following a nine month trial, to review and consider if the revised process for the payment of all invoices is to continue.

23/478. Financial Matters:

{20}

- a)** The Local Government Act 1972 s.101 provides for delegating authority to the Clerk for making decisions on behalf of the council as and when appropriate. To consider and approve the following decision made under delegated authority for the urgent expenditure as detailed on the March Financial Summary, for invoices and salary, including funds transfer i) Payments totalling £13,668.10 ii) Transfer of £12,000 between bank accounts.
- b)** To consider accounts for payment. To note receipts and to authorise payment of accounts. To approve the Financial Summary for April 2024, circulated to Cllrs.
- c)** To note which authorised signatory on the bank account will set up the direct credits and by what date.
- d)** To note which authorised signatory on the bank account will approve the direct credits and by what date.
- e)** To note that it has been necessary to add Cllr Benton onto the banking mandate, as it is mandatory that the Chairman signs mandate changes.
- f)** Outstanding Annual Review. To review charges made for football pitch hire.
- g)** To review and approve the Council's banking arrangements, including the banking mandate, as per the Council's Financial Regulations.
- h)** To review and approve the variable Direct Debits and standing orders for the Council, as per the Council's Financial Regulations.
- i)** To consider and approve the final quarterly budget report for 2023/24.
- j)** To consider and approve the final reconciliation and Trial Balance reports for 2023/24, following Cllr Elton's review.
- k)** To consider and approve the level of reserves (General and Earmarked Funds) to be carried forward to the next financial year.

23/479. Training.

{2}

To note that Cllr P. Wagg, a Finance Committee member, also attended the Treasury Management & Investments course on 13/03/24, at a cost of £75+VAT.

23/480. Disciplinary Policy.

{5}

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

23/481. Allotment Agreement.

{5}

To consider and approve the updated Allotment Agreement, document circulated to Cllrs.

23/482. Training and Development Policy.

{5}

To consider and approve the Training and Development Policy, document circulated to Cllrs.

23/483. Clerks Action Log.

{5}

Document circulated to Cllrs. Clerk to answer any questions.

23/484. Council Projects.

Council Project List document circulated to Cllrs. To consider if Cllrs would like to form a working group to review the project list.

23/485. Amenity Matters.

{10}

a) Parking on the grass verges at Bumbles Green. Cllr Whitbread can raise a Local Highways Panel (LHP) request to have bollards installed on the grass verge, if the council is minded to support it. To discuss and consider if the council do wish to support the proposed LHP request.

b) Gateway Signs in the Parish. To provide an update on the request to the Highway Rangers to clean and assess the condition of all the signs. To discuss and consider the purchase of a replacement "Bumbles Green" sign for the village gateway on Waltham Road.

23/486. Surplus Funds:

{10}

To consider the proposal from the Finance committee that the Council open an account with Unity Trust Bank, Nationwide Building Society and Hampshire Trust Bank, which are covered by the FSCS (Financial Services Compensation Scheme) for the diversification of the placement of the Council's infrastructure reserves funds to provide a greater degree of security, as recommended by the internal auditor. The next step will then be to investigate opening a deposit account or a 1 year fixed term account with each institution, in an effort to maximise interest earning opportunities.

23/487. Correspondence:

{10}

a) Request from Nazeing Common Cricket Club. The club have experienced further delays and expect the majority of the new pavilion to be completed by the May 2024. To consider that the club are given a further extension to May 2024 to use their grant.

b) All Saints Churchyard Nazeing. To consider that the Council give written notice to Epping Forest District Council to take over maintenance of the closed churchyard.

c) For information. The District Council have advised of the recruitment of Dulapo Oyefeso as a voluntary Community Champion for Nazeing and they started on 11/03/24.

23/488. Reports from Councillors; attendance at other meetings/events.**23/489. Information Items.**

Please note that pursuant to LGA 1972 sch. 12 para 10 (2)(b) business must be specified and accordingly the Council cannot lawfully make decisions on matters raised.

23/490. Items for the next agenda.

23/491. Date of Annual Parish and Annual Parish Council meetings. 23rd May 2024

23/492. To formally close the meeting: By the Chairman.

Signed *Lorraine Ellis* (Parish Clerk)

Date 19th April 2024

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