MINUTES

Meeting: ANNUAL COUNCIL    Date: 10th May 2018    Time: 8.00PM

Venue: COUNCIL OFFICES, HAINAULT ROAD, CHIGWELL

PRESENT:    Councillors (9)
Councillors; Alan Lion, (Chairman), Naveed Akhtar, Richard Alvin, Deborah Barlow, #Kewal Chana, Roger Farthing, Rochelle Hodds, #John Knapman and Darshan Singh Sunger.

Officers (2)
Anthony Belgrave – Clerk to the Council.
#Mark Hembury – Responsible Financial Officer.

Also in Attendance (1)
There was one member of the public in attendance.
# for part of the meeting.

18.01 ELECTION OF CHAIRMAN
Councillor Knapman proposed, and Councillor Hodds seconded, Councillor Sunger. As there were no other nominations, Councillor Sunger was elected as Chairman of Chigwell Parish Council for the current Municipal Year and the Declaration of Acceptance of Office of Chairman was duly executed.

18.02 ELECTION OF VICE CHAIRMAN
On the proposition of Councillor Farthing, seconded by Councillor Knapman, Councillor Alvin was elected as Vice Chairman of Chigwell Parish Council for the current Municipal Year and the Declaration of Acceptance of Office of Vice Chairman was duly executed.

18.03 APOLOGIES FOR ABSENCE (2)
NOTED that apologies had been received from Councillors; Brian Sandler and Barry Scrutton.

18.04 OTHER ABSENCES (0)
There were no other absences

18.05 MINUTES
The minutes of the meeting held on 12th April 2018 were confirmed.
18.06 DECLARATIONS OF INTEREST

Members *NOTED* that Councillor Chana and Knapman both declared a pecuniary interest in *Item 15. CITIZENS ADVICE EPPING FOREST GRANT APPLICATION*, on the grounds, that they are members of this organisation. Accordingly, they left the meeting when the respective grant application was discussed, took no part in the consideration and did not vote.

18.07 MEMBERSHIP OF WORKING COMMITTEES

The Council’s Standing Working Committees and membership was *DETERMINED* as follows:

(a) Planning Committee - *RESOLVED* that the Committee’s membership would continue to comprise all Members.

(b) Environmental Committee - *RESOLVED* that the Committee’s membership would continue to comprise 5 Members (*Councillors*; Alvin, Barlow, Chana, Hodds and Sandler).

(c) Finance and Performance Committee - *RESOLVED* that the Committee’s membership would now comprise 5 Members (*Councillors*; Akhtar, Farthing, Knapman, Sandler and Scrutton).

(d) Complaints Committee - *RESOLVED* that the Committee’s membership would comprise 3 Members (*Chairman, Vice Chairman and one other Member not involved in the complaint matter)*.

(e) Community Bus Service Management Committee - *RESOLVED* that the Committee’s members would comprise 5 Members (*Councillors*; Alvin, Chana, Hodds, Knapman and Sunger)

(f) Neighbourhood Plan Committee *RESOLVED* that the Committee’s membership would comprise of all Members.

(g) Communications Committee - *RESOLVED* that this Committee would comprise 5 Members (*Councillors*; Akhtar, Alvin, Barlow, Hodds and Lion).

(h) Personnel Committee - *RESOLVED* that this Committee would comprise 5 Members (*Councillors*; Alvin, Barlow, Hodds, Lion and Sunger).
It was *NOTED* that, as these Committees have been given the Power to Act, the decisions of these Committees would be reported to Council for information rather than for ratification, unless this decision would result in an expenditure of over £2,500.00p. In such circumstances the decision would require ratification from the Council prior to implementation.

In this connection, Members *NOTED* that the Chairman and Vice Chairman are both ex-officio members of Committees and, therefore, are able to ‘stand-in’ if necessary to ensure that meetings remain quorate.

18.08 REPRESENTATION ON OUTSIDE BODIES

It was moved by the Chairman and **RESOLVED** that:

- The Council’s representatives on outside bodies shall be in accordance with the following list:

<table>
<thead>
<tr>
<th>Outside Body</th>
<th>Council’s Representative During 2018/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Epping Forest Countryside Liaison Group</td>
<td>Councillor Darshan Singh Sunger</td>
</tr>
<tr>
<td>Victory Hall Foundation</td>
<td>Councillor Alvin</td>
</tr>
<tr>
<td>Chigwell United Charities Trust</td>
<td>Councillor Sandler</td>
</tr>
<tr>
<td>Parish Passenger Transport Forum</td>
<td>Councillor Alvin</td>
</tr>
<tr>
<td>Police &amp; Community Liaison Group</td>
<td>Disbanded</td>
</tr>
<tr>
<td>Air Training Corps - 2324 (Chigwell) Squadron</td>
<td>Disbanded</td>
</tr>
<tr>
<td>Chigwell Community Trust</td>
<td>Disbanded</td>
</tr>
<tr>
<td>EFDC Local Councils’ Liaison Committee</td>
<td>The Clerk and the Chairman are automatically Members of this Committee. The Vice Chairman is now also a Member.</td>
</tr>
</tbody>
</table>

- The Clerk would correspond with these outside bodies to determine their active status.
18.09 PART III LOCAL GOVERNMENT ACT 2000 - ETHICAL FRAMEWORK

Registration of Councillors’ Interests

Members were reminded that the Localism Act 2011 requires Parish Councils to adopt a code of Conduct which confirms the conduct expected of their members. The Clerk has, therefore, been asked to remind Members of the following:

i) The Council is required to adopt a code of conduct that is consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership and includes provisions which the council considers appropriate in respects of the registration and disclosure of “pecuniary interests” and “interests other than pecuniary interests”

And

ii) To publicise its adoption, revision or replacement of a code in such a manner as it considers is likely to bring the adoption, revision or replacement of the code of conduct to the attention of persons who live in its area.

18.10 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

18.11 COMMUNICATIONS

NOTED that no communications had been received.

18.12 DOCUMENTS ON DEPOSIT

NOTED the documents that had been received and/or deposited with the Clerk to the Council since 12th April 2018.

18.13 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

a) List of Cheques

It was moved by the Chairman and RESOLVED that:

The list of cheques signed up to 30th April 2018 be APPROVED, and that the income received and the balances of the Council’s Bank Accounts at that date be NOTED.

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

Councillor Alvin proposed and Councillor Knapman seconded, that the reconciliation of the Parish Council Bank Accounts with the Finance Accounts has been checked, confirmed and signed accordingly.
c) **2017/2018 End of Year Accounts - Annual Audit**

i) The Council *CONFIRMED* that the Chairman, and the Parish Clerk should sign the statements on the Annual Return.

ii) It was *NOTED* that the Auditor had set 4th June 2018 as the date on which any interested person may question the Auditor about the accounts for the year ending 31st March 2018. Members examined and *NOTED* the Income & Expenditure Account, the Balance Sheet and the Review of Internal Control Arrangements for the year ending 31st March 2018. It was moved by the Chairman and *RESOLVED* that:

The 2017/2018 Accounts, Annual Governance Statement and the Review of Internal Control Arrangements be approved and signed by the Chairman and the Responsible Financial Officer on behalf of the Council.

d) **Internal Audit**

After an introduction by the Responsible Financial Officer a full and in-depth discussion took place. After which it was moved by the Chairman and *RESOLVED* that:

- the Internal Auditor’s report be *NOTED*.

- The Responsible Financial Officer would undertake a risk analysis of the major projects presently being undertaken by the Parish Council, which would be presented for consideration at a subsequent meeting.

18.14 **LAND AND ASSETS**

Members *CONSIDERED* an inventory of land and assets. After a full discussion it was moved by the Chairman and *RESOLVED* that:

- The inventory be *AGREED*.
18.15 **CITIZENS ADVICE EPPING FOREST DISTRICT GRANT APPLICATION**

The Clerk informed members that the Parish Council has received a Grant application from the Epping Forest District Branch of Citizens Advice. This organisation provides free, confidential and impartial advice and campaigns on issues affecting residents of Epping Forest. The purpose of this application is to purchase office equipment and stationary supplies in support of the organisation’s efforts.

Members **CONSIDERED** the respective application. A full and in-depth discussion took place, it was then moved by the Chairman and **RESOLVED** that:

- this Grant application would be refused, because the respective organisation currently receives funding from Epping Forest District Council and the monetary contribution requested would not be proportionally beneficial to Chigwell.

# Councillor Chana and Councillor Knapman returned to the meeting.

18.16 **LIMES FARM RESIDENTS ASSOCIATION GRANT APPLICATION**

The Clerk informed members that the Parish Council has received a Grant application from the Limes Farm Residents Association. The purpose of this application is to seek a financial contribution towards the production of newsletters, promotional literature and flyers to inform residents of meetings and future events.

Members **CONSIDERED** the respective application. A full and in-depth discussion took place, after which it was then moved by the Chairman and **RESOLVED** that:

- this Grant application would be granted, because the requested contribution would allow this newly reformed association to become established and develop into a recognised community asset.
18.17 NEIGHBOURHOOD PLAN

The Clerk and the Vice-Chairman of the Neighbourhood Plan Committee advised members of the following:

- Epping Forest District Council received the final draft of the Neighbourhood Plan on 7th March 2018. According to recent correspondence, this document is being validated and will commence the Regulation 16 publication period on Tuesday 15th May 2018. This will conclude at 4pm on Tuesday 26th July 2018.

- In accordance with statutory regulations the planning authority will be hosting the publication on their website, allowing public access to the respective documents. Additionally, paper copies will also be displayed at the EFDC offices in Epping.

- EFDC intend to collaborate with Chigwell Parish Council to appoint an appropriate examiner for the Chigwell Neighbourhood Plan. This will be achieved by utilising the Neighbourhood Planning Independent Examiner Referral Service (NPIERS). The Neighbourhood Plan Committee will be presented with a short-list, from which a final selection will be made, under advice from the Clerk and the Planning Consultant.

- The Planning Policy Projects Officer will update the Parish Council as necessary.

After discussions took place, it was moved by the Chairman and RESOLVED that:

- This information be NOTED.

- The Clerk would ensure three copies of the Chigwell Neighbourhood Plan are publicly available at the Parish Council offices.

18.18 GARDENS MAINTENANCE CONTRACT

The Clerk reminded members the Garden Maintenance Contract concluded on Monday 30th April 2018, the respective duties are now being undertaken by Parish Council staff and that at the request of members an overseer of this arrangement should be appointed.

After brief discussions took place, it was moved by the Chairman and RESOLVED that:

- This information be NOTED.

- The appointment of an overseer for this arrangement would be determined by the Environment Committee.
18.19 AMENDMENTS TO STANDING ORDERS 2014

The Clerk advised members that two amendments to the Parish Council Standing Orders 2014 have been proposed. The first amendment proposed increasing the number of signatories required for a written notice to the Proper Officer, for a special motion to review a resolution made by the Parish Council, from three to five.

After discussions it was moved by the Chairman and RESOLVED that:

- The number of signatories will remain unchanged.

The second amendment proposed, was the inclusion of following regulation concerning the election of the Chairman and Vice-Chairman, of the Parish Council.

“Members that at the time of election serve as Cabinet Members of Epping Forest District Council or Essex County Council shall be precluded from election to Chairman of the Council.”

After discussions it was moved by the Chairman and RESOLVED that:

- The proposed regulation would not be included.

18.20 CONSULTATION DOCUMENTS

Members NOTED there were no consultation documents.

18.21 MEMBER REPORTS

Members NOTED there were no reports

18.22 HIGHWAYS ISSUES

A full discussion took place concerning the noticeably deteriorating state of the highways in Chigwell and the declining standards of roadworks being undertaken by Essex County Council; Highways Department.

After these discussions, it was moved by the Chairman and RESOLVED that:

- This item remains on the agenda.
- The Clerk would formally invite the County Councillor for Chigwell & Loughton Broadway Division to update members on the issues.
18.23 REPORT OF THE CLERK

The Clerk reported that:

- Correspondence has been received from the Cabinet Member for Highways. This is in response to the proposal by Chigwell Parish Council to fund the operation of street lighting in Chigwell. This offer was rejected because such a proposition could only be considered if it originated from a district or borough authority.

After discussions, it was moved by the Chairman and **RESOLVED** that:

- The Clerk would re-direct this proposal to the Deputy Leader of Essex County Council, who also serves as the cabinet Member for Infrastructure.

- The EFDC Councillor Training Prospectus has now been published and was sent to members on 11th April 2018. Members are advised that they may reserve places on these courses by contacting the Parish Clerk.

- The Annual Return requires the attention of Members and the scheduled deadline for submissions is 15th May 2018.

- Correspondence has been received from a resident of Dolphin Court concerning the copse area adjacent to Dolphin Court on Chigwell Station Green. The resident suggested that the area has become heavily overgrown and requires immediate cutting.

After discussions, it was moved by the Chairman and **RESOLVED** that;

- This correspondence would be dealt with by the Environment Committee.

18.24 REPORT OF THE CHAIRMAN

The Chairman had nothing to report.

18.25 MATTERS TO BE BROUGHT FORWARD TO THE NEXT COUNCIL MEETING

Councillor Lion asked that a risk analysis of the major projects presently being undertaken by the Parish Council be presented for consideration at the next meeting.
18.26 EXCLUSION OF THE PUBLIC AND THE PRESS

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.

18.27 COMMUNITY BUS SERVICE

The Chairman of the Community Bus Service Working Group advised Members that a meeting in pursuance of this project had taken place on 20\textsuperscript{th} April 2018. At this meeting it was agreed that a formal Tender process would have to be engaged, because of the anticipated monetary expenditure involved.

The Responsible Financial Officer then updated members on the contractual specifications and statutory legislation implicit to this process.

After a full and in-depth discussion took place, it was moved by the Chairman and \textit{RESOLVED} that:

- This information be \textit{NOTED}.

Signed ............................................................

Chairman

Date ...............................................................

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