

BUCKHURST HILL PARISH COUNCIL

MINUTES OF A MEETING OF BUCKHURST HILL PARISH COUNCIL HELD AT 8.00pm on THURSDAY 27 SEPTEMBER 2018 AT BUCKHURST HILL LIBRARY, 165 QUEENS ROAD

051/18 PRESENT

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

Also present: Cllr Mrs V Metcalfe (Essex CC)
Cllr Mr G Mohindra (Essex CC)
Cllr G Chambers (EFDC)
Cllr A Patel (EFDC)
Mrs V Scott (CRY)
Mrs D Tudisca (CRY)
Mrs J Page (Buckhurst Hill Residents Society)
3 Members of the public

In attendance: Mr K O'Brien (Clerk)

Prior to the start of the meeting, there was a presentation on the work of the CRY (Cardiac Risk in the Young) charity, given by Mrs Val Scott and Mrs Della Tudisca.

052/18 APOLOGIES FOR ABSENCE

There were no apologies for absence.

Cllr Mohindra left the meeting at the end of this item.

053/18 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

054/18 PUBLIC PARTICIPATION

Cllr Metcalfe spoke on a range of items:-

- Highway Rangers budget of £80k is to be devolved to EFDC.
- Palace Gardens – Residents Parking Permit Scheme has been approved.
- Amberley Road – scheme assessed but has not reached a sufficiently high enough score.
- 14 schemes in EFDC area approved to go forward.
- One way system Stag Lane/Church Road will be consulted upon.
- Kevin Bentley (ECC Portfolio Holder – Infrastructure) – ECC Highways are looking at “Direct Delivery Gangs”, who would carry-out locally identified priority repair schemes. Also the possibility of EFDC carrying-out schemes put forward by Town and Parish Councils.

Cllr Chambers speaking in relation to agenda item 16, stated that the Finance & Establishment Committee's (BHPC) recommendation to challenge the Local Plan was misguided. He added that Cllr John Philip had confirmed to him that the Parish Council had not responded to the Regulation 19 consultation. The Clerk stated that the Parish Council had indeed responded to the consultation and Cllr Neville concurred. In addition Cllr Chambers informed the meeting that the St. Johns Conservation Area

report will be put to EFDC in March 2019.

Cllr A Patel spoke in relation to agenda item 16 and was in support of the Memory Café (item 13). He would also seek to promote the work of CRY at EFDC.

Mrs J Page spoke in relation to agenda item 13.

055/18 **MINUTES**

The minutes of the Parish Council meeting held on 26 July 2018, circulated previously, were agreed as a correct record and the Chairman authorised to sign them.

At this point in the meeting, the Chairman brought agenda items 13 and 16 forward but for consistency are recorded in their originally listed order.

056/18 **MINUTES OF COMMITTEES**

The minutes of the following committee meetings were noted:

- **Planning & Environment:** 2 and 23 August, 6 and 20 September (draft).

Councillors informed the Clerk that they had not received the minutes of the 6 September Finance & Establishment meeting, as stated they would be. The Clerk undertook to investigate and ensure that the minutes were circulated asap.

057/18 **CHAIRMAN'S AND CLERK'S COMMUNICATIONS**

The Clerk had received correspondence from Buckhurst Hill Residents Society regarding the Memory Café (agenda item 13).

Cllr Watson had written to the Clerk stating that information circulated to Councillors by the Chairman had not been provided to her. She had emailed the Chairman on August 22nd requesting a copy of this communication or an explanation as to why she had been excluded. To date she still had not received a response. As the matter concerned is not on the agenda, she felt the only option available to her was to raise it under Chairman & Clerk's communications. She hoped that the Chairman would correct his apparent oversight.

The Chairman said that he would be writing to Cllr Watson shortly.

058/18 **REPRESENTATIVES TO OUTSIDE BODIES**

Roding Valley Meadows Local Nature Reserve (RVM):- Cllr Forker-Clark had attended their September 12th meeting.

- The stewardship of RVM is well organised.
- They are always happy to have extra volunteers to help with Specific Tasks. Perhaps this could be mentioned in the next Parish Magazine?
- The Environment Agency has given a grant of £50k to plant trees that would help alleviate flooding in the meadows and adjacent land.
- There was a suggestion that meanders could be put into Loughton Brook to help flood prevention but this was considered unwise as it might actually interrupt the effectiveness of several other flood systems in the area.
- A bunker that had been bought by a member of the public and then used as a waste disposal site, has been the subject of EFDC attention. The owner is currently being charged £100 per day to put the bunker back into good order.
- The next RDV meeting will take place in March 2019.

Buckhurst Hill Village Forum (BHVF):- Work is progressing on their website.

Area Planning Sub-Committee South (Plans South)- Cllr Clark informed the meeting that he attended the last Plans South meeting, to speak on the Parish Council's behalf in relation to two applications where the Parish Council were the only objectors.

- All the planning applications relating to Buckhurst Hill were subsequently approved by Plan South.
- Cllr Clark said that he felt that it would help the applications if members of the public were in attendance too.
- Currently, the applications for one settlement are scattered about the agenda, it would help if they were all listed together.
- Cllr Clark also reported that applications that were objected to before the change to the new procedure, were not able to be commented on.

059/18 **FINANCE**

- (a) The financial position of Central Funds and Personnel as at 31 August 2018, circulated, were noted.
- (b) Councillors considered the budgetary requirements of Full Council for 2019/20. It was unanimously AGREED to await the recommendations of the Finance & Establishment Committee in November.

060/18 **FORWARD PLAN**

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

061/18 **POLICE REPORT**

The Clerk read-out the report provided by Inspector Tom Mitchell of Essex Police that afternoon. The main points in summary were:

- 77 crimes reported in Buckhurst Hill in September as against 107 in August of this year.
- 2 Knife-Point robberies reported in the vicinity of Buckhurst Hill Station in September.
- Pizza delivery rider robbed of his moped. The moped was later recovered.
- 5 Burglaries, one overnight, three in daytime and one garage broken into.
- 6 Motor Vehicles stolen, mostly high value, keyless vehicles.
- 6 thefts from vehicles.
- Kai (PCSO) has located 3 stolen vehicles; made 4 arrests drink/drug drivers.
- Kai has also been involved in supporting other police officers in making 2 arrests relating to knife crime.
- Kai is also supporting the Epping Forest Community Policing Team.
- The Drug Team are carrying-out intelligence led operations in Buckhurst Hill at the moment.
- Essex Police are liaising with British Transport Police on crime prevention in and around London Underground – Central Line Stations.
- The peak day for crimes appears to be Thursday. Essex Police are ensuring that extra officers are on duty on these days.

The Clerk confirmed that he would circulate the report in full.

062/18 **HR POLICY**

Some Councillors said that they had some queries still. The Clerk as all Councillors to contact him with their queries as soon as possible. It was agreed that this would be brought once again to the November meeting.

063/18 **STANDING ORDERS**

The Clerk advised Councillors that he had reviewed the current version of Standing Orders and other than the proposed GDPR amendment, he felt there were no other amendments necessary.

Cllr Watson suggested that in the light of very recent changes to Planning Delegations at EFDC, perhaps the role of the P&E Chairman representing the whole Parish Council needed to be covered. It was therefore unanimously AGREED that the Clerk would investigate this and report back to the next meeting.

Councillors agreed to the wording of draft Data Protection Policy and interim Privacy Notice. These items would be brought back to the next meeting for formal adoption but would be worked to in the interim.

064/18 **MEMORY CAFÉ**

Councillors discussed a proposal from Buckhurst Hill Residents Society (BHRS) for support in setting-up a Memory Café in conjunction with U3A. BHRS asked initially for the free hire of the Roding valley Hall for a trial period of three months (1 hire per month) and if successful a continuance of the free let plus a grant of £500 towards purchasing equipment (BHRS/U3A can borrow equipment for three months). Councillors were unanimous in wanting to support the proposal but were uncertain as to whether or not they could grant a free let. It was suggested that possibly an alternative would be to grant BHRS/U3A a sum equivalent to three months hire. Following further discussion it was unanimously AGREED that the Clerk be asked to speak with the Charity Commissioners to clarify the position and for him to be

delegated to implement a method of support as agreed with the Charity Commissioners.

065/18 **GREAT WAR CENTENARY POPPIES**

The Clerk informed Councillors that Essex CC had finally agreed to “Poppies” being displayed on Lampposts in Buckhurst Hill during the Commemorations period. The problem now being that the Royal British Legion (RBL) are having difficulty fulfilling the unprecedented demand from all over the country. The Parish Office Team are in constant liaison with the RBL and we are quite optimistic that we will have a number of Poppies delivered but it may not be the number we originally sought. Cllr Patel stated that she might know someone who could make a number of Poppies. It was unanimously agreed that Cllr Patel would investigate as a “fall back”. The Chairman thanked the Clerk and Parish Office Team for their efforts in trying to make this happen.

066/18 **NEIGHBOURHOOD PLAN COMMITTEE**

The Committee Chair informed the meeting, that the Neighbourhood Plan Committee had agreed that there was enough information available to start preparing our own draft Neighbourhood Plan. The headings had been provisionally agreed and in addition Committee members would indicate to the Chairman and Clerk, which headings they would be prepared to work on. First drafts to be prepared ahead of a meeting of the Committee to be held in November. The Chair and Clerk would look to find a suitable date in November for the next meeting to take place and advise members accordingly.

067/18 **FINANCE & ESTABLISHMENT COMMITTEE**

The Chairman said that the Finance and Establishment Committee had recommended that the Parish Council should challenge the Local Plan, using the EMR set aside for this purpose or alternatively should return the EMR monies to the residents through the precept. Referring to the comments made by District Councillors during Item 3 (Public Participation), the Chairman proposed that the Parish Council should not take any action in respect of the Local Plan and that the EMR should be considered in the budget process. After some discussion the Chairman sought a vote but some councillors did not participate, indicating that they were unclear as to what motion was being put to them to vote on. The Clerk informed the Chairman that a valid motion had to be proposed for any vote to be effective. The Chairman subsequently declared that the Parish Council would not seek to challenge the Local Plan, that the Finance and Establishment Committee would look at alternatives to returning the EMR and that the Accommodation Committee should consider and report to Full Council on the recommendation to look into a single storey replacement for the Roding Valley Hall. The Clerk informed the Chairman that the outcome of this agenda item was invalid as the procedures laid down in Standing Orders had not been followed.

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

Cllrs Metcalfe, Chambers and A Patel left the meeting at this point, accompanied by Mrs Scott, Mrs Tudisca, Mrs Page and 3 members of the public.

068/18 **CLERK TO THE COUNCIL**

The recruitment process had yielded only two applicants. Following advice from EFDC, the Personnel working party had therefore determined that to enable the widest possible choice from which to select a suitable candidate, the process would be re-run. The existing applicants would be invited to re-apply.

The provisional timeline (subject to agreement with EFDC) would be as follows:-

- Sept 24th to Oct 15th - Post advertised.
- w/c Oct. 15th – Sifting and shortlisting.
- w/c Oct 22nd – Interviews and recommendation for appointment.

Subject to EFDCs’ agreement, the provisional timeline was unanimously AGREED.

There being no further business the Chairman thanked Members for attending and closed the meeting at 22:20 hrs.

Chairman

Date

DRAFT