



**Notice is hereby given that a meeting of the Full Council will take place on Thursday 22<sup>nd</sup> January 2026 at 7.30pm 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](mailto: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**

**25/331 Welcome and Introductions:** By the Chairman. {5}

**25/332 Apologies for absence:** To note any apologies received.

**25/333 Public Session:** {10}

An opportunity for members of the public to raise any matters with the Council.

**25/334 Public participation in relation to items on the agenda:** To note and record any made.

**25/335 Reports from District and County Councillors:** Reports from any Councillors present. {10}

**25/336 Declarations of Interest:** To note and record any declarations made.

**25/337 Approval and Signing of Minutes:**

- a) To approve the minutes of the Full Council meeting held on 18<sup>th</sup> December 2025.
- b) To note the Minutes of the Personnel Meeting held on 2<sup>nd</sup> October 2025.

[Click on the Application No for a link to view related documents and plans.](#)

**25/338 Planning Applications (DJ):** To consider the following: {15}

**a) Application No:** [EPF/0077/26](#) **Officer:** Caroline Brown

**Site Address:** 30, Buttondene Crescent, Nazeing, Waltham Abbey, EN10 6RH

**Proposal:** Side & Rear Extension following demolition of rear extension and conservatory and Internal Reconfiguration.

**b) Application No:** [EPF/0080](#) **Officer:** Nathaniel Raimi

**Site Address:** 147, Old Nazeing Road, Nazeing, Waltham Abbey, EN10 6QU

**Proposal:** Rebuild and extend existing dormer and external render to house.

The public can comment online at [www.eppingforestdc.gov.uk/iPlan](http://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 E: [appcomment@eppingforestdc.gov.uk](mailto:appcomment@eppingforestdc.gov.uk)

**25/339 Other Applications: Committee to consider the following applications (DJ):**

**NOTE:** These are provided for information only. EFDC do not normally accept comments on these applications.

**a) Application No:** [EPF/0051/26](#) **Officer:** Yee Cheung

**Site Address:** Sturtsbury Farm, Middle Street, Nazeing, Waltham Abbey, EN9 2LP

**Proposal:** Certificate of Lawful Development for existing use as granted under planning application EPF/1704/24.

**25/340 Harlow District Council Planning Application Consultation:** To consider the following:

**Application No:** [HW/FUL/25/00526](#) **Case Officer:** Ishita Sheth

**Location:** Solar Electrical Cable, Roydon Road, Harlow, Essex

**Proposal:** Installation of an underground high voltage (33 kV) electrical cable and associated works to facilitate the East End Solar Farm

**Comments required by Monday 26<sup>th</sup> January 2026 to** [planning.services@harlow.gov.uk](mailto:planning.services@harlow.gov.uk).

**25/341 Financial Matters:**

{10}

**a)** To consider accounts for payment. To note receipts and to authorise payment of accounts. To approve the Financial Summary (FS) for January 2026, 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 third quarterly budget report for 2025/26.

**e)** To consider and approve the third quarterly reconciliation and Trial Balance reports for 2025/26, following Cllr Elton's review. All details sent separately.

**f)** To note that interest rate reductions have been notified on the following accounts – Hinkley & Rugby from 2.9% to 2.8%; Barclays Premium from 1.1% to 1.05%.

**25/342 Interim Internal Audit 2025/26:**

{10}

**a)** To note the completion of the Interim Internal Audit on 22/12/25 (remotely) and the contents of the 2025/26 Interim Audit Report, circulated to Cllrs.

**b)** To note that the auditor concluded that the Clerk & Council have again 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 any actions.

**25/343 Allotment Rent and Water Charge Review**

{10}

**a)** To review the rental, in order to give 12 months' notice for 2027/2028 (current rental rate is 25p p/sq/m).

**b)** To review the charge for allotment water (currently £5.00 per plot) – yearly summary sent separately.

**25/344 Amenities:**

**a) Fencing at Aerodrome Corner (PW)** To discuss the current proposal for the fencing and agree preferred option in order to instruct contractors.

**b) Tree Works at Pound Close (PW)** To discuss the communications received in this regard and consider the quotation options, circulated.

**25/345 Clerks Action Log:** Document circulated to Cllrs. Clerk to answer any questions.

{10}

**25/346 Finance Training Courses:**

To consider that the Clerk attend the following training course: Understanding the 2025 SAPPP – Practitioners Guide & Assertion 10 Compliance, run by Councilwise on Zoom, cost £25.00 + VAT.

**25/347 Parking at Bumbles Green:**

{10}

To discuss the parking arrangements at Bumbles Green Leisure Centre and agree next steps.

**25/348 Working Group Updates (PW):**

{10}

To provide and update on the Bumbles Green community hall project.

**25/349 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.

**25/350 Recommendations from Personnel Committee (MO/JH)** {10}

- a) To recommend the outcome of the Assistant Clerks 6 month probation period.
- b) To consider the revised Lone Working Policy (sent separately).
- c) To agree the proposal for Emergency First Aid training for the Council staff, as outlined separately.

**25/351 Reports from Councillors:** On attendance at other meetings/events. {5}

**25/352 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.*

**25/353 Items for Next Agenda** {5}

**25/354 Chairman to formally close the meeting:**

Noting the dates of the next meetings as 12<sup>th</sup> and 26<sup>th</sup> February 2026.

**Signed:** *Katie Fletcher* (Parish Clerk)

Tel: 01992 893012 email: [council@nazeingparishcouncil.org](mailto:council@nazeingparishcouncil.org)

**Date:** 16<sup>th</sup> January 2026