



5th March 2021

TO: **MEMBERS OF THE CHIGWELL PARISH COUNCIL**

You are hereby **SUMMONED** to attend the virtual **COUNCIL MEETING** of the **CHIGWELL PARISH COUNCIL**, which will be held on **THURSDAY 11th MARCH 2021**, utilising the Zoom Communications Services, hosted from the **Parish Council Offices**, Hainault Road, Chigwell, immediately following the Planning Committee meeting which commences at **7.30pm**, to transact the business shown in the Agenda below.

Meeting ID: 813 8679 2897 Password: 609840

Anthony-Louis Belgrave
Clerk to the Council

AGENDA

1. RECORDING OF MEETINGS

Members of the Public and Councillors are asked to note that in accordance with Standing order 3 (l) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

2. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

3. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

4. CONFIRMATION OF MINUTES 



To **APPROVE**, as a correct record, the Minutes of the Meetings of the Parish Council held on the 31st December 2020 & 11th February 2021.



5. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

- A Member with a personal interest in a matter must consider whether it is a “prejudicial interest” (i.e. prejudicial to the public interest).
- A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member’s judgement of the public interest.

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

6. QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public.

In accordance with the agreed procedure [Minute No. 20.65)], the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.

7. COMMUNICATIONS

To **RECEIVE** such communications as the Clerk may place before the Council.

NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.

8. DOCUMENTS ON DEPOSIT



To **RECEIVE** notice of documents received and or deposited with the Clerk as shown at *Appendix 1*.

9. REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

a) List of Payments/Incomes/Account Balances



To **APPROVE** the list of payments shown at *Appendix 2* which are due and **NOTE** the summary of income received and the account balances.

b) Reconciliation of Parish Council Bank Accounts with the Accounts Package

To check and confirm the reconciliation of the Bank Accounts with the Finance Accounts and to **PROPOSE** and **SECOND** that the aforementioned documents have been examined and signed as being correct. The relevant documentation will be tabled at the meeting.

c) Confirmation of Staff Salary Payments

To check and confirm the staff salary payments and to **PROPOSE** and **SECOND** that the aforementioned documents have been examined and signed as being correct.





c) **Governance and Accountability – Review of the Effectiveness of the System of Internal Control.** 

Members are advised that this agenda item is in preparation for the completion of Section 2 of the Annual Return, the Annual Governance Statement, for the year ended 2020/21 scheduled for the Council meeting on 7th May 2021.

The Finance Committee will continue to have charge of the financial and accounting arrangements of the council, and where necessary make recommendations to full council. However, this annual review is in future to be carried out by the full council to meet the requirements of the external auditors.

Members are encouraged to refer to the following publication: “*Governance and Accountability, A Practitioners’ Guide*”, which provides advice on the accounting practices to be followed and sets out the appropriate standard of financial reporting.

Members are now asked to **CONSIDER** and **APPROVE** the adopted System of Internal Control, as detailed at **Appendix 3**.

10. CLIMATE CHANGE EMERGENCY DECLARATION

Members are advised that at the meeting of the Management committee held on 25th February 2021, a brief presentation was received from an attending member of the public pertaining to the significance of declaring a Climate Emergency.

Members are now asked to **CONSIDER** and **APPROVE** the following motion to take action on climate change;

Members **NOTE** the following:

- Human activity has caused irreversible climate change, the impacts of which are being felt around the world. Global temperatures have already increased by 1 degree Celsius from pre-industrial levels. Atmospheric CO₂ levels are above 400 parts per million (ppm). This far exceeds the 350ppm deemed to be a safe level for humanity.
- In order to reduce the chance of runaway Global Warming and limit the effects of Climate Breakdown, it is imperative that humans reduce our CO₂eq (carbon equivalent) emissions from their current 6.5 tonnes per person per year to less than 2 tonnes as soon as possible.
- Individuals cannot be expected to make this reduction on their own. Societal changes to regulations and infrastructure are required, to make low carbon living easier and the new norm.
- Carbon emissions result from both production and consumption.
- Governing authorities around the world are responding by declaring a ‘Climate Emergency’ and implementing policies and committing resources, in support of this declaration.
- Governing authorities have a responsibility to limit the negative impacts of Climate Breakdown, by adopting accordant policies and recognise the importance of committing to carbon neutrality as quickly as possible.



Members **RESOLVE** to:

- Declare a ‘Climate Emergency,’ acknowledging the urgent requirement for local and global reductions in carbon emissions.
- Pledge to do everything within this council's power to make the Parish carbon neutral by 2030.
- Lobby high tier government institutions to provide the powers and resources to make the stated target achievable.
- Liaise with other local government authorities/community organisations to determine and implement best practice methods to limit Global Warming.
- To encourage and support the wider community towards the achievement of this target.
- To establish a ‘Working Group’ to develop and pursue proposals and initiatives towards accomplishing the stated resolutions.

11. **CONSENT FORM – Electronic Summons/Agendas**



Members are reminded that individual Councillors are required to give prior confirmation to consent to receiving electronic summons/agendas, for council and committee meetings.

This process is to enable the aforementioned actions to be statutorily compliant. Members are further advised this action does not negate the former policy but provides a further option for members.

Attached at **Appendix 4**, is the necessary consent form, for Member’s information.

Members are asked to **CONSIDER** this document and **APPROVE** an appropriate course of action.

12. **PARISH PLAN PRESENTATION by Rural Community Council of Essex (RCCE)**

Members are reminded that this council is a member of the Rural Community Council of Essex (RCCE) which provides a unique range of services geared to supporting the needs of Parish Councils and their local communities. These services include a network of field officers to support the development of a Parish Plan. Members are further reminded that at the meeting held on 14th January 2021, it was resolved that a Parish Plan for Chigwell would be progressed.

In the light of the above, a representative from the RCCE has been invited to attend this meeting to assist Members’ consideration of the way in which the described intent will be progressed and developed into a robust and sustainable Parish Plan.

Members will now **RECEIVE** the respective presentation.

**13. DRAFT MEETINGS SCHEDULE - 2020/2021 MUNICIPAL YEAR** 

Members are advised that an analysis of Parish and District Council meetings for the 2020/2021 Municipal Year has been undertaken. This analysis has considered the religious festivals to be observed during the coming municipal year. Members are advised that alterations and additions to this schedule may become necessary, as dictated by arising circumstances. In all cases meetings will be scheduled in accordance with the adopted Standing Orders of this council.

Members are asked to refer to *Appendices 5a & 5b* which shows draft diary of meeting dates 2021/22 for Council and Planning committee meetings and the draft calendar of meetings 2021/22 for Epping Forest District Council, respectively.

Members are now asked to **CONSIDER** and **APPROVE** this schedule.

14. CHIGWELL CRIME STATISTICS UPDATE 

Members are reminded that at the meeting held on 11th February 2020, it was resolved the originators of the received Chigwell crime statistics report, namely Essex Police, would be asked to provide an explanation for the apparent absence of information concerning incidences of domestic violence, which appears to be deficient from the respective report.

Members are advised that the following correspondence, in response to the public question, has been received from the Community Safety Engagement Officer, as shown at *Appendix 6*, for Member's information.

Members are now asked to **CONSIDER** this response and **APPROVE** an appropriate course of action.

15. COMMUNITY SPECIAL CONSTABLE SCHEME UPDATE 

Members are reminded that following a received response to a preliminary enquiry, it was resolved that a request would be conveyed to the providing authority for this council to be registered as a potential participant, when the scheme recommences.

Following further enquiries pertaining to this matter and a meeting with the Specials Supported Policing Coordinator, Members are advised that this scheme has now resumed.

Attached at, *Appendix 7*, are a list of FAQ's and the requisite recruiting/promotional literature pertaining to this scheme, for Member's information.

Members will **RECEIVE** a further update from the Clerk and the Chairman pertaining to this matter.

Members are asked to **CONSIDER** the council's participation in this scheme and **APPROVE** an appropriate course of action.



16. CONSULTATION DOCUMENTS

To **NOTE** that there are no consultation documents.

17. MEMBERS' REPORTS

To **RECEIVE** brief reports from Members who are representatives on Committees, Working Groups or Outside Bodies.

18. HIGHWAY ISSUES

To note any Highways issues Members may have.

19. REPORT OF THE CLERK

To **RECEIVE** the written report of the Clerk on matters which may be of current interest, but which do not require to be reported formally;

- Members are reminded of the meetings of the Finance committee, scheduled for 18th March 2021, at 7pm and the Management committee scheduled for 25th March 2021, immediately after the Planning committee meeting, which is scheduled for 7.30pm.
- Members are reminded of several online training opportunities which are available from the Essex Association of Local Councils (EALC); Standing Orders, Financial Regulations and Law/Procedures. Details have been sent to all Members by electronic means.
- He will be attending the Local Councils' Liaison Committee, scheduled for 15th March 2021, the respective agenda will include the following matters; EFDC Local Plan; Progress report, Interim Air Pollution Mitigation Strategy – To advise and clarify on 'Clean Air Zone', Update on the Elections planning process and EFDC Training schedule and prospectus 2021/22.
- He was in self-isolation from 10th - 22nd February 2021, during which he did not have access to his email account.
- He will be engaged in volunteering duties in support of the Epping Forest Foodbank, on Saturday 13th March 2021.
- Members are reminded that following a received resignation letter, dated 1st September 2020, the employment of Mark Hembury as the Responsible Financial Officer/Cemetery registrar will conclude at the end of this month.



20. REPORT OF THE CHAIRMAN

To **RECEIVE** an oral report of the Chairman on matters which may be of current interest to Members but which do not require to be reported formally.

21. MATTERS TO BE BROUGHT FORWARD TO THE NEXT COUNCIL MEETING

To **NOTE** any matters which a Member or the Clerk may wish to draw to the attention of the Council and/or request to be included in the Agenda for the next meeting of the Council.

22. EXCLUSION OF THE PUBLIC AND THE PRESS 

In the event that the Agenda contains Exempt (blue) pages, to **CONSIDER** the following motion to be proposed by the Vice Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

There is ONE confidential item to be considered

Anthony-Louis Belgrave
Clerk to the Council