

BUCKHURST HILL PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF BUCKHURST HILL PARISH COUNCIL HELD AT 7.00pm on THURSDAY 20 MAY 2021 VIA ZOOM

PRESENT

Cllrs: Mr S Neville (Chairman)
Mr S Heap (Vice Chairman)
Mr G Chambers
Ms S Goodfellow
Mrs A Hall
Mrs A Redelinghuys
Mr D Saunders
Mrs J Share Bernia
Mr M Vance
Mr M West
Mr K Williamson

Also present: District Cllr A Patel
4 Members of public

Press:

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

001/21 ELECTION OF CHAIRMAN

a) Proposed by Cllr Heap, seconded by Cllr Goodfellow and AGREED following a majority vote that Cllr Mr Steven Neville be elected as Chairman of the Council for the ensuing year.
b) Cllr Neville agreed and signed the Declaration of Acceptance of Office of Chairman of the Council.

002/21 ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr West, seconded by Cllr Hall and AGREED that Cllr Heap be elected as Vice Chairman of the Council for the ensuing year.

003/21 APOLOGIES FOR ABSENCE

There were no apologies for absence.

004/21 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.

005/21 DECLARATIONS OF INTEREST

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

006/21 PUBLIC PARTICIPATION

District Cllr Patel congratulated Cllr Neville on his new role of Chairman of the BHPC.

Cllr Patel noted former Cllr Smruti Patel will be a huge loss to the Council. He gave thanks for the hard work of Cllrs Wright, Nagpal and Forker-Clark who had not been re-elected.

Cllr Patel requested Cllr Neville to provide his vision for the Parish Council.

Cllr Neville gave thanks to all those who served the community of Buckhurst Hill. He gave thanks to former Cllrs Joseph Barkham, Jane Forker Clark, Sam Clark, Bobby Nagpal, Glenys Reynolds, Sylvia Watson, Neville Wright and outgoing Chair Smruti Patel.

Cllr Neville detailed the contribution and skills of each former councillor and gave specific recognition to Smruti Patel as someone who had put the people of BH first, working tirelessly as Councillor and Chair.

He proposed the members should all be working together for the interests of BH, to serve the people of BH and he would like to see the development of items for children and young people, building upon the ideas of the skatepark and revival of the Hornbeam Road playground and other items.

007/21 DISTRICT AND COUNTY COUNCILLOR PARTICIPATION

Cllr A Patel noted after a difficult past year supporting the residents with the impact of COVID 19, EFDC is working towards recovery to establish 'business as usual' He advised he is now Portfolio holder on social team recovery, Strategy for Economic Recovery. Cllr Patel updated the meeting EFDC had received a Digital Zone Achievement Award, also the health and wellbeing board has three project groups with key themes of mental health, and youth and children's work. Youth Council has achieved the sheriffs award for 'My life' EFDC has received an accolade for social isolation work and Cllr Patel will be taking the Communities Portfolio as well.

Cty Cllr Vance gave thanks to former Cty Cllr Metcalfe for her sterling work over the past 12 years, noting the tireless work and contribution she had made in this time. He shared he hoped to be able to support BHPC as Cty Cllr. He advised ECC is undergoing a complete strategic review with many members taking new positions. The new administration has a '100 day' plan.

Cllr Neville congratulated Cty Cllr Vance on his election.

008/21 MINUTES

The minutes of the parish council meeting held on 11 March 2021 were agreed as a correct record and the Chairman authorised to sign them.

008/21 MINUTES OF COMMITTEES

The minutes of the following committee meetings were noted:

- **Planning & Environment:** 18 March; 1,15, 29 April
- **Recreation & Community:** 18 March

009/21 CHAIRMAN'S AND CLERK'S COMMUNICATIONS

The Clerk shared a letter of thanks from the Census and a resident request for Disabled parking to be provided at the Roding Valley Recreation Ground.

010/21 COMMITTEES

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

Finance & Establishment

Cllr West: proposed Cllr Goodfellow, seconded Cllr Heap

Recreation & Community

Cllr Goodfellow: proposed Cllr Neville, seconded Cllr West

Planning & Environment

Cllr Redelinghuys proposed Cllr Neville, seconded Cllr Heap

Accommodation

Cllr Heap proposed Cllr Neville, seconded Cllr Goodfellow

Personnel

Cllr Neville (Chair of Council), Cllr Goodfellow, Cllr Redelinghuys

011/21 REPRESENTATIVES TO OUTSIDE BODIES

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

012/21 CALENDAR OF MEETINGS 2021/2022

The draft calendar of the Council's meetings for the forthcoming year, circulated, was reviewed. Following discussion, the date of the Full Council in July was changed to 22nd July. It was subsequently unanimously AGREED to adopt the draft calendar. It was noted that the dates of individual meetings may change if necessary.

013/21 FINANCE

- a) The Council's financial position as at 31 March, circulated, was noted.
- b) The carry overs from 2020/21 to 2021/22, details circulated, were AGREED.
- c) To Earmarked Reserves (EMR) for 2021/22 details circulated, were noted.

014/21 AUDIT REPORT

The Audit Report, having been received and circulated was AGREED.

015/21 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

- a) The Annual Governance Statement of the Annual Return for the year ended 31 March 2021, 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 2021, Section 2, had been circulated and were unanimously AGREED and signed by the Chairman and RFO.

016/21 INTERNAL AUDITOR

It was AGREED to appoint Auditing Solutions as the internal auditors for the financial year 2021/2022.

017/20 CHAIRMANS CHARITY

The Chairman suggested the support of Epping Forest Food Bank.

022/20 FULL COUNCIL ITEMS OF CONCERN

- a) i) There was an item of concern regarding the violent attack on the Chigwell Rabbi. Members agreed there was concern about the rise of anti-Semitism and agreed they hold a strong objection to this.
- ii) A request was made for information regarding the future plans for the Community Hub
- iii) A member noted there would be opposition to any council tax increase

- b) The following were suggested as future agenda items:-
Disabled Parking at the RVRG

There being no further business the Chairman thanked everyone for attending and closed the meeting at 19.58PM.

Chairman

Date

APPENDIX A

COMMITTEE MEMBERSHIP 2021-22

Council Chairman Cllr Steven Neville
Council Vice Chairman Cllr Simon Heap

FINANCE & ESTABLISHMENT COMMITTEE

Cllr Mr M West (Chairman)
Cllr Mr S Heap
Cllr Mr S Neville
Cllr Mrs A Redelinghuys

RECREATION & COMMUNITY COMMITTEE

Cllr Ms S Goodfellow (Chair)
Cllr Mr G Chambers
Cllr Mrs A Hall
Cllr Mr S Neville
Cllr Mrs A Redelinghuys
Cllr Mr D Saunders
Cllr Mrs J Share-Bernia
Cllr Mr K Williamson

PLANNING & ENVIRONMENT COMMITTEE

Cllr Mrs A Redelinghuys (Chair)
Cllr Mr G Chambers
Cllr Mr S Heap
Cllr Mr M West
Cllr Mr D Saunders

CLIMATE CHANGE WORKING PARTY

Cllr Mrs A Hall
Cllr Mr S Heap
Cllr Mr S Neville
Cllr Mrs A Redelinghuys
Cllr Ms S Goodfellow
Cllr Mr M West

ACCOMMODATION COMMITTEE

Cllr Mr S Heap (Chairman)
Cllr Mr G Chambers
Cllr Mr S Neville
Cllr Mrs A Redelinghuys
Cllr Mr M West
Cllr Mr K Williamson
Cllr Mr M Vance

PERSONNEL COMMITTEE

Cllr Mr S Neville (Chairman)
Cllr Ms S Goodfellow
Cllr Mrs A Redelinghuys

COVID MEMORIAL 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 2021/2022

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 Mrs A Redelinghuys
Bedford House Community Association CIC	Cllr Mr G Chambers
Buckhurst Hill Village Forum	Cllr Mr S Heap Cllr Mr S Neville Cllr Mrs J Share-Bernia
Passenger Transport	Cllr Mrs A Hall Cllr Mr S Neville
Police Liaison	Cllr Mr S Neville Cllr Mrs A Redelinghuys Cllr Mr K Williamson
Roding Valley Nature Reserve	Cllr Ms S Goodfellow Cllr Mrs A Redelinghuys
Rural Community Council of Essex (AGM)	Cllr Mr M Vance
EFDC Standards Committee	Cllr Mr S Heap