

# BUCKHURST HILL PARISH COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING OF BUCKHURST HILL PARISH COUNCIL HELD AT 7.00pm on THURSDAY 29 SEPTEMBER 2022 AT BUCKHURST HILL LIBRARY

### PRESENT

Cllrs: Mr D Saunders (Vice Chair)  
Mr G Chambers Bagshaw  
Mr R Church  
Mrs J Forker Clark  
Ms A Hall  
Mr R Kaul  
Mr S Neville  
Mr M Vance  
Mr A Weinberg

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

2 members of the Community Policing Team  
8 members of the public

**At the commencement of the meeting a one minute silence was held in honour of the life of Her Majesty Queen Elizabeth II, followed by tributes paid by the Vice Chair of Council, Cllr Saunders and Cllr Neville.**

### **PRESENTATION OF GRANT TO THE CHRISTIAN DRAMA RESOURCE CENTRE**

Presented by Cllr Saunders, Vice Chair to Andrea Moles (Founder and Chair) and Teresa Duggan (Team Leader)

Andrea Moles explained the work of the centre and thanked the Council for the grant donation of £500.

### **048/22 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Heap and Williamson  
(*Cllr Chambers Bagshaw joined the meeting*)

### **049/22 DECLARATIONS OF INTEREST**

There were no declarations of interest

### **050/22 PUBLIC PARTICIPATION**

(*1 member of public joined the meeting*)

A member of the public spoke on behalf of 3 employees of the Holly Hospital regarding the lack of parking spaces and concerns for future with more restrictions being introduced. The member requested assistance with obtaining business parking permits.

A member of the public thanked the Council for ordering allergy aware signage for the play grounds.

A member of the public asked PC Morgan about hoax phone calls and for information on gas boilers. The chair provided the resident with contact numbers to help with their concern.

**051/22 DISTRICT AND COUNTY COUNCILLOR PARTICIPATION**

Cty Cllr Vance informed the meeting the street lights will be changed to LED bulbs and this is planned to be completed by the middle of 2023.

**052/22 CHAIRMAN'S AND CLERK'S COMMUNICATIONS**

There were no communications from the Chair or Clerk to report.

**053/22 MINUTES**

The minutes of the parish council meeting held on 4 August 2022 were agreed as a correct record and the Chair authorised to sign them.

**054/22 MINUTES OF COMMITTEES**

The minutes of the following committee meetings were noted:

- **Planning and Environment:** 4 August
- **Personnel:** 1 September

**055/22 REPRESENTATIVES TO OUTSIDE BODIES**

There was no reports received of representations to outside bodies.

**056/22 FINANCE**

- The Council's financial position of central funds and personnel as at 31 August 2022 was noted
- The Detailed Income and Expenditure reports for all cost centres and by budget heading was received
- The Annual Budget by Centre (YTD) report was received
- The Balance Sheet report to 31 August was received

Cllr Vance noted the short absence (July and August) of a Locum RFO and this position had now been filled again. The Locum RFO will complete all statutory financial duties up to the end of January 2023.

The Clerk advised there were savings of £39,000 YTD against budget.

The over spend of Planters was noted. The Clerk advised this budget will be overspent due to sequencing of invoices. The budget overall will be intact.

**057/22 POLICE UPDATE**

*(this item is listed in its agenda order but was brought forward in the meeting for efficiency)*

PC Morgan provided an update of the recent crime data

	July 2021	July 2022
All crime	83	66
Burglary	1	2
Vehicle crime	12	10
Robbery	2	1
ASB	17	10

Therefore crime has reduced for the period year on year and the incidence of crime in Buckhurst Hill is the lowest in Epping Forest.

The officers were thanked by Cllr Saunders for their attendance and hard work.

A discussion regarding SpeedWatch was held. It was noted the local group were very pro-active and have recorded the highest incidents of speeding in the County. Anecdotally it was shared that those given advice having been stopped for speeding were residents of the area.

An explanation of the categorisation of crime was provided. Residents were encouraged to report alleged offences.

PC Morgan advised a new PCSO was currently going through eligibility checks.

**058/22 FORWARD PLAN**

The updated Forward Plan as at September was noted.

**059/22 GRANT APPLICATION**

A grant application of £500 for Voluntary Action Epping Forest was UNANIMOUSLY AGREED

**060/22 PARISH MAGAZINE**

A detailed discussion regarding the Autumn and future editions of the magazine took place whereby it was proposed to postpone the magazine.

A primary concern was raised that the magazine must provide the best value for money for residents and be delivered in the most efficient way.

A point of order was raised relating to the six month rule identifying the June Recreation and Community Committee had approved the Autumn edition. It was AGREED to maintain the next edition of the magazine, but agreed that all future editions be discussed at the next Recreation and Community Committee meeting.

The Clerk confirmed she would provide information on the advertising income for the current edition and previous year.

Outstanding articles to be supplied by 5pm Monday by Councillors. Members requested a draft to be circulated as soon as available.

The Clerk agreed to put this edition on the website

Going forward It was suggested that sign off on the magazine would be the responsibility of the Chair of the Recreation and Community Committee.

**061/22 RFO/Deputy Clerk Vacancy**

a) Chair provided a progress update from the Personnel Committee regarding the RFO/Deputy vacancy.

b) Minute 17/22 of the Personnel Committee was noted

**MOTION 1**

**Proposer: Cllr Williamson Seconder: Cllr Saunders:**

Following on from the agreement (at Personnel Committee) to go forward with a Full Review of all Staffing, review contracts of employment, terms and conditions of employment and Job Descriptions; this council wishes to engage an outside body to carry out the Full Review and that a budget of £4,000 is agreed for this purpose.

Clarification was sought and provided regarding the Personnel Committee minute to share staffing, the members confirmed that the option to share staff had been considered but felt the review needed to take place before any decision be made.

Furthermore, following a question regarding staff costs, members advised the proposed review would not solely be directed to reduce staffing costs but to review all elements of staffing.

The Clerk suggested to define a budget for the expenditure. It was AGREED to amend Motion 1 to expend from the salaries budget 205-4000.

*Following on from the agreement (at Personnel Committee) to go forward with a Full Review of all Staffing, review contracts of employment, terms and conditions of employment and Job Descriptions; this council wishes to engage an outside body to carry out the Full Review and that a budget of £4,000 is agreed for this purpose to be allocated from Salaries 205 – 4000.*

A question was raised regarding the timescale of the Full Review, this was noted to be considered and advised once the contractor was appointed.

MOTION 1 - UNANIMOUSLY Agreed.

c) MOTION 2

Proposer: Cllr Heap & Seconder Cllr Neville

This motion was withdrawn. Cllr Neville noted the importance of a Deputy Clerk role.

*(A member of the public left at this point in the meeting)*

**The meeting moved into private session for the remainder of the items to be discussed. (Public Bodies [Admissions to Meetings] Act 1960)**

d) Quotations to undertake a Staff Review were considered.

Cllr Church proposed the quotes and indicated a preference for the least costly quote with the company who was CIPD accredited. Noting both quotations provided a full suite of services.

The Clerk advised the Council currently engages two HR advice companies via EALC who provide similar services to the quotation documents with the exception of absence monitoring tool and employee assistance programme.

She directed and advised the quotations received did not include a sum for the Staff Review and there was an absence of information regarding this.

Furthermore that the duration of the contract should be considered given the budget which had been set. The Clerk's advice was acknowledged by Chair.

Members suggested the quotes showed HR support and that a quote for a review should be received. It was indicated a further quote had been requested.

The Clerk raised a query as to why the current HR advisers had not been approached for a quotation. Cllr Church advised their information could not be found on a website. The Clerk noted the contact details had been shared to Cllr and the Chair of Council.

Cllrs Church and Vance advised both companies had given assurance the Full Staff Review may be undertaken within the monthly fee and can be turned

around within an estimated three months.

The Clerk questioned if the current support should be disposed of in order not to duplicate costs. It was agreed to progress with existing advice until the review had outcomes with recommendations. Running alongside the existing HR support.

Having reviewed the quotations and considered discussion. It was proposed by Cllr Saunders, seconded by Cllr Chambers Bagshaw to proceed with the appointment of Croner.

AGREED by majority.

It was proposed by Cllr Vance and seconded by Cllr Saunders to engage Croner on a 60 month contract.

AGREED by majority.

**062/20**     **FULL COUNCIL ITEMS OF CONCERN**

*(Cllr Chambers Bagshaw left the meeting during this item)*

- a) i) The Clerk provided members with an information document on Powers of Council
- ii) Drug dealing in the East ward
  
- b) The Civility and respect Pledge  
      PCSO requirement

Cllr Saunders wished Cllr Heap well for his upcoming operation.

There being no further business the meeting closed at 21.08PM.

Chairman .....

Date .....