

BUCKHURST HILL PARISH COUNCIL

MINUTES OF A MEETING OF BUCKHURST HILL PARISH COUNCIL HELD AT 7.00pm on THURSDAY 26 JULY 2018 AT BUCKHURST HILL LIBRARY, 165 QUEENS ROAD

029/18 **PRESENT**

Cllrs: Mr N Wright (Chairman)
Mr S Clark
Mrs J Forker-Clark
Ms G Reynolds
Mrs J Share-Bernia
Mr R Sparrowhawk
Miss S Watson
Mr K Williamson

In attendance: Mr K O'Brien (Clerk)

Prior to the start of the meeting, the Chairman called for a minutes silence as a mark of respect for the late Barbara Blossom, former Parish Council Chair and Councillor.

030/18 **APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs B Nagpal, S Neville and S Patel.

031/18 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

032/18 **PUBLIC PARTICIPATION**

There were no members of the Public present.

033/18 **MINUTES**

The minutes of the Annual Parish Council meeting held on 31 May 2018, circulated previously, were agreed as a correct record and the Chairman authorised to sign them.

034/18 **MINUTES OF COMMITTEES**

The minutes of the following committee meetings were noted:

- **Planning & Environment:** 7 and 21 June, 5 and 19 July (draft).
- **Accommodation:** June 7th (draft).
- **Finance & Establishment:** June 21st (draft).

The Clerk advised Councillors that on-going IT problems had prevented the following minutes from being circulated as intended when the agenda was sent out. These minutes will now be circulated as soon as the IT problems have been resolved.

- **Neighbourhood Plan:** July 5th (draft).
- **Personnel:** July 19th (draft).

035/18 **CHAIRMAN'S AND CLERK'S COMMUNICATIONS**

There were no communications to report.

036/18 **REPRESENTATIVES TO OUTSIDE BODIES**

Transport for London (TFL) – Cllr Share-Bernia reported that she had recently attended a meeting with TFL and had been accompanied by Cllr Neville and the Clerk. The purpose of the meeting was to discuss the new "Step Free" access and whether any additional measures were needed/could be taken. The key points were:-

- The new step free entrances have been well received and the scheme is view as a real benefit to the local area.
- The provision of disabled parking bays in the council managed car park was discussed, the 6 spaces currently provided was considered adequate however consideration would be given to providing additional on street disabled parking bays.
- The gradient of the ramps down to the subway was discussed and it was agreed that it was not practicable to alter the gradients
- The barriers to prevent cyclists riding down the ramps was also discussed, and it was agreed that the EFDC contractor would provide an estimate to them for the removal of 1 of the 3 barriers to make it easier for wheelchair users to negotiate.
- The visual contrast of the handrails and barriers was examined and subsequently agreed that the EFDC contractor would provide an estimate to EFDC for repainting the remaining barriers and handrails.
- The condition of the subway was discussed, it was agreed that the EFDC contractor would provide an estimate to EFDC for redecorating the Subway.
- The lack of a gate in the fence to the redundant staircase from the westbound platform to the subway and the fact there was no access for litter picking was deliberated. Unfortunately the EFDC department responsible for this were not represented. The matter is be raised with EFDC Estates Department.
- Provision of local area maps at the new entrances to be investigated with TFL signage dept.
- Provision of No smoking and no cycling signs, to be investigated with TFL signage dept. and identify a funding source for the additional signage and Local Area maps
- TFL to provide bins at the top of the ramps. It was explained that London Underground use hoops and clear plastic rubbish bags. TFL to discuss with stations operations if these can be provided.

037/18

FINANCE

The financial position of Central Funds and Personnel as at 30 June 2018, circulated, were noted.

038/18

COMMUNITY PLAYGROUP

Councillors discussed a request from the “Community Playgroup” (a non-profit group) for some financial support; possibly by way of a temporary waiving of their hall hire. Given the particular aims and objectives of the group, Councillors were generally sympathetic. However they did feel that they needed more information before making a decision one way or the other. The Clerk is to meet with the group and report back to the next Full Council meeting.

039/18

GREAT WAR CENTENARY POPPIES

Councillors discussed the idea of arranging for “Poppies” to be displayed on lamp posts in the run-up to Remembrance Sunday and the centennial of the end of the Great War. This had been done successfully in other areas of the country in recent years BUT is dependent on the goodwill of the County Council.

- Subsequently, it was unanimously AGREED that enquiries would be made with Essex County Council and if they were happy with the proposal, then the Parish Council would proceed.
- It was also unanimously AGREED that subject to Essex’s approval, approx. 100 Poppies would be displayed in Queens Road and parts of the High Road and possibly parts of Buckhurst Way.

040/18

FORWARD PLAN

The Forward Plan, as circulated, was reviewed and agreed.

041/18 **HR POLICY**

Councillors discussed the draft HR Policy but felt that they needed more time to digest fully. Consequently, it was unanimously AGREED to defer its adoption until the next Full Council meeting.

042/18 **STANDING ORDERS**

It was noted that Standing Orders now need to include reference to General Data Protection Regulations and the Parish Council's responsibilities in this regard. As a consequence the Clerk will take the opportunity to review all of Standing Orders and bring the revised document to the next Full Council meeting.

043/18 **POLICE SPECIAL CONSTABLE**

The Clerk confirmed to Councillors that the Special Constable had commenced training and we had been promised regular reports on progress.

The Chairman also informed Councillors that he had held a meeting with Lewis Basford (Borough Commander) and Tom Mitchell (Kai Farrant's – immediate Line Manager) to discuss arrangements around the PCSO's duties and responsibilities. The Clerk was also in attendance. The outcomes were VERY positive and it was agreed that one of the arrangements would be regular written reports from Essex Police and when rostering allows, verbal reports by the PCSO to Full Council. From henceforth there would be a regular item on the Full Council agenda for Police Reports.

Cllr Share-Bernia left the meeting at the end of this item.

044/18 **INVITATION TO THE POLICE, FIRE & CRIME COMMISSIONER**

Councillors discussed a proposal to invite Roger Hirst (Essex Police, Fire & Crime Commissioner – PFCC) to attend a Public Meeting here in Buckhurst Hill on Crime and Crime Prevention. It was subsequently unanimously AGREED to extend such an invitation. The Clerk would contact the PFCC and report back.

045/18 **CHAIRMAN'S CHARITY**

The Chairman named his Charity for 2018/19 as CRY (Cardiac Risk in the Young). It is hoped that a representative of the charity will be able to attend the next Full Council meeting.

046/18 **SPEEDWATCH**

The Clerk informed Councillors that now SpeedWatch was up and running, he had handed over the co-ordinators role to Mr Gav Patel. More sessions are planned during August and the SpeedWatch team will provide periodic reports on their progress.

047/18 **POTHOLES**

Councillors discussed at length the problem of "potholes" here in Buckhurst Hill with various different ideas being put forward. It was subsequently unanimously AGREED that a starting point would be to obtain a schedule of works from Essex Highways and the current criteria that they are applying to reported potholes. The Clerk will contact Essex Highways and report back.

048/17 **SUMMER EVENTS**

Cllr Reynolds outlined that the Recreation & Community Committee (R&C) would be planning for a Summer Event in 2019. Given existing commitments to Christmas in Queens Road and other events, it has thought to be quite likely that to be able to facilitate the proposed Summer event, there might need to be an increase in the R&C budget for 2019/20.

Cllr Reynolds also informed Councillors that the R&C were planning an afternoon of entertainment for Senior Citizens, including food and entertainment. Cllr Reynolds and the Deputy Clerk/RFO will be working jointly on the project. A full report and proposal will be made to the next R&C meeting but some decisions may need to be made beforehand and ratified at the R&C meeting.

The committee moved into private session for the remainder of the items to be discussed (Public Bodies [Admission to Meetings] Act 1960.

049/18 PERSONNEL COMMITTEE

The Clerk summarised the key elements of his report to the Personnel Committee (19/7/18). The Key Priorities for the Parish Office as recommended by Personnel were unanimously confirmed and AGREED (PER 009/18).

Councillors also unanimously AGREED the recommendation of Personnel to raise the Projects & Administration Assistant's salary level to SCP 21. This is in full recognition of her outstanding general performance since appointed combined with her willing readiness to support the whole team during the prolonged absence of the Finance & Administration Assistant, that had resulted from an operation on her shoulder (PER 008/18).

050/18 CLERK TO THE COUNCIL

- (a) The Chairman stated his regret at the Clerks decision to retire in January 2019 but fully understood his reasons and thanked the Clerk for his hard work on behalf of the whole Council. During the ensuing discussion, the Clerk outlined the process for finding his replacement, which will be managed by EFDC (HR).
- (b) It was subsequently also unanimously AGREED that the Personnel Committee would oversee the recruitment process, whilst the consequent interview panel would be drawn from the whole Council.
- (c) The provisional timeline is as follows:-
 - July 21⁶ to August 31st - Preparation and Authorisation of JD/PS etc.
 - Sept 3rd to 17th - Post advertised.
 - w/c Sept. 17th – Sifting and shortlisting.
 - w/c Sept 24 or Oct 1st – Interviews and recommendation for appointment.

The provisional timeline was also unanimously AGREED.

There being no further business the Chairman thanked Members for attending and closed the meeting at 20:45 hrs.

Chairman

Date