

# BUCKHURST HILL PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF BUCKHURST HILL PARISH COUNCIL HELD AT 7.00pm on THURSDAY 30 MAY 2019 AT BUCKHURST HILL LIBRARY, 165 QUEENS ROAD

### PRESENT

Cllrs: Mrs S Patel (Chairman)  
Miss G Reynolds (Vice Chairman)  
Mr J Barkham  
Mrs J Forker-Clark  
Mr B Nagpal  
Mr S Neville  
Miss S Watson  
Mr K Williamson  
Mr N Wright

Also present: 8 Members of public

In attendance: Mrs E P Petyt-Start (Clerk)  
Mrs V Evans (Interim Deputy Clerk and RFO)

### **001/19** ELECTION OF CHAIRMAN

- a) Proposed by Cllr Wright, seconded by Cllr Reynolds and AGREED that Cllr Mrs Smruti Patel be elected as Chairman of the Council for the ensuing year.  
b) Cllr Mrs Patel signed the Declaration of Acceptance of Office of Chairman of the Council.

The Chairman welcomed everyone to the meeting and thanked Members for electing her. The Chairman gave thanks to Cllr Wright for his service, support and leadership as Chair over the past three years

### **002/19** ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Mrs Patel, seconded by Cllr Nagpal and unanimously AGREED that Cllr Miss Reynolds be elected as Vice Chairman of the Council for the ensuing year.

### **003/19** APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Mr S Neville and Mrs J Share-Bernia.

There was also apologies from District Cllr A Patel.

### **004/19** REGISTER OF MEMBERS' INTERESTS

It was noted that it is a legal requirement for Members to review their Registers of Interests and to complete and submit a new form to the Monitoring Officer within 28 days of any change. For practical purposes the Registers are returned to the Parish Office and sent to the Monitoring Officer at Epping Forest District Council.

### **005/19** DECLARATIONS OF INTEREST

The Chairman reaffirmed the process and reasoning for the declarations of interests.

### **006/19** PUBLIC PARTICIPATION

A member of the public asked for clarity on the devolution of powers from Essex County Council to Parish Council.

The Chairman explained the Parish has expressed interest in receiving more information and particularly funding for any devolution of powers. She explained there is a scheme for essential pathway repairs for which the council is proposing

a list of priority repairs through County Councillor Metcalfe.

**007/19**    **MINUTES**

The minutes of the parish council meeting held on 28 March were agreed as a correct record and the Chairman authorised to sign them.

**008/19**    **MINUTES OF COMMITTEES**

The minutes of the following committee meetings were noted:

- **Planning & Environment:** 9 May
- **Recreation & Community** 9 May (draft)

**009/19**    **CHAIRMAN'S AND CLERK'S COMMUNICATIONS**

The Clerk advised Councillors of the Training schedule for the forthcoming year published by EALC.

**010/19**    **COMMITTEES**

- a) The Committees for the ensuing year would be Finance & Establishment, Recreation & Community, Planning & Environment, Accommodation and Personnel. Neighbourhood Plan would be a working party
- b) Members of Committees are detailed in Appendix A.
- c) Chairmen of Committees were elected and unanimously AGREED as follows:
  - Finance & Establishment**  
Cllr Reynolds: proposed Cllr Patel, seconded Cllr Williamson  
Following a discussion and vote Cllr Reynolds became Chair by majority vote
  - Planning & Environment**  
Cllr Williamson: proposed Cllr Patel, seconded Cllr Nagpal
  - Accommodation**  
Cllr Nagpal: proposed Cllr Wright, seconded Cllr Reynolds
  - Recreation & Community**  
Cllr Wright: proposed Cllr Reynolds, seconded Cllr Williamson
  - Personnel**  
Cllr Patel: unanimously AGREED

**011/19**    **REPRESENTATIVES TO OUTSIDE BODIES**

The appointment of Members to represent the Council at outside organisations was unanimously AGREED and is recorded at Appendix B.

**012/19**    **CALENDAR OF MEETINGS 2019/2020**

The draft calendar of the Council's meetings for the forthcoming year, circulated, was reviewed. Following a brief discussion around the Election day date in May 2020, it was subsequently unanimously AGREED to adopt the draft calendar amended. It was noted that the dates of individual meetings may change if necessary.

**013/19**    **FINANCE**

- a) The Council's financial position as at 31 March, circulated, was noted.
- b) To agree carry overs from 2018/19 to 2019/20, details circulated. It was unanimously AGREED to leave the carry over for the Local Plan and review this at a future meeting and to accept the remaining suggested carry overs.  
(Cllr Nagpal left during this item)
- c) To Earmarked Reserves (EMR) for 2019/20 details circulated, was noted.

**015/19 AUDIT REPORT**

The RFO noted the audit report had only just been received in draft, therefore the final version would be recommended to the next full council meeting.

**016/19 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)**

- a) The Annual Governance Statement of the Annual Return for the year ended 31 March 2019, Section 1, had been circulated. The Chairman read out each of the internal control statements for councillors' consideration and response. It was unanimously AGREED to respond with a 'Yes to statements 1 - 8 and 'N/A' for statement 9 as the Council does not have any trust funds. The Annual Governance Statement was signed by the Chairman and the Clerk.
- b) The Accounting Statements of the Annual Return for the year ended 31 March 2019, Section 2, had been circulated and were unanimously AGREED and signed by the Chairman.

**017/19 INTERNAL AUDITOR**

The RFO suggested to continue with the current auditor. It was subsequently unanimously AGREED to appoint Auditing Solutions as the internal auditors for the financial year 2019/2020.

**018/19 CHAIRMAN'S CHARITY**

The Chairman suggested supporting a local charity for the next year and would like to receive nominations from Councillors for this by 14<sup>th</sup> June.

**019/19 FORWARD PLAN**

The Clerk drew attention to the modification of layout of the plan and her desire to use this document to capture the major work streams of the council office and strategic direction of the Council.

A discussion was held regarding the direction of a) the Library Consultation and b) Halls Development Plan.

It was agreed to implement dates for each on the plan wherever possible.

**020/19 NEIGHBOURHOOD PLAN**

Cllr Mrs Forker Clark provided an update of the committee's progress and advised that a Design Statement was in progress which would capture the work of the committee and importantly the outcome of the public consultation

**021/19 LIBRARY**

(this item was brought forward discussed under 019/19 but for consistency has been recorded in its original order)

The Clerk advised she had been in communication with the County Customer Optimisation Manager, there had been advice that there could not be a meeting due to library rent arrears but County Councillors have further informed this matter has been resolved.

The Clerk further awaits a meeting regarding the library strategy and will continue to chase for such.

The Chairman provided an overview of information from the Community Library session of 24<sup>th</sup> May.

**022/19 LOCAL PLAN HEARING**

Cllrs Williamson and Watson provided an update of the representation of the hearings of 15<sup>th</sup> May.

It was felt the representation to the Inspector provided the best possible representation for the residents. Councillors were impressed with the Inspector and noted that she would be visiting the Parish again following the hearing.

The Chairman gave thanks to Cllrs Williamson, Watson and Neville for the work they had contributed to the preparing and attendance at the hearing.

**023/19 ALLOTMENT MANAGEMENT AGREEMENT**

Following a minor amendment, the draft management agreement was UNANIMOUSLY agreed.

**024/19 FULL COUNCIL ITEMS OF CONCERN**

- a) There were no items of concern
- b) There were no future agenda items provided

There being no further business the Chairman thanked everyone for attending and closed the meeting at 8.05pm.

Chairman .....

Date .....

## COMMITTEE MEMBERSHIP 2019-2020

Council Chairman Cllr Mrs Smruti Patel Council Vice Chairman Cllr Ms Glenys Reynolds

### FINANCE & ESTABLISHMENT COMMITTEE

Cllr Ms G Reynolds (Chairman)  
Cllr Mr S Clark  
Cllr Mr B Nagpal  
Cllr Mr S Neville  
Cllr Mrs S Patel  
Cllr Miss S Watson  
Cllr Mr N Wright

### RECREATION & COMMUNITY COMMITTEE

Cllr Mr N Wright (Chairman)  
Cllr J Barkham  
Cllr Mrs J Forker-Clark  
Cllr Mr S Neville  
Cllr Mrs G Reynolds  
Cllr Mrs J Share-Bernia  
Cllr Mr K Williamson  
Cllr Mrs S Patel – Ex-Officio

### PLANNING & ENVIRONMENT COMMITTEE

Cllr Mr K Williamson (Chairman)  
Cllr J Barkham  
Cllr Mr S Clark  
Cllr Mrs J Forker-Clark  
Cllr Mr B Nagpal  
Cllr S Neville  
Cllr Mrs S Patel

### NEIGHBOURHOOD PLAN WORKING PARTY

Cllr Mr K Williamson  
Cllr Mrs J Forker-Clark  
Cllr J Barkham  
Cllr Mr S Neville  
Cllr Mrs S Patel

### ACCOMMODATION COMMITTEE

Cllr Mr B Nagpal (Chairman)  
Cllr Mr J Barkham  
Cllr Mr S Clark  
Cllr Mrs J Forker-Clark  
Cllr Mrs S Patel  
Cllr Mrs G Reynolds  
Cllr Mrs J Share-Bernia  
Cllr Mr K Williamson  
Cllr Mr N Wright

### PERSONNEL COMMITTEE

Cllr Mrs S Patel (Chairman)  
Cllr Mrs G Reynolds  
Cllr Mr N Wright  
Cllr K Williamson

### CLERK TO THE COUNCIL

Mrs Liz Petyt-Start (Clerk)

### INTERIM DEPUTY CLERK / RESPONSIBLE FINANCIAL OFFICER

Mrs Val Evans

## PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES 2019/2020

ORGANISATION	REPRESENTATIVE(s)
Larger Local Councils' Forum	Chairman Parish Clerk
Local Councils' Liaison Committee and Essex Association of Local Councils' (Epping Forest)	Chairman Parish Clerk Cllr Mr N Wright
Bedford House Community Association	Cllr Mr K Williamson
Buckhurst Hill Village Forum	Cllr Mr S Neville Cllr Mrs S Patel Cllr Mr N Wright Cllr J Barkham
Passenger Transport	Cllr Mr S Clark Cllr Mr N Wright Cllr Mr S Neville
Police Liaison	Cllr Mr S Neville Cllr Mr S Clark Cllr Mr N Wright
Roding Valley Nature Reserve	Cllr Mrs J Forker-Clark
Rural Community Council of Essex (AGM)	Cllr Mrs J Forker-Clark
EFDC Standards Committee	Cllr S Patel