

# BUCKHURST HILL PARISH COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING OF BUCKHURST HILL PARISH COUNCIL HELD AT 8.00pm on THURSDAY 4 AUGUST 2022 AT BUCKHURST HILL LIBRARY

### PRESENT

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

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

Press: Mr D Jackman

2 members of the SpeedWatch group

### **028/22 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs: Chambers-Bagshaw, Forker-Clark, Neville and Weinberg

Cllr Williamson welcomed Cllr Church as a new member following the recent uncontested By-election.

### **029/22 DECLARATIONS OF INTEREST**

There were no declarations of interest

### **030/22 PUBLIC PARTICIPATION**

There was no public participation.

### **031/22 DISTRICT AND COUNTY COUNCILLOR PARTICIPATION**

Cty Cllr Vance provided information on

- i) recent meeting between Thames Water, Cllr Williamson and himself to address the chaos, disruption and pandemonium in the parish caused by leaks and repair works
- ii) meeting with Cabinet member Lee Scott, Parish Council members and him as Cty Cllr, issues discussed were:– Planned Maintenance; Local Highways Panel; Future Funding and budget; street lighting LED roll out; technical developments – Truecam system; members pot hole scheme – 18 out of 36 filled to date; Sustainable transport aspiration – to link all Essex bus operators; Bus Shelter update-imminent and Pavement Parking – addressing this problem is dependent upon a Government white paper progressing.

### **032/22 CHAIRMAN'S AND CLERK'S COMMUNICATIONS**

The Clerk updated members on the response from TFL regarding the subway problems and noted further information was expected from TFL and EFDC; The External Audit had been received satisfactorily and the issue of Anti-Social Motorbikes in the Recreation Ground which will be raised with the Head of Service at a meeting along with the Chair of Council in September.

**033/22**     **MINUTES**

The minutes of the parish council meeting held on 12 May 2022 were agreed as a correct record and the Chairman authorised to sign them.

**034/22**     **MINUTES OF COMMITTEES**

The minutes of the following committee meetings were noted:

- **Accommodation:** 16 June
- **Finance and Establishment:** 23 June
- **Planning and Environment:** 12, 31 May; 16 June; 14 July
- **Recreation and Community:** 26 May

**035/22**     **REPRESENTATIVES TO OUTSIDE BODIES**

There was no report received of representations for this Council.

**036/22**     **COMMITTEE MEMBERSHIP**

- a) Changes to Committee Membership were AGREED as detailed in Appendix A
- b) Changes to Working Parties were AGREED as detailed in Appendix A

**037/22**     **SPEEDWATCH**

The SpeedWatch Group co-ordinator provided a comprehensive and detailed update on the groups monitoring sessions.

Currently there are 17 trained members of the group, manning 4 monitoring positions. There have been 28 sessions, maximum speed recorded in a 30 mph zone has been 57mph. Most recorded in one session has been 48 with one driver caught 3 times. Many vehicles are without MOT and Tax.

The group works with PC Morgan who's attended one session. Speed Watch is overseen by Essex Fire and Rescue Service. Administration of letters needs to be sped up.

Aspiration of ECC of Vision Zero by 2040; SIF displays are coming and consultation on location is suggested. The group would like to involve the local school in creating speed awareness banners. Still looking to grow the group.

It was noted there has been no change or action from ECC in terms of speed reduction measures in the parish despite conversations and following the fatality in Buckhurst Way last year.

Cllr Williamson thanked the Co-ordinator and all the members of the SpeedWatch for their volunteering and hard work.

**038/22**     **CHEQUE SIGNATORIES**

It was UNANIMOUSLY AGREED to add Cllr Saunders to the bank mandate as signatory.

**039/22**     **FINANCIAL REGULATIONS**

The Clerk advised Council the document to be reviewed was a comprehensive model following the NALC guidance.

Members AGREED to refer this for review to the Finance and Establishment Committee and receive their recommendations at a future meeting.

**040/22 FORWARD PLAN**

The updated Forward Plan as at end of July was noted.

**041/22 CHAIRMANS CHARITY**

The Rose Walton Centre and Noah's Ark community Hub were UNANIMOUSLY AGREED as the Chairman's Charities for the ensuing year 2022/23.

**042/22 COVID MEMORIAL**

It was AGREED to reconvene a Covid Memorial Working Party to progress a proposal of planting and plaques with a space for reflection at the Palmerston Road flower bed.

To invite Lara Green and Community groups to be part of the working party

Cllrs Vance and Heap to progress discussion of replacement trees separately.

**043/22 HALLS DEVELOPMENT PROJECT**

Noting the recommendation from the Accommodation Committee,

'to engage the architect of the pre-existing design to produce a more modest, single storey building design, within the current building footprint, which would be achievable financially'

Members AGREED the pre-existing design was too costly and options to develop a single storey building should be investigated and this should be looked at creatively and to include revenue generating options.

It was proposed by Cllr Williamson, Seconded by Cllr Heap AGREED UNANIMOUSLY

'The previous consultant to be engaged to consider a replacement Roding Valley Hall which is simple and modest, a single storey design replicating the current accommodation and other alternative uses to generate income to finance the development costs.'

UNANIMOUSLY AGREED Cllr Saunders delegated to provide a scoping document for the consultant

**044/22 CONDITION SURVEY**

The Clerk advised two condition survey quotes had now been received, a second having been received shortly before the meeting. Members noted they would like more time to compare and consider the quotes. Therefore, it was AGREED for the Clerk to re-circulate both quotes, members to consider and provide opinion to the Chair, the Chair will provide a delegated decision to the Clerk.

**045/22 GRANT APPLICATION**

Members AGREED by majority to award a grant of £500 to the Christian Drama Resource Centre.

**046/20 FULL COUNCIL ITEMS OF CONCERN**

- a) i) To write to EFDC to complain about the significant problems caused by missed waste collections and the lack of communication regarding when the missed collections will take place. The letter to seek clarity on the issues and communication on this subject.
- ii) Concern two large piles of grass cuttings may be a fire hazard in the hot weather and surge of fires locally
- iii) Station Way – following roadworks, double yellow lines have been re-introduced which haven't been there since the introduction of parking restrictions

- iv) Suggested there should be a dispensation for NHS workers parking – permits as many are being fined because they cannot park at Holly House and therefore park in local roads so they can get to work. A letter should be sent to Holly House.
- b) To consider subsequently amend the Standing Orders to allow for substitute committee members

Cllr Saunders congratulated the success of England's Women's Football Team at the European Championships.

Cllr Vance advised there are five locations within Buckhurst Hill where double yellow line are being introduced.

**047/22      RESPONSIBLE FINANCE OFFICER/DEPUTY CLERK**

The appointment of a Locum RFO/Deputy Clerk was NOT AGREED by the personnel committee.

The Clerk expressed concern for the future and noted the organisational structure of the council held the full time position and the post was now vacant.

It was noted Members wished to review the staffing budget, similarly the Clerk indicated the outputs of the employees would need to be considered as the work load had not decreased since the organisational structure was agreed.

The personnel committee would convene ASAP. A date of 1<sup>st</sup> September 7.00pm was agreed.

There being no further business the meeting closed at 21.38PM.

Chairman .....

Date .....

## APPENDIX A

### COMMITTEE MEMBERSHIP 2022-23

Council Chair Cllr Ken Williamson  
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  
Cllr Mr R Church

#### 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 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  
Cllr D Saunders

#### PERSONNEL COMMITTEE

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

#### 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 A Weinberg  
Cllr Mr K Williamson  
Cllr Mr S Heap

#### CLERK TO THE COUNCIL

Mrs Liz Petyt-Start

#### RESPONSIBLE FINANCIAL OFFICER

VACANCY