



MINUTES

Meeting: COUNCIL

Date: 10th April 2019

Time: 8.00PM

Venue: COUNCIL OFFICES, HAINAULT ROAD, CHIGWELL

PRESENT: Councillors (6)

Councillors; Darshan Singh Sunger (Chairman), Richard Alvin, Kewal Chana, Roger Farthing, Alan Lion and Barry Scrutton.

Officers (1)

Anthony-Louis Belgrave – Clerk to the Council.

Also in Attendance (2)

There were two members of the public in attendance.

18.228 RECORDING OF MEETINGS

NOTED that in accordance with Standing Order 3 (i) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

A Member of the Public proceeded to place a recording device on the table on which attending members were seated. The Chairman asked the public attendee if they had submitted a written notice to the Clerk advising of their intention to record the meeting, in accordance with the adopted Media Policy.

The public attendee advised the Chairman that they had not submitted a notice as previously described. In response to a query from the Chairman, the Clerk advised that that the Communications Committee approved a Media Policy, which was subsequently published on the Parish Council website. This action would allow the respective action to be documented by the council, namely that an audio recording was made of the meeting and that it was now the council's decision to determine an appropriate course of action.

The Chairman then asked the attending members if they were willing to allow the public attendee to proceed with their intended action, despite not having submitted a written notice, in accordance with the Media Policy.

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

- This information be **NOTED**.
- The public attended could proceed to record the meeting.

18.229 APOLOGIES FOR ABSENCE (4)

NOTED that apologies had been received from Councillors; Naveed Akhtar, Deborah Barlow, Rochelle Hodds and Brian Sandler.



18.230 OTHER ABSENCES (0)

There were no other absences

18.231 MINUTES

Councillor Lion asked why Item *18.216 d*), which details the Budget Virement Payments, confirmed by the Council does not appear to show the payment source.

In response the Vice-Chairman indicated to members exactly where the total payment was indicated and the source code of the respective virement payment.

After this clarification, the minutes of the meetings held on 6th March 2019 were **CONFIRMED**.

18.232 DECLARATIONS OF INTEREST

NOTED that there were no Declarations of Interest.

18.233 ATTENDANCE AT MEETINGS

Members were reminded that as Parish Councillors you have certain obligations, as a representative on this council, to your ward residents. Consequentially, it is your implied responsibility to meet these obligations. To do this effectively you should be knowledgeable of the matters being considered at council and committee meetings. The regular attendance of members at these meetings and the assimilation of the respective documentation are integral aspects of your responsibilities to the electorate.

In the event of non-attendance due notice should always be given to the Clerk.

The Vice-Chairman stated that it was wholly unacceptable that a meeting of the Communications Committee has twice been declared inquorate, due to the non-attendance of members, especially in view of the fact that potential members of the Communications Working Group were specifically invited by the Committee Chairman, to this meeting. Further, too many meetings of the Planning Committee have been very poorly attended, for wholly unjustifiable reasons. He reiterated, it is the member's responsibility to give due notice to the Clerk for non-attendance, in a timely manner. The Clerk should not be expected to chase absent members, in the hour before a meeting is scheduled to start. Such behaviour on the part of members is inconsiderate and wholly unprofessional.

Councillor Lion suggested that a policy could be drafted by the Clerk, to be considered by the council, which would establish the procedures to be followed by members when giving apologies for non-attendance at meetings.



Councillor Scrutton suggested that all members of the council could receive the minutes for all committee meetings, irrespective of whether that individual was a member of the committee. This policy would allow each member to be knowledgeable of the matters being considered and the respective decisions of those committees.

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

- This information be **NOTED**.
- The draft committee minutes, once confirmed by the respective committee Chairman would be sent via email to all members.
- A Member's apologies for absence policy will be drafted and considered at a subsequent meeting.

18.234 QUESTIONS FROM MEMBERS OF THE PUBLIC

Members were advised that one question has been received from members of the public. The questions are listed as follows;

- Q. Does Chigwell Parish Council feel it right for one of its members to have been evicted due to non-payment of rent from two separate properties within the Parish, plus have had enforcement actions leading to Bailiff visits instructed by Epping Forest District Council, during their current term of office?
- A. In response, the Chairman stated that this was a private matter and therefore, Chigwell Parish Council would not answer this question.

18.235 COMMUNICATIONS

NOTED that no communications had been received.

18.236 DOCUMENTS ON DEPOSIT

NOTED the documents that had been received and/or deposited with the Clerk to the Council since 6th March 2019.

18.237 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

a) List of Cheques

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

the list of cheques and payments as shown, which are due for payment be **APPROVED**, that the income received and the balances of the Council's Bank Accounts at the date indicated be **NOTED**.



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

Councillor Alvin **PROPOSED** and Councillor Farthing **SECONDED**, that the reconciliation of the Parish Council Bank Accounts with the Finance Accounts has been checked, confirmed and signed accordingly.

c) Governance and Accountability.

Members were 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 2018/19 scheduled for the Council meeting on 8th May 2019. The Finance and Performance 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 were further advised 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.

c.1) Risk Analysis Report: Assessment and Management.

The Clerk advised members that this report has been subdivided into the following categories: Communications, Council documents, Website, Environment, Finance/Performance and Community Bus Service. Further, this report was previously considered by the council at the meeting held on 13th December 2018. Councillor Lion suggested that the entire document should be re-considered at a subsequent meeting, to allow members to more thoroughly examine this document, as it contained a considerable amount of information. The Vice-Chairman reminded members that the next council meeting would be the annual Council meeting, which is usually a heavy agenda, he suggested that a second council meeting be scheduled in May 2019, after the already scheduled Planning meeting on 23rd May 2019. The Clerk recommended that an additional category could be included in this report, pertaining to the Victory Hall Management Project.

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

- The information be **NOTED**.
- The Risk Analysis Report: Assessment and Management would be updated to include the Victory Hall Project.
- The Risk Analysis Report would be considered at a subsequent council meeting.



18.238 PARISH COUNCIL MEETINGS -2019/2020 MUNICIPAL YEAR

The Clerk advised Members that an analysis of Parish and District Council meetings for the 2019/2020 municipal year has been undertaken. This analysis has taken into account the religious festivals to be observed during the coming year. Members were further advised that alterations to these dates may become necessary, as dictated by arising circumstances, however members will be informed of meetings in accordance with the Standing Orders of this council.

Members were further advised that a significant number of these suggested meeting dates have been scheduled for Wednesday evenings, this is done to avoid diary clashes (where possible) with Committee/Cabinet meetings of the Epping Forest District Council. Councillor Scrutton correctly highlighted an error and that the date for the Annual Council meeting is 8th May 2019, not 10th May as shown. Councillor Lion enquired whether a diary of committee meeting dates has been drafted and would this item be considered by the council at a subsequent meeting. In response, the Clerk suggested that this practice was initiated in April 2018 and has proved ineffectual, because the respective committees saw fit to frequently change the dates, which conflicted with the previously agreed schedule of committee meetings. This situation would often confuse potential attendees and members alike.

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

- This information be **NOTED**.
- The dates and times for the Council and Planning Committee meetings be **APPROVED**.
- The respective sub-committees would determine their own schedule of meeting dates.

18.239 CHIGWELL RESIDENTS' ASSOCIATION PRESENTATION

This presentation was arranged on the request of the Chairman, the purpose of which was allow a representative of the Chigwell Residents' Association (CRA) to advise members on the intention of the CRA to submit a formal 'Expression of Interest' (EOI) to Essex County Council. This action would formally advise ECC that the CRA are interested in establishing community library services in Chigwell and would like to pursue a project whereby a community managed library or alternative library provision may be established, in the event ECC resolve to terminate the existing library services.

The Chairman of the CRA, advised members that a meeting has taken place between the CRA and Councillor Susan Barker – Cabinet Member for Culture, Communities and Customer Services. At this meeting Councillor Barker advised the CRA that Chigwell Library will be closed. In view of this likely circumstance the CRA intend to submit an EOI and would like the Parish Council to support them in this endeavour.



The Chairman reminded members that this council had resolved to oppose the closure of Chigwell Library and not to submit an EOI. Further, this council had sent a formal correspondence advising ECC, of the Parish Council's opposition to the closure of Chigwell Library. In response to member's questions the Chairman of the CRA stated that the support being sort from the Parish Council, does not require any monetary or quantifiable commitment at this stage. The support required is solely towards the concept of the CRA administering library services on behalf of the community.

After further discussion, it was then moved by the Vice-Chairman and **RESOLVED** that:

- This information be **NOTED**.
- The Parish council would support the CRA, in principle, in their Expression of Interest to administer community library services.

18.240 ESSEX FUTURE LIBRARY SERVICES STRATEGY

Members were advised that Essex County Council (ECC) have recently published their draft strategy for the future of library services in Essex. The public consultation period has now closed, and the respective results are presently being evaluated, with a decision by the Cabinet expected in June 2019. Members were reminded that this council has formally agreed to wholly oppose the closure of Chigwell Library and not to submit an Expression Of Interest in running a community-based library service in Chigwell.

Members then **CONSIDERED** an information pack produced by Save Our Libraries Essex (SOLE), which provides further information concerning this matter and details possible options should the relevant authorities determine that the Chigwell Library is to cease operating. Councillor Lion advised members that the draft strategy presently being considered by ECC subdivides all libraries into 4 tiers, Chigwell Library has been assessed as Tier 4, meaning they have determined this library is not required as part of a comprehensive service, but ECC will give the appropriate consideration to proposals for a community-run library service.

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

- This information be **NOTED**.
- The Parish Council would not submit an EOI and would continue to wholly oppose the closure of Chigwell Library.



18.241 PARISH REMUNERATION SCHEME/MEMBERS' ALLOWANCES

The Clerk advised members that communication has been received from Epping Forest District Council, regarding the review of the Parish Remuneration Scheme. Members were then reminded that this council approved a scheme, which was subsequently considered at a meeting of the EFDC Parish Remuneration Panel, held on 27th February 2019. Members then **CONSIDERED** the relevant report on this Parish Council's remuneration arrangements, which were **APPROVED** at the council meeting held on 10th October 2018.

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

- This information be **NOTED**.
- The report submitted by the Parish Remuneration Panel be **NOTED**.
- The scheme as detailed be **APPROVED**.

Chairman	£400 made up of £300 + £100 (i.e. £300 Chairman's allowance plus £100 basic allowance)
Vice Chairman	£200 made up of £100 + £100 (i.e. £100 Vice Chairman's allowance plus £100 basic allowance)
Chairmen of Working Committees	£150 made up of £100 + £50 (i.e. £50 Group Chairman's allowance plus £100 basic allowance)
Other qualifying Members	£100 basic allowance

18.242 MEMBERS' REPORTS

a) Central Line Renovation Project

Councillor Lion advised members a meeting attended by Councillor Nigel Avery (EFDC), Portfolio Holder – Contract and Technical Services and representatives of Chigwell residents affected by this project, has taken place. Epping Forest District Council will now publish on their website information on behalf of TfL, to facilitate communication and understanding between TfL and affected residents, during the programme of construction works.

b) Environment Committee

Councillor Alvin advised members that the meeting of the Environment Committee, held on 1st April 2019, was declared void, because the respective agenda was uploaded onto the website later than required by statutory regulations. Accordingly, this committee meeting will be scheduled at a later date, to be determined.

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



- This information be **NOTED**.

18.243 HIGHWAYS ISSUES

a) Manor Rd footpath, to Grange Hill Station

Councillor Lion stated that this footpath has deteriorated significantly over time and has become quite hazardous recently. The irregular surface is particular dangerous for the elderly and wheelchair users.

b) Rolls Park Corner

Councillor Scrutton stated that extensive repairs to sub-surface gas mains at this location have been continuing for some considerable time. This situation has adversely affected the flow of traffic, he suggested this council should request further details from the Highways authority, concerning the anticipated timescale for this work to be completed.

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

- This information be **NOTED**.
- A letter will be drafted, addressed to the Cadent Gas representing Chigwell, advising of this council's concerns regarding the apparent delay in the completion of this project.

18.244 REPORT OF THE CLERK

The Clerk reported that;

- Epping Forest District Council are running a Recycling Rewards Scheme at selected housing blocks in the Parish. This scheme will involve residents earning points which will be awarded to a charity. The council has been asked to nominate a charity to benefit from this scheme. If the council does not select a charity, the accumulated funding would be received by the Epping Forest Community Transport and various other children's charities.
- Correspondence has been received from the EFDC, concerning the reinstatement of Street lighting during night-time. It states that when clarification from ECC regarding the costs associated with this scheme has been received by Chigwell Parish Council, we are to advise EFDC accordingly. EFDC will then initiate the process as they have been assigned as agents for this project, on behalf of ECC.
- Permission has been granted to a group of residents to undertake an organised street litter-picking/waste collection project, which includes areas of land owned by the council: namely Tomswood Hill, Ely Place and St. Mary's Way.
- The Section 106: Deed of Variation pertaining to Planning application EPF/1782/18, The Paddocks, Grove Lane, Chigwell, IG7 6JQ, has been duly executed, in accordance with the resolution at the council meeting held on 7th September 2017.



- An enquiry was sent from CPC to EFDC concerning the receipt of the requisite £50,000 monetary contribution, as agreed in the Planning application: EPF/1782/18. The response was that this S106 agreement requires the payment be first made to EFDC, prior to occupation of any dwelling. This will then be transferred to the Parish Council.
- A new Community Initiative Fund has been launched on 1st April 2019. The types of funding awarded are capital or revenue grants up to £10,000 and Micro-grants up to £500. Further details can be read on the Essex Association of Local Councils: County Update, Special Edition No.177.
- On 26th March 2019, a notice of by-election of a Parish Councillor for Chigwell Village has been issued by Epping Forest District Council. On Thursday 2nd May 2019, a by-election will take place for a Parish Councillor in the Ward of Chigwell Village. Further details are available on the website and on request, from the Clerk.
- A formal complaint has been submitted to Royal Mail concerning the re-occurrent loss and late arrival of post. This issue has been occurring intermittently over the past few months.
- The Annual Parish Meeting is scheduled for Thursday 18th April 2019, 7pm.

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

- This information be **NOTED**.
- Colebrook Royals Football Club would be the charity nominated by the Parish Council to benefit from the EFDC Recycling Rewards Scheme.

18.245 REPORT OF THE CHAIRMAN

The Chairman stated this would be his final Chairman's report and he wished to take this opportunity to extend his sincere gratitude to the Vice-Chairman: Councillor Richard Alvin, fellow Parish Councillors and the staff, for their valued and vital support, during an exceeding frenetic and progressive year.

During my tenure as Chairman, the Parish Council has continued to deliver a variety of services to residents and introduced two new services; namely the Community Bus Service and Victory Hall. This has been the first time I have been bestowed with the Chairmanship and it has been an honour, a privilege and a thoroughly rewarding experience to work alongside my colleagues and serve the residents of Chigwell.

18.246 MATTERS TO BE BROUGHT FORWARD TO THE NEXT COUNCIL MEETING

- Councillor Lion requested that a statistics report on the Community Bus Service scheme, to include a proper analysis of the viability of the project and an update of the current situation with regards to the S106 agreement, relating to the refurbishment of the Chigwell Primary Academy.



- Councillor Lion requested that the Risk Analysis Report be re-considered at a subsequent meeting.
- Councillor Lion requested that a business case for the Victory Hall be considered at a subsequent meeting.
- Councillor Scrutton requested that a revised policy for the despatch of Council and Sub-committee agendas/minutes be considered at a subsequent meeting.

18.247 EXCLUSION OF THE PUBLIC AND THE PRESS

The Clerk advised Members that the following matters should be considered as confidential, because the nature of the business and proceedings to be transacted, would likely result in confidential information being disclosed.

After discussions, because there were members of the public in attendance, and the agenda contained exempt items, it was moved by the Chairman and **RESOLVED** 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.

A member of the public requested that the titles of the matters to be considered as confidential, be read aloud before the public attendees were asked to leave the meeting.

The Clerk advised that this should not be done as the council has already determined that the respective items are to be considered as confidential matters, further members of the public would see the respective minutes for these matters, when published, which would provide this information, in due course.

In response to this advice, the Chairman stated that he could see no harm in reading the headings for these confidential matters. The Chairman then duly advised all attendees that the headings for the confidential matters are as follows: **21.** Replacement for the Rough Terrain Vehicle (RTV), **22.** Chigwell Members' Club Lease and **23.** Victory Hall/Health & Safety Considerations.



18.248 REPLACEMENT FOR ROUGH TERRAIN VEHICLE (RTV)

The Clerk advised Members that whilst this matter was considered by the Environment Committee, at the meeting held on 1st April 2019, and a selected provider to replace the Rough Terrain Vehicle (RTV) was approved, this meeting has subsequently been declared void, after the Parish Council was challenged by a member of the public. The rationale for this complaint was that the respective agenda was not posted on the Parish Council website in accordance with the relevant regulations. This challenge was upheld, the Clerk apologised for this error, advising members that the matter would be re-considered by the Environment Committee, at a meeting, to be scheduled.

Councillor Scrutton stated that despite these circumstances he would prefer if the matter was still considered by the council. He suggested that the Environment Committee should investigate an alternative service provider and/or vehicle model, that does not appear to have been considered by the respective committee.

The Clerk stated that he would convey this suggestion to the Environment Committee and undertake his own research, in support of the proposal suggested by Councillor Scrutton.

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

- This information be **NOTED**.
- The Clerk would request that staff research the proposal put forward by Councillor Scrutton, which would then be duly considered by the Environment Committee.

18.249 CHIGWELL MEMBERS' CLUB LEASE

Members were reminded that a resolution was made by the Parish Council to enter into a new lease agreement with Chigwell Members' Club. This arrangement will allow the uninterrupted continuance of business at the establishment. The Vice-Chairman advised members that the first draft of the lease to be arranged between Chigwell Parish Council and the Chigwell Members' Club was received at the end on March 2019. There are some erroneous aspects of this draft, which will be corrected. When these issues have been resolved the final draft will be presented to the Victory Hall Management Committee and the Parish Council. He emphasized this lease would be modelled upon a standard non-landlord/tenant template, for a fixed five-year term, with a one-year notice period. The lease assures the Members' Club assumes responsibility for all utilities, with an engrained option for renewal or termination.

Councillor Scrutton stated that prior to entering into a lease agreement with the Chigwell Members' Club, the Parish Council should question the legal status of this institution, what and who exactly constitutes this organisation, does their standing qualify the organisation to enter into the arrangement being proposed by the Parish Council and what would be the liability of the membership, should the organisation default on some aspect of the lease agreement.



He challenged whether the council was legally obligated to enter into a new lease agreement with the Chigwell Members’ Club, suggesting this aspect should be researched.

After a full and in-depth discussion took place it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- The Vice-Chairman would discuss with the secretary for the Chigwell Members’ Club, the issues and concerns raised by Councillor Scrutton.

18.250 VICTORY HALL/HEALTH & SAFETY CONSIDERATIONS

Members were reminded that a resolution was made by the Parish Council to enter into a new lease agreement with the Chigwell Members’ Club, to not renew the existing lease with the Victory Hall & Lewis Memorial Foundation and to assume all administrative/managerial responsibilities for Victory Hall. It is intended to offer a functional venue, that is available for hire for a range of functions and events, both during the week and weekends. On 20th November 2018, an internal and external inspection of Victory Hall was conducted. Consequentially, a schedule of dilapidations and wants of repair found to have accrued at the property, under the terms of the lease, was produced and presented to the council. This inspection report and a supplementary electrical installation condition report was considered by the council at the meeting held on 13th December 2018. After the consideration of these documents, the aforementioned resolution was confirmed by the council.

Members were advised that certain aspects of the managerial/administrative responsibilities for Victory Hall will require consideration and monetary expenditure to ensure that the Parish Council is fully compliant with the applicable statutory legislation. A recent Fire risk assessment recommended the installation of a fire alarm, smoke detectors and fire extinguishing equipment. Further, the previous access and security arrangements will require review by the Parish Council/Victory Hall Committee and accordingly modernised, the installation of a smart locking device is presently being researched.

After a full discussion took place, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.

The meeting closed at 10.00pm.

Signed

Chairman

Date