

BUCKHURST HILL PARISH COUNCIL

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19 05 2023

The Annual Meeting of the Parish Council will be held at **7.00 pm on Thursday 25th May 2023 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 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.)
8. **MINUTES**

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

held on 30 March 2023, circulated previously.

9. 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.)

10. COMMITTEES

- a) To consider/review the requirement for Committees.
- b) To appoint Members to Committees.
- c) To elect Chair of each Committee.

11. REPRESENTATIVES TO OUTSIDE BODIES

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

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

12. CALENDAR OF MEETINGS 2023/2024

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.

13. FINANCE

- a) To note the Council's financial position as at 31 March, circulated.
- b) To agree the Earmarked Reserves (EMR) for 2023/24 details circulated.

14. AUDIT REPORT

To receive the report of the Internal Auditor for year end 2022/23, circulated.

15. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR).

- (a) To complete and sign Section 1, the Annual Governance Statement of the Annual Return for the year ended 31 March 2023, circulated.
- (b) To approve and sign the Section 2, Accounting Statements of the Annual Return for the year ended 31 March 2023, circulated.

16. RODING VALLEY RECREATION GROUND – GROUNDS MAINTENANCE CONTRACT

- a) To receive an update on the legal position with regards to the existing arrangement for grounds maintenance in the RVRG
- b) To discuss and provide decision upon the future arrangement for grounds maintenance in the RVRG

17. RODING VALLEY HALL DEVELOPMENT

- i) To receive update on the Halls Development scheme
- ii) To provide a decision upon Insurance repair work for the hall
- iii) To receive information on a schedule of repayments for a PWLB loan

18. LINDERS FIELD GATE REPAIRS

To discuss gate repairs at the entrance of Linders' Field

19. GRANT APPLICATION

To receive and provide decision upon a grant application from Jenna Wilkins Foundation.

It is proposed the meeting move into private session for the remainder of the items to be discussed. (Public Bodies [Admissions to Meetings] Act 1960)

20. HORNBEAM ROAD PLAYGROUND

- i) To receive a briefing note from the Clerk
- ii) To consider and provide decision upon the tender document for the proposed new playground.
- iii) To receive outline design and initial consultation information from a range of contractors

21. COUNCIL ITEMS OF CONCERN

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