

BUCKHURST HILL PARISH COUNCIL

MINUTES OF THE PARISH MEETING OF BUCKHURST HILL PARISH COUNCIL HELD AT 7.00pm on THURSDAY 30 SEPTEMBER 2021 AT BUCKHURST HILL LIBRARY

PRESENT

Cllrs: Mr S Neville (Chairman)
Mr S Heap (Vice Chair)
Mrs A Hall
Mrs S Goodfellow
Mr D Saunders
Mr M West

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

Public: 4 members of public

050/21 APOLOGIES FOR ABSENCE

There were apologies for absence received from Cllrs Chambers, Redelinghuys, Share-Bernia, Vance and Williamson.

Comment was made that by not attending the meeting it was letting the residents down.

The Clerk noted it is a member's duty to attend meetings and that members may accept or not accept reasons for non-attendance.

Apologies were accepted from all members not present.

051/21 DECLARATIONS OF INTEREST

There were no declarations of interests received.

052/21 PUBLIC PARTICIPATION

There was no public participation.

A query was raised about the use of public participation. The Clerk gave advice that any member of the public may speak during this item and the law is mute on the requirement for a member of the public to also be a resident, however this is relevant to the Annual Parish Meeting/Assembly.

Concern was raised that at the last meeting this item had been used for political means and this was to be inappropriate, furthermore that the speaker was not a resident.

053/21 DISTRICT AND COUNTY COUNCILLOR PARTICIPATION

There was no new District updates since the last meeting from Councillors present.

054/21 MINUTES

The minutes of the parish council meeting held on 9 September 2021 were agreed as a correct record and the Chairman authorised to sign them.

055/21 MINUTES OF COMMITTEES

The minutes of the following committee meetings were noted:

- **Personnel Committee:** 16 September
- **Planning & Environment:** 5,19 August; 2,16 September

056/21 CHAIRMAN'S AND CLERK'S COMMUNICATIONS

The Chairman advised of an upcoming event at Roding Valley Cricket Club at which he would represent the Council. The event will showcase improvements and the new women's team.

He also advised the war memorial at St Stephen's Church had been tidied up and improved by the Noah's Ark pre-school and the Welly Wizards, ready for Remembrance Events.

The Clerk informed the meeting she will be attending the St Johns Church Harvest Community event Saturday 9th Oct 2-4pm, all welcome to join. Cllr Goodfellow indicated she hoped to be available.

057/21 FINANCE

The RFO advised the current under spend on the Community Safety budget due to the PCSO vacancy.

The Council's financial position of central funds and personnel as at 31 August was noted.

058/21 DEFIBRILLATOR

A report by the Deputy Clerk on Defibrillators was received. Members AGREED by majority to

- i) Fund the provision of a Defibrillator by using the events budget (Recreation and Community 301/4446)
- ii) To place an order with the recommended supplier (option 5) and seek model appropriate advice from them
- iii) Delegate the Clerk to agree suitable locations within the parish with Waitrose suggested as an ideal location

Information was also received that St Johns Church is a location of a defibrillator.

059/21 JAPANESE LOCAL GOVERNMENT PARTNERSHIP

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

A brief presentation by the Head of Policy Research from the Japanese Local Government Centre was received.

Council considered the benefits and risks of the partnership and noted it would like due diligence to be completed on the COVID 19 R rate prior to a meeting taking place.

Council UNANIMOUSLY agreed to the partnership. The meeting will be within the next six months and councillors look forward to welcoming representatives in the future.

The Clerk was delegated to organise and liaise with the Head of Policy and advise Council accordingly.

060/21 OLD STATION MASTER'S HOUSE

A member of the public provided Council with an update following a meeting with TFL at which Cllrs West and Williamson were also in attendance.

- i) Having considered the potential of involvement with the development

of the Old Station Masters House, members decided that more information is required in order to discuss the proposal further.

Key to its progression is the receipt of a Full condition survey.

Members expressed an interest in working with TFL on this project and noted they (TFL) are unable to dispose of it and it is not currently a priority for TFL but were pleased to receive news of a next meeting date of 7th October.

Other items to consider were what the building may be used for; potential funding and leasing options to be specified in order for the Council to be involved in the future.

- ii) Members felt unable to provide a decision on applying to list the Old Stations Master's as a community asset.

Members would like to receive information/specialist advice on listing the property and recognised the condition survey would impact upon this progression.

061/21 RODING VALLEY HALL

A request from Tumble Tots for a temporary re-opening of the Roding Valley Hall was considered.

Members UNANIMOUSLY agreed to re-open the hall for Tumble Tots ONLY on a Saturday until the end of December 2021.

062/21 CHAIRMAN'S CHARITY QUIZ

The proposed fundraising quiz for the Epping Forest Food Bank on 27th November was noted.

063/21 HIGHWAYS

The number of road closures around the parish and the disruption to the lives of residents because of this was discussed.

A request was made for the Cty Cllr to provide more information on these works, their planning and licensing so that this may be communicated to residents.

Information was received about OneNetwork – a website which supplies information on all road closures and temporary works.

A suggestion was made to share this using the website with residents.

Members would like to receive an update from the Cty Cllr following the resident requests at the last meeting regarding Roding Lane

It was agreed to focus on

- i) Re-Advertising for the School Crossing Patrol Officer
- ii) Request a speed survey along Buckhurst Way, Roding Lane and Loughton Way.
- iii) A new crossing along the High Road adjacent to St Johns School

Items ii) and iii) to be referred to the Local Highways Panel via Cty Cllr Vance.

063/21 COMMITTEES

Following a brief discussion it was UNANIMOUSLY agreed to add a member to

Accommodation

Cllr Hall proposed by Cllr Neville, seconded by Cllr West

064/21 RED BALLOON FOUNDATION

Following a discussion it was UNANIMOUSLY AGREED to fund a detached Youth Work programme for 1 academic terms at £1560 per term to be funded from the community events budget

The meeting moved into private session for the remainder of the items discussed (Public Bodies (Admission to Meetings) Act 1960)

065/21 EMPLOYEE PAY

Having received recommendations from the Personnel Committee, Council AGREED by majority to:-

- i) To change the banding for the Finance Assistant role to open and allow progression through to LC2 (SCP 18-28)
- ii) To change the band for the RFO/Deputy Clerk role to open and allow progression through to LC3 (SCP 33-36)
- iii) To change the band for the Clerk role to open and allow progression through to LC3 (SCP 42-45)
- iv) Increase the Finance Assistant current post holder salary to SCP 21
- v) Increase the RFO/Deputy Clerk current post holder salary to SCP 36 (it should be noted any new recruitment would commence at SCP 32)
- vi) Increase the Clerk current post holder salary to SCP 44
- vii) Back date the Clerk's pay to the equivalent of the previous post holder to when CILCA was achieved.

066/21 ITEMS OF CONCERN/NEXT AGENDA

- i) It was noted a member had referred himself and another member to the Monitoring Office for alleged misconduct.

Councillors were reminded of their role as member whilst delivering their duties in public.

A discussion around protocol and communication took place with reference to recent email exchanges, the employment of officers of the Parish Council, the role of Council as employer, the Code of Conduct and Council policies.

In order to move forward it was noted by all present that protocol for communication should be observed and communication be appropriate for elected members.

Following a discussion around developing ways of communication, the Clerk reminded members there are policies in place and the Code of Conduct sits at the heart of this.

- ii) There were no items for the next agenda

There being no further business the Chairman thanked everyone for attending and closed the meeting at 21.04PM.

Chairman

Date