

BUCKHURST HILL PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF BUCKHURST HILL PARISH COUNCIL HELD AT 7.00pm on THURSDAY 14 MAY 2020 VIA ZOOM

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: Mr S Cornwell (BHFC)
Mr A Young (BHRS and U3A)
3 Members of public

Press: Mr D Jackman

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

001/20 ELECTION OF CHAIRMAN

a) Proposed by Cllr Nagpal, 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 agreed the Declaration of Acceptance of Office of Chairman of the Council and agreed to sign the declaration formally subsequently to the meeting being held in virtual form.

002/20 ELECTION OF VICE-CHAIRMAN

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

003/20 APOLOGIES FOR ABSENCE

There was apologies for absence from Cllr Mrs J Share-Bernia. Also there were apologies from County Cllr Mrs V Metcalfe and District Cllr A Patel.

004/20 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.

005/20 DECLARATIONS OF INTEREST

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

Cllr Watson declared a non-pecuniary interest as a Trustee of Bedford House CIC

006/20 PUBLIC PARTICIPATION

Mr Young provide Council with an update of the activities of U3A. He advised there were currently 260 members, some of whom were now meeting using zoom due to the pandemic. The Memory Cafe held its last meeting in April and

now has 40 regular attendees. Mr Young stated the groups future is very much dependent upon what happens with the Roding Valley Hall as he believed nowhere else is suitable to meet. Mr Young was reassured the council would work on an alternative if the RVH was to be developed.

A member of the public asked the council to consider carefully how it communicates during the difficult times of lockdown and for it to consider additional ways of communicating to increase the reach to residents.

A member of the public spoke about the difficult times for those self-employed and the challenges the lockdown has brought for him as a parish resident and black cab taxi driver. He offered residents discounted fares to help them travel safely and provided information on safe and hygienic travel using black cabs.

The Chair of the Buckhurst Hill Football Club gave information to the Council that the club has over 500 members, children(boys and girls) aged 3-16 plus and an Adult and Senior 1st XI. The club is well established in the local and surrounding area with over 35 years residence at the Roding Lane location. It now requires floodlights and a stand to assist the 1st XI in progression. The benefit to the local community health and wellbeing is a priority for the club and it would like to work with the council in any way it can. Councillors were invited to visit.

007/20 **MINUTES**

The minutes of the parish council meeting held on 23 January 2020 were agreed as a correct record and the Chairman authorised to sign them.

008/20 **MINUTES OF COMMITTEES**

The minutes of the following committee meetings were noted:

- **Accommodation:** 13 February
- **Finance and Establishment:** 12 March
- **Planning & Environment:** 30 January; 13, 27 February; 12 March
- **Recreation & Community:** 30 September

009/20 **CHAIRMAN'S AND CLERK'S COMMUNICATIONS**

The Clerk shared a communication of grateful thanks from PACT for Autism for the donation of £1300 raised on their behalf as the Chairman's Charity over the past year.

The Chair spoke about the Coronavirus Mutual Aid response group noting herself and Cllr A Patel were both admins of the group. She advised every street had been covered by a volunteer co-ordinator although people were still needed to help and some individuals are still to being supported well enough. Also, the Chair provided an update that 5 new collection points for the Food Bank had been established. She felt it has been very heartening to see the community come together in these difficult times.

The parish saw many socially distanced VEDay 75 celebrations which was wonderful to see.

010/20 **COMMITTEES**

- a) The Committees for the ensuing year would be Finance & Establishment, Recreation & Community, Planning & Environment, Accommodation and Personnel. Neighbourhood Plan and Library EOI would be a working party
- b) Members of Committees are detailed in Appendix A.
- c) Chairmen of Committees were elected and AGREED as follows:

Finance & Establishment

Cllr Reynolds: proposed Cllr Williamson, seconded Cllr Nagpal

Recreation & Community

Cllr Wright: proposed Cllr Forker Clark, seconded Cllr Reynolds

The meeting was adjourned for 5 minutes at this point so everyone present could participate in the weekly Clap for Our Carers

Planning & Environment

Cllr Nagpal proposed Cllr Patel, seconded Cllr Forker Clark

Accommodation

Cllr Nagpal proposed Cllr Reynolds, seconded Cllr Williamson

Personnel

Cllr Patel (Chair of Council)

011/20 REPRESENTATIVES TO OUTSIDE BODIES

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

012/20 CALENDAR OF MEETINGS 2020/2021

The draft calendar of the Council's meetings for the forthcoming year, circulated, was reviewed. Following discussion, an additional meeting in July was added for the Recreation and Community Committee. It was subsequently unanimously AGREED to adopt the draft calendar. It was noted that the dates of individual meetings may change if necessary.

Cllr Williamson left the meeting at the conclusion of this item.

013/20 FINANCE

The Chair thanked the RFO and RFO emeritus for their commitment in completing the end of year finances and considerable hard work with the end of year Audit particularly as this had been completed remotely.

- a) The Council's financial position as at 31 March, circulated, was noted.
- b) To agree carry overs from 2019/20 to 2020/21, details circulated. It was unanimously AGREED to accept the remaining suggested carry overs.
- c) To Earmarked Reserves (EMR) for 2020/21 details circulated, were unanimously AGREED.

014/20 AUDIT REPORT

The RFO noted the audit report had been received and circulated. The final version of the report is recommended to full council.

The recommendations of the Audit report were AGREED.

015/20 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

- a) The Annual Governance Statement of the Annual Return for the year ended 31 March 2020, 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 agreed to be signed by the Chairman and the Clerk outside of the virtual meeting.

- b) The Accounting Statements of the Annual Return for the year ended 31 March 2020, Section 2, had been circulated and were unanimously AGREED and agreed to be signed by the Chairman and RFO outside of the virtual meeting.

016/20 **INTERNAL AUDITOR**

The RFO suggested to continue with the current auditor.

Following a discussion, it was AGREED to appoint Auditing Solutions as the internal auditors for the financial year 2020/2021.

017/20 **CHAIRMANS CHARITY**

The Chairman suggested the support of PACT for Autism for another year.

018/20 **FORWARD PLAN**

The Clerk presented the forward plan and it was requested for greater detail to be added to the actions and outcomes.

019/20 **HALLS DEVELOPMENT PROJECT**

- a) A report on the feasibility study for the Halls' Development Project was received
- b) The previous decisions contained within the Forward Plan regarding the feasibility project was noted
- c) The feasibility report was discussed. A suggestion was made to build upon the land of the tube station car park. This was discussed and advised the council could only progress decisions for property which it has ownership of.

The restriction on the covenant of the Woollard Centre was raised as an issue. It was highlighted the Woollard Centre could be used as an alternative for hirers of the RVH during any development and temporary relocation of hirers would be sought during any redevelopment phase.

A request was made to include consideration of the future of the library into plans for the halls' development. Furthermore that if a consensus could not be reached, the halls condition would still worsen and there would be no progress. There was majority desire to move forward with a tangible plan for the future of the community halls

Following a vote it was AGREED to adopt the recommendations as outlined in 4.7 of the Feasibility report, specifically to move progress to design and costing stages.

020/20 **POLICE REPORT**

The Clerk updated council and confirmed a new PCSO had commenced training on 23rd March 2020 and he would soon be 'going live' in the parish following the completion of his training with the Epping Forest Community Police Team. He has been in communication with the Clerk and looks forward to attending future meetings and working with the Council.

It was noted there is still insufficient parking in the parish. The hard work of the previous PCSO was acknowledged and it was noted he had been very effective.

021/20 **LIBRARY**

- a) There was an acknowledgement of the information pack provided by Essex Library Service
- b) It was proposed and agreed to hold an Extraordinary meeting specifically to discuss the way forward for the EOI and specifically to agree the terms of reference for the Library Working Party.

022/20 FULL COUNCIL ITEMS OF CONCERN

- a) There were no items of concern
- b) The following were suggested as future agenda items:-
 - Services and information to go onto website (Recreation and Community)
 - Bicycle Initiatives (Full Council/Planning and Environment)
 - Climate Change Emergency
 - Bikeability Scheme support (Recreation and Community)
 - Increase the profile of the Council

There being no further business the Chairman thanked everyone for attending and closed the meeting at 21.38PM.

Chairman

Date

APPENDIX A

COMMITTEE MEMBERSHIP 2020-21

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 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 Miss S Watson
Cllr Mrs S Patel

PLANNING & ENVIRONMENT COMMITTEE

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

NEIGHBOURHOOD PLAN WORKING PARTY

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

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
Cllr Miss S Watson

PERSONNEL COMMITTEE

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

LIBRARY WORKING PARTY

CLERK TO THE COUNCIL

Mrs Liz Petyt-Start

DEPUTY CLERK / RESPONSIBLE FINANCIAL OFFICER

Mrs Kim Lumb

APPENDIX B

PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES 2020/2021

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 CIC	Cllr Mr K Williamson
Buckhurst Hill Village Forum	Cllr Mr S Neville Cllr Mrs S Patel Cllr Mr N Wright
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 Cllr Mr B Nagpal
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