

BUCKHURST HILL PARISH COUNCIL

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06 05 2020

The Annual Meeting of the Parish Council will be held at **7.00 pm on Thursday 12th May 2022 at the Buckhurst Hill Library** and **you are hereby summoned to attend**. Members of the public and press are invited to be present and the following business will be transacted.

Mrs E.P. Petyt-Start

Clerk to the Council

AGENDA

1. **ELECTION OF CHAIRMAN**
 - a) To propose and second nominations for the office of Chairman, and if there is more than one nominee to vote thereon.
 - b) To sign the Declaration of Acceptance of Office of Chairman of the Council.
2. **ELECTION OF VICE-CHAIRMAN**

To propose and second nominations for the office of Vice Chairman, and if there is more than one nominee to vote thereon.
3. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.
4. **REGISTER OF MEMBERS' INTERESTS**

To note 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.
(The Registers are returned to the Parish Office electronically and sent to the Monitoring Officer at Epping Forest District Council.)
5. **DECLARATIONS OF INTEREST**

To receive declarations of interest from Members in any item on the agenda, in accordance with the Members Code of Conduct.
(The Code of Conduct requires Members who have declared a pecuniary interest in an item to withdraw from the room whilst that item is being considered.
Members of the Council are subject to the Council's Code of Conduct, Localism Act 2011.)
6. **PUBLIC PARTICIPATION**

To hear representations from members of the public

(The maximum time allowed for this item is 15 minutes, at the close of this item members of the public will no longer be permitted to address the Council)
7. **DISTRICT AND COUNTY COUNCILLOR PARTICIPTION**

To hear representations from District and County Councillors

(The maximum time allowed for this item is 15 minutes, at the close of this item councillors will no longer be permitted to address the Council.)
8. **MINUTES**

To approve as a correct record and authorise the Chairman to sign the Minutes of the Meeting

held on 31 March 2022, circulated previously.

9. MINUTES OF COMMITTEES

The minutes of the following committee meetings to note:

- **Planning & Environment:** 21 April

10. CHAIRMAN'S AND CLERK'S COMMUNICATIONS

To receive communications from the Chairman of the Council, or the Clerk to the Council.

Please note that no decisions can lawfully be made under this item, as that business must be specified on the agenda.

11. COMMITTEES

- To consider/review the requirement for Committees.
- To appoint Members to Committees.
- To elect Chairmen of Committees.

12. REPRESENTATIVES TO OUTSIDE BODIES

To appoint Members to represent the Council at outside organisations. Current outside organisations where there is representation:

- Larger Local Councils' Forum (Chairman & Clerk)
- Local Councils' Liaison Committee [incl. Essex Association of Local Councils EF branch] (Chairman, Clerk +1)
- Buckhurst Hill Community Association (1)
- Buckhurst Hill Village Forum (3)
- Passenger Transport (2)
- Police Liaison Representatives (3)
- Roding Valley Nature Reserve (1)
- Rural Community Council for Essex – AGM only (1)
- EFDC Standards Committee (1)

13. CALENDAR OF MEETINGS 2022/2023

To agree the Council's schedule/cycle of meetings for the forthcoming year, circulated, dependant on the outcome of item 11.

To note that dates of individual meetings may change if necessary.

14. FINANCE

- To note the Council's financial position as at 31 March, circulated.
- To agree carry overs from 2021/22 to 2022/23, details circulated.
- To agree the Earmarked Reserves (EMR) for 2022/23 details circulated.

15. AUDIT REPORT

To receive the report of the Internal Auditor for year end 2021/22, circulated.

16. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR).

- To complete and sign Section 1, the Annual Governance Statement of the Annual Return for the year ended 31 March 2022, circulated.
- To approve and sign the Section 2, Accounting Statements of the Annual Return for the year ended 31 March 2022, circulated.

17. INTERNAL AUDITOR

To appoint the Internal Auditor for the financial year 2022/23.

18. CHAIRMAN'S CHARITY

To agree the Chairman's charity for the Council year 2022/23.

18. FORWARD PLAN

To review the Forward Plan, circulated.

19. CO-OPTION PROCEDURE

- a) To consider amendments to the interim procedure
- b) Subject to a) to provide decision on amendments

20. RECORDING POLICY

- a) To receive a proposal on recording of meetings and provide decision thereon
- b) To consider and agree the recording policy

21. WOOLLARD CENTRE

To receive recommendations from the Accommodation Committee to improve the Woollard Centre.

- a) Replacement windows
 - i) To obtain quotes for new windows at the Woollard Centre, both UPVC and wooden
 - ii) To recommended replacement window quotes to Full Council for expenditure decision.
- b) WiFi
 - i) To obtain quotes for WIFI
 - ii) To recommended replacement window quotes to Full Council for expenditure decision.
- c) Condition Survey
 - i) To obtain quotes for condition survey
 - iii) To recommended to Full Council for expenditure decision

22. RODING LANE FLOODING

To discuss persistent flooding issues in Roding Lane.

23. VEHICLE ACTIVATED SIGNS

To discuss the provision of VAS in the parish.

24. RECREATION GROUND ANTI SOCIAL MOTORBIKES

- i) To consider issues arising from anti-social motorbikes in the Recreation Ground
- ii) To agree way forward

25. TUBE STATION UNDERPASS

To discuss problems associated with the underpass.

26. FULL COUNCIL ITEMS OF CONCERN

- a) To note any items of concern from Councillors
- b) To receive agenda items for next meeting