

# BUCKHURST HILL PARISH COUNCIL

## MINUTES OF A MEETING OF BUCKHURST HILL PARISH COUNCIL HELD AT 7.04pm on THURSDAY 28 JANUARY 2021 VIA ZOOM

### 073/20 PRESENT

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

Also present: Cty Cllr V Metcalfe, Cllr S Heap

Press: Mr D Jackman

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

Jennifer Gould, EFDC Director Safer Communities  
Danielle Blake, EFDC Rough Sleeper Service  
Rob Saggs, Chief Executive, CHESS

### 074/20 APOLOGIES FOR ABSENCE

The Chair expressed condolences on behalf of the Council to Cllr Mrs Share Bernia for her bereavement.

There were apologies for absence from Cllr Mrs J Share Bernia and Cllr Miss Sylvia Watson.

### 075/20 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 076/20 PUBLIC PARTICIPATION

There was no public participation.

### 077/20 DISTRICT AND COUNTY COUNCILLOR PARTICIPATION

Cty Cllr Metcalfe provided an update on the Locality Fund applications and the grant to the Restore and Epping Forest Food Bank.

The highways repair work continues with the pothole scheme still in progress.

NEPP have agreed to change some bays in Westbury Lane with the aim of easing congestion for residents and pollution related to the parking at school drop off/pick up times.

Cllr Neville shared the draft action plan for Climate Change Emergency will be taken to District Council in February. He praised officers at EFDC for their work during the COVID-19 crisis.

### 078/20 MINUTES

The minutes of the Council meeting held on 19 November 2020 were agreed as a correct record and the Chairman authorised to sign them.

**079/20 MINUTES OF COMMITTEES**

The minutes of the following committee meetings were noted:

- **Planning & Environment:** 19 November; 3, 17 December; 7, 21 January
- **Recreation & Community:** 3 December

**080/20 CHAIRMAN'S AND CLERK'S COMMUNICATIONS**

The Clerk shared a photograph thank you from Queens Court created by one of the residents. Council was delighted to receive this and commented this made their efforts worthwhile.

The Chairman provided an update on the work of the Parish Office, Cty Cllr Metcalfe and herself, in being able to broker an agreement for the UK Homeless Hub to utilise The Stack at the Library for storage.

**081/20 REPRESENTATIVES TO OUTSIDE BODIES**

There were no reports from representatives to outside bodies, however Cllr Neville advised he would report back the information from the EALC Climate Change Conference to the working group.

**082/20 FINANCE**

- a) The RFO summarised the financial position of Central Funds and Personnel as at 31<sup>st</sup> December 2020, as circulated.

The £500 grant awarded to Club KO Sports has been paid; and the Halls Development work continues, with the architect paid for early scheme design preparation work.

**083/20 BUDGET AND PRECEPT 2021/2022**

- a) The budget for 2021-2022 as recommended by the Finance and Establishment Committee for the total of £860,757 was unanimously AGREED
- b) The precept for 2021–2022 as recommended by the Finance and Establishment Committee for £356,979, equivalent to Band D frozen at £68.89, was AGREED.

**084/20 RISK MANAGEMENT**

The Council's Risk Register, as recommended by the Finance and Establishment Committee, was unanimously AGREED.

**085/20 INTERIM INTERNAL AUDIT**

The Interim Internal Audit was received and noted as a clean audit. There were no recommendations made.

Councillors complimented the RFO and the parish office team on the fantastic achievement.

The RFO thanked the parish office team and Councillors for continuing to ensure processes have remained seamless throughout the lockdown period, and also gave thanks to Auditing Solutions for working with her to manage this remotely. She noted over 160 documents had to be shared, reviewed, discussed and audited along with content on our website.

**086/20 FORWARD PLAN**

The Forward Plan was received and noted. The Clerk was requested to progress the action for the Special Area of Conservation.

**087/20**     **RODING VALLEY HALL CAR PARK**

No complaints or comments had been received following the change of operating times, however as the changes had occurred during unusual circumstances (the pandemic), it was suggested to continue to review.

**088/20**     **POLICY REVIEW**

- a) The draft Recruitment Policy was received, reviewed and approved.
- b) The amended Investment Policy was received, explained and approved.

**089/20**     **WEBCASTING**

A discussion around the pros and cons of webcasting was held. There was opinion provided this may be reviewed and considered at some point in the future if desired.

**090/20**     **LOCAL COUNCIL'S AWARD**

The Council RESOLVED that:

- (a) it had achieved items 1 – 15 of the Foundation Level and that all documentation relating to these items can be found on the Parish Council website:

1. Standing Orders & Financial Regulations
2. Code of Conduct
3. Publication Scheme
4. The last Annual Return
5. Transparent Information about Council Payments
6. A calendar showing all meetings
7. Minutes
8. Current Agendas
9. The Budget & Precept information
10. Complaints Procedure
11. Council Contact details
12. Action Plan
13. Evidence of Consulting the Community
14. Publicity Advertising Council Activities
15. Evidence of Participating in Town and Country Planning

- (b) the following items of the Foundation Level have been achieved:

- Risk Management scheme
- Register of Assets
- Contracts of employment for all members of staff
- Up-to-date insurance policies that mitigate risks to public money
- Disciplinary and Grievance Procedure
- Training Policy
- Record of all training
- The Clerk has achieved 12 CPD points in the last year

**091/20**     **GRANT APPLICATION**

Councillors UNANIMOUSLY AGREED the grant application received from

iHEART. The grant of £125 was AGREED for the provision of resilience training for the children in year 6 at BHCP.

Councillors requested that clarification be sought and provided that it was the charity iHEART which would be providing the training.

*(the following item was brought forward but for consistency is recorded in its original agenda order)*

**092/20 HOMELESSNESS AND ROUGH SLEEPER SERVICES**

EFDC Homelessness and Rough Sleep Service and CHES, provided a detailed and comprehensive presentation on the work they do in the area. Opportunity was provided for a Q and A session and specific concerns raised with regard to homelessness within the Parish.

**093/20 FULL COUNCIL ITEMS OF CONCERN**

- a) Member requested future presentations to be separated from the business agenda of the Council.  
Chair noted the COVID-19 memorial group meeting would be arranged after lockdown and once it was felt the pandemic was over
- b) There were no items provided for the next agenda

There being no further business the Chairman thanked everyone for attending and closed the meeting at 21.08PM.

Chairman .....

Date .....