

BUCKHURST HILL PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF BUCKHURST HILL PARISH COUNCIL HELD AT 7.00pm on THURSDAY 12 MAY 2022 AT BUCKHURST HILL LIBRARY

PRESENT

Cllrs: Mr S Heap
Mrs A Hall
Mr D Saunders (Vice Chair)
Mr R Kaul
Mr M Vance
Mr A Weinberg

In attendance: Mrs E P Petyt-Start (Clerk)

001/22 ELECTION OF CHAIRMAN

- a) Proposed by Cllr Vance, seconded by Cllr Weinberg and AGREED Cllr Williamson be elected as Chairman of the Council for the ensuing year.
- b) Noted Cllr Williamson to sign Declaration of Acceptance of Office of Chairman of the Council.

002/22 ELECTION OF VICE-CHAIRMAN

Cllr Saunders was proposed by Cllr Vance, seconded by Cllr Weinberg

Cllr Heap proposed by Cllr heap, seconded by Cllr Hall

Following a vote AGREED by majority Cllr Saunders to be elected as Vice Chairman of the Council for the ensuing year.

003/22 APOLOGIES FOR ABSENCE

There were no apologies for absence from Cllrs: Chambers-Bagshaw, Forker-Clark, Neville and Williamson

004/22 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.

005/22 DECLARATIONS OF INTEREST

There were no declarations of interest

006/22 PUBLIC PARTICIPATION

There was no public participation.

007/22 DISTRICT AND COUNTY COUNCILLOR PARTICIPATION

Cty Cllr Vance advised signage for the Ride London event was now in place. All to be aware of the effect of the event for residents and potential disruption to business. It was noted there is no compensation for businesses interruption due to the event.

008/22 MINUTES

The minutes of the parish council meeting held on 31 March 202s were agreed as a correct record and the Vice Chair authorised to sign them.

009/22 MINUTES OF COMMITTEES

The minutes of the following committee meetings were noted:

- **Planning & Environment:** 21 April
-

010/22 CHAIRMAN'S AND CLERK'S COMMUNICATIONS

The Clerk shared a letter of thanks from the RBL for the Council's donation.

The Clerk read a statement from the Chairman in his absence:

As some of you are aware an anonymous leaflet has been distributed through parts of Buckhurst Hill and there is also an anonymous Change. Org petition alleging certain issues with both Parish and District Councillors. As some of these matters are subject to ongoing legal processes, it is not appropriate to respond at this time. Be assured that at the earliest opportunity a full and detailed response will be made. In the meantime your elected Councillors will continue to act in the best interests of all residents.

011/22 COMMITTEES

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

Finance & Establishment

Cllr Vance: proposed Cllr Weinberg, seconded Cllr Saunders

Recreation & Community

Cllr Forker Clark, proposed Cllr Vance, seconded Cllr Kaul

Planning & Environment

Cllr Kaul proposed Cllr Weinberg, seconded Cllr Saunders

Accommodation

Cllr Weinberg proposed Cllr Saunders, seconded Cllr Kaul

Personnel

Cllr Williamson (Chair of Council) as per standing orders

012/22 REPRESENTATIVES TO OUTSIDE BODIES

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

013/22 CALENDAR OF MEETINGS 2022/2023

The draft calendar of the Council's meetings for the forthcoming year, circulated, was reviewed. It was unanimously AGREED to adopt the draft calendar. It was noted that the dates of individual meetings may change if necessary before summons had been given and preferably before notices displayed to the public.

014/22 FINANCE

- a) The Council's financial position as at 31 March, circulated, was noted.
- b) There was no carry overs report from 2021/22 to 2022/23 to consider
- c) The proposed Earmarked Reserves (EMR) for 2022/23 details circulated, were AGREED

015/22 AUDIT REPORT

The Audit Report, having been received and circulated was AGREED.
The recommendation regarding the level of general reserves contained therein was noted.

016/22 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

- a) The Annual Governance Statement of the Annual Return for the year ended 31 March 2022, Section 1, had been circulated. The Vice Chair 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 Vice Chair and the Clerk.
- b) The Accounting Statements of the Annual Return for the year ended 31 March 2022, Section 2, had been circulated and were unanimously AGREED and signed by the Vice Chair and shall be by RFO.

017/22 INTERNAL AUDITOR

It was AGREED to appoint Auditing Solutions as the internal auditors for the financial year 2022/2023.

It was recommended to review the Internal auditor for 2023/24

018/22 CHAIRMANS CHARITY

Deferred until next meeting when Chair will be in attendance

019/22 FORWARD PLAN

The updated forward plan was received and noted.

020/22 CO-OPTION PROCEDURE

Following a discussion around timelines for notice and applications for co-option it was decided no amendments were required to the procedure at this time.

(at 7.46pm Cllr Saunders retired from the meeting due to ill health, it was AGREED for Cllr Weinberg to take the Chair)

021/22 RECORDING POLICY

- a) The proposal on recording of meetings having been received, members discussed and noted the decision from Full Council in December 2021 and AGREED to the expenditure as outlined within the proposal
- b) Following an amendment to the Recording Policy to retain recordings for twelve months, it was AGREED.

022/22 WOOLLARD CENTRE

Having received recommendations from the Accommodation Committee to improve the Woollard Centre. Members provided the decisions as follows:

- a) Replacement Windows
 - i) With the information that window replacement would exceed £25,000 and the knowledge this would trigger a separate financial procedure,
 - ii) members AGREED to hold progression of this process until a

condition survey is received

- b) Wi-Fi
 - i) The Clerk informed members Wi-Fi would be a low level cost between £17 and £24 pcm plus initial installation costs
 - ii) Members AGREED to Wi-Fi expenditure for the Woollard Centre
- c) Condition Survey
 - i) One quote received to date therefore the Clerk was requested to obtain more quotes and bring this item back to Council for decision on expenditure once this had been completed.

023/22 RODING LANE FLOODING

Cty Cllr informed Council, Thames Water were working on the leak currently and there is two leaks, one had been located the other will hopefully be found and matter resolved in the next few days.

024/22 VEHICLE ACTIVATED SIGNS

Cty Cllr Vance advised Essex County Council will authorise the placement of a Speed Indicator Device.

It was noted an EMR for this purpose had been made.

AGREED to defer this item to the Recreation and Community Committee for progression and action

025/22 RECREATION GROUND ANIT SOCIAL MOTORBIKES

Following a discussion it was AGREED i) to write to EFDC regarding the problem ii) to continue to liaise with Essex Police

It was noted there had been success in seizing some of the motorbikes by the Police and a reduction in the problem.

026/22 TUBE STATION UNDERPASS

The communications between the Chair and TFL was noted. Members would like to be kept updated on any progress by the Station Management.

Highly polished stainless steel mirrors and CCTV were suggested by members as means to provide crime deterrent and improve the perception of this area.

022/20 FULL COUNCIL ITEMS OF CONCERN

There was not items of concern or agenda items for the next meeting.

Members may request agenda items at any time.

There being no further business the meeting closed at 20.31PM.

Chairman

Date

APPENDIX A

COMMITTEE MEMBERSHIP 2022-23

Council Chair Cllr Ken Williamson
Council Vice Chair Cllr David Saunders

FINANCE & ESTABLISHMENT COMMITTEE

Cllr Mr M Vance (Chair)
Cllr Mr G Chambers Bagshaw
Cllr Mr R Kaul
Cllr Mr S Heap
Cllr Mr D Saunders
Cllr Mr A Weinberg

RECREATION & COMMUNITY COMMITTEE

Cllr Mr G Chambers Bagshaw
Cllr Mrs J Forker Clark (Chair)
Cllr Mr R Kaul
Cllr Ms A Hall
Cllr Mr S Neville
Cllr Mr K Williamson

PLANNING & ENVIRONMENT COMMITTEE

Cllr Mr G Chambers Bagshaw
Cllr Mr R Kaul (Chair)
Cllr Mrs J Forker Clark
Cllr Mr D Saunders
Cllr Mr A Weinberg
Cllr Mr K Williamson

CLIMATE CHANGE WORKING PARTY

Cllr Mr S Heap
Cllr Mr S Neville
Cllr Mr D Saunders

ACCOMMODATION COMMITTEE

Cllr Mr G Chambers Bagshaw
Cllr Mrs J Forker Clark
Cllr Mr A Weinberg (Chair)
Cllr Mr K Williamson
Cllr Mr M Vance
Cllr Mr S Heap

PERSONNEL COMMITTEE

Cllr Mr K Williamson (Chair)
Cllr Mr R Kaul
Cllr Mr A Weinberg
Cllr Mr D Saunders

EVENTS

WORKING PARTY

Cllr Mr G Chambers Bagshaw
Cllr Mrs J Forker Clark
Cllr Mr D Saunders
Cllr Mr K Williamson
Cllr Ms A Hall

COVID MEMORIAL WORKING PARTY

To be reconsidered

PARISH OFFICES WORKING PARTY

Cllr Mr G Chambers Bagshaw
Cllr A Weinberg
Cllr Mr K Williamson
Cllr Mr S Heap

CLERK TO THE COUNCIL Mrs Liz Petyt-Start

RESPONSIBLE FINANCIAL OFFICER (LOCUM)

Mrs Caroline Carroll

APPENDIX B

PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES 2022/2023

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
Bedford House Community Association CIC	Cllr Mr M Vance
Buckhurst Hill Village Forum	Cllr Mr S Heap
Passenger Transport	Cllr Mrs A Hall Cllr Mr S Neville
Police Liaison	Cllr Mr S Neville Cllr Mr K Williamson
Roding Valley Nature Reserve	Cllr Mrs Forker Clark Cllr Mr S Heap
Rural Community Council of Essex (AGM)	Cllr Mr M Vance
EFDC Standards Committee	Cllr Mr S Heap
SpeedWatch	Cllr Ms A Hall