

# BUCKHURST HILL PARISH COUNCIL

MRS E P PETYT-START  
CLERK TO THE COUNCIL  
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24<sup>th</sup> March 2023

A meeting of the Parish Council will be held at **8.00 pm** on **Thursday 30th March 2023**, at the **Woollard Centre, Roding View, Loughton Way, Buckhurst Hill IG9 6AD**, 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. **APOLOGIES FOR ABSENCE**  
To receive apologies for absence.
2. **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.
3. **STANDING ORDERS**  
To agree revision to Standing Orders relating to temporary change of address for Council meetings.
4. **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.
5. **DISTRICT AND COUNTY COUNCILLOR PARTICIPATION**  
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.
6. **MINUTES**  
To approve as a correct record and authorise the Chairman to sign the Minutes of the meeting held on 26<sup>th</sup> January 2023 circulated previously.
7. **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.
8. **COMMITTEES**  
The minutes of the following committee meetings having been circulated to be noted:
  - **Accommodation:** 16<sup>th</sup> February;
  - **Planning & Environment:** 16<sup>th</sup> February, 9<sup>th</sup> March
  - **Finance:** 9<sup>th</sup> March

9. **FINANCE**  
To note the Council's financial position of central funds and personnel as at 28 February, circulated.
10. **REPRESENTATIVES TO OUTSIDE BODIES**  
To receive reports on any meetings attended.
11. **FORWARD PLAN**  
To review the Forward Plan, circulated
12. **RODING VALLEY HALL DEVELOPMENT**  
To receive an update on the revised design proposal.
13. **WOOLLARD CENTRE CONDITION SURVEY**  
To receive recommendations from the working party relating to the Condition Survey
14. **CORONATION EVENT**  
To discuss the planned event at the football club to celebrate the Coronation of the King 8<sup>th</sup> May.
15. **POLICY AND PROCEDURE**
  - a) To review and approve policy
  - i) Financial Regulations ii) Investment Policy
16. **SUPPORT SERVICES**
  - i) To note arrangement for HR Support Services going forward
  - ii) To consider and provide decision on Health and Safety Support Services going forward
17. **20s PLENTY CAMPAIGN FOR ESSEX**  
To discuss and provide decision upon support of the 20s Plenty Campaign
18. **RODING VALLEY HALL CAR PARK**  
To receive a proposal and provide decision upon, the provision of market(s) and Boot sale at the Roding Valley Hall car park.
19. **ELECTRONIC PAYMENTS**  
To receive a proposal, and provide decision thereon for the processing of electronics payment receipts. (The introduction of a PDQ machine.)
20. **FINANCE & ESTABLISHMENT COMMITTEE**  
To receive recommendations from the F & E committee
  - i) To note the breakdown of the costs for the grounds maintenance for the Roding Valley Recreation Ground
  - ii) To discuss and provide decision upon writing to EFDC regarding the future of the arrangement.
21. **NEIGHBOURHOOD PLAN DESIGN STATEMENT**  
To discuss progression of a neighbourhood plan design statement.
22. **HERITAGE (BLUE) PLAQUE SCHEME**
  - i) To receive a proposal from the BHRS requesting a new heritage plaque
  - ii) to provide a decision thereon.
23. **FULL COUNCIL ITEMS OF CONCERN**
  - a) To note any items of concern from Councillors
  - b) To receive agenda items for next meeting