

NAZEING PARISH COUNCIL

Minutes of the meeting of the Annual Parish Council held on Thursday 25th May 2017 at 8:15pm at St Giles Hall, Nazeing.

Members present: Cllrs Carter (Chairman), Arnold, Casey, DiMaria, Frydrych, Gross, Joslin, Skipper.

Also present: Lorraine Ellis (Clerk), 10 members of the Public.

These minutes are subject to ratification at the next meeting.

1. Chairman:

Cllr Arnold proposed Cllr Carter be elected as Chairman of the Parish Council for 2017/18 and Cllr Skipper seconded the motion. All Cllrs were in agreement.

2. Acceptance:

Cllr Carter then made a declaration of acceptance of office as Chairman.

3. Apologies for absence:

Cllrs Clarke, Evans, Shorter. Apologies noted from County Cllr Jackson & District Cllr Bassett.

4. Declarations of Interest:

Cllr Casey pecuniary interest in planning application 21c and non pecuniary interest in planning applications 21h and 21k.

5. Vice-Chairman:

Cllr Skipper proposed Cllr Arnold be elected as Vice-Chairman of the Parish Council for 2017/18 and Cllr Carter seconded the motion. All Cllrs were in agreement.

6. Chairman:

Cllr Carter proposed Cllr Joslin be elected as Chairman of the Planning Committee for 2017/18 and Cllr Arnold seconded the motion. All Cllrs were in agreement.

7. Vice-Chairman:

Cllr Joslin proposed Cllr Frydrych be elected as Vice-Chairman of the Planning Committee for 2017/18 and Cllr Skipper seconded the motion. All Cllrs were in agreement.

8. Committee/Function Membership: Councillors for 2017/18 were appointed as follows:

- a) Planning. All Cllrs.
- b) Finance. Cllrs Arnold, Carter, Evans & Joslin.
- c) Amenities. Cllrs Frydrych & Casey.
- d) Events. Cllrs Carter, Casey, Frydrych & Skipper.
- e) Personnel Cllrs Carter, Arnold & Joslin.

9. External Liaison: Councillors for 2017/18 were appointed as follows to serve on or liaise with:

- a) EFDC Local Council Liaison Committee and EALC Committee. 2 Members with voting powers. Cllrs Carter & Arnold.

- b) The Nazeingberries Association. Cllr Skipper.
- c) Police Consultative Committee/Local Police. Cllrs Joslin & Frydrych.
- d) Flood warden and Emergency Response. Cllrs DiMaria & Gross.

It was agreed to discuss training for these roles at the next Council meeting.

- e) Lea Valley Regional Park Authority. Cllr Frydrych.
- f) Local schools. Cllrs Arnold & Casey.

10. Public participation:

None.

11. Approval and signing of minutes:

a) The minutes of the meeting of the Full Council meeting held on 27th April 2017 were approved and signed by the Chairman with no amendments.

b) The minutes of the Planning Committee meeting held on 6th April 2017 were noted.

12. Wood Recycling site and Recent Fire. MF/K Carter

Cllr Frydrych advised that this was the fourth time that there has been a major fire on the Wood Recycling site, Birchwood Estate, Hoe Lane. He contacted MP Robert Halfon as concern with yet another fire on the site and extremely concerned that it was not just untreated wood that was on fire but treated wood & wood containing chemicals. The Environment Agency (EA) appear to have done nothing, despite being advised by EFDC and the fire service the week before the fire, that there was fire risk due to the amount of wood on the site.

Cllr Carter would like to thank MP Robert Halfon as he did criticise the EA.

It was agreed to write to

- i) MP Robert Halfon and request a public enquiry
- ii) the fire service, to request a meeting and also under the FOI act, ask for the cost to the fire service of all the fires at the Wood Recycling site
- iii) EFDC under the FOI act, request all the correspondence on the most recent fire at Wood Recycling site

Cllr Frydrych would like to continue with his actions of speaking to various parties associated with the incident and the Parish Council confirmed their support.

13. Amenity Matters:

a) It was resolved to use Parkguard again, same instructions as per last year, with Park Patrols starting on 26/6/17 for 1 hour per week for 13 weeks (until 24/9/17). Parkguard to be notified.

b) Elizabeth Close Play Area. LE

The Clerk advised that Cllr Clarke & herself had met with the RoSPA Play Safety inspector. Based on the inspectors' recommendations, it was agreed that the areas of most notably sinking would be marked with a painted triangle, a new notice would be displayed advising members of the public and the play area could then be re-opened. The play area could then be closed after the summer and these areas could be repaired over the autumn/winter period.

14. Financial Matters:

a) To note that the Clerk's salary should have been increased on 1st April 2017, based on the National Joint Council for Local Government Services (NJC) agreement for new pay scales for 2017-18, issued in May 2016. This has now been actioned.

b) It was agreed to authorise:

i) payments totalling £5,559.65

ii) transfer of £12,000 between bank accounts.

It was noted Cllrs Joslin & Carter will set up & approve direct credits this month.

Action Cllrs Joslin & Carter.

c) The Financial summary for May 2017 was approved and signed by the Chairman with no amendments.

d) Two companies had been approached for providing Council Insurance, however, both were unable to offer cover due to the status of the Leisure Centre. It was resolved to remain with Zurich for a term of 1 year.

15. Annual Internal Audit 2016/17

a) The completion of the Internal Audit on 9th May 2017 was noted.

b) The contents of the 2016/17 Audit Report was noted and it was resolved to approve the Action Plan and responses. It was agreed to discuss Fixed Asset Registers at the next Council meeting.

16. Annual Return 2016/17:

a) It was resolved to approve the annual governance statement on the Annual Return (section 1) and it was signed by the Chairman with no amendments.

b) It was noted that the accounting statements on the Annual Return (section 2) were considered.

c) It was resolved to approve the accounting statements on the Annual Return and it was signed by the Chairman with no amendments.

17. Leisure Centre.

a) Cllr Frydrych provided an update, following his meeting with Planning Officers Nigel Richardson and Jill Shingler at EFDC. He said that the Parish Council were proposing to demolish the existing building and erect a porta cabin. The brick built style with pitched roof rather than box-like shape was preferred by the Planning Officers and was agreed in principle.

It was agreed to form a working party consisting of Cllrs Frydrych, Joslin, Casey & DiMaria and also resident Bob Bray to discuss the size of the building/rooms and requirements. It was agreed to review proposals at the next Council meeting.

Action Cllrs Frydrych, Joslin, Casey & DiMaria

b) Office accommodation. The Clerk advised that she is aiming to move into new office at Harold Park Farm on 02/06/17. The installation of an alarm at the new office was briefly discussed and will be considered again at a future meeting. A decision will need to be made about the current alarm at Leisure Centre.

c) It was agreed to purchase a scanning device at a cost of approx. £350, lockable 4 drawer filing cabinet at a cost of £109 and paper shredder at a cost of approx. £50 for use in the new office. Clerk to liaise with Cllr Arnold.

d) It was agreed to purchase a projector screen at a cost of £50 for use when hiring halls. Clerk to liaise with Cllr Arnold.

e) To consider the purchase of a microphone for use at Council meetings. K Carter C/F to the next Council meeting.

18. Clerks Report. LE

Report circulated before the meeting. No questions were raised.

19. Reports from Councillors who have attended other meetings.

None.

20. Communications:

For consideration:

a) Reminder: Cllrs to review & update declaration of interest if necessary. This request has come from EFDC. The Clerk asked that Cllrs advise her even if no changes are required by 14/6/17 at the latest. **Action All Cllrs**

21. Planning Applications: DJ. The following applications were considered:

- (a)** **Application No:** EPF/1105/17 **Officer:** Corey Isolda
Applicant Name: Mr Martin Ward
Location: Auburnville, Carthegen Estate, Nazeing, WALTHAM ABBEY, EN10 6TA

Proposal: Planning Permission is sort for change of use of land to a residential caravan site. Site to contain one static caravan, one touring caravan, with parking for two vehicles, with associated hardstanding and works, for one Gypsy Traveller family.

A member of public advised that there is a two story building being used for accommodation on this site. It was agreed to write to the Enforcement Dept. at EFDC.

Cllr Frydrych advised that 89% of Traveller sites in the Epping District are in Nazeing and Roydon.

Resolved – the Council objects to the application in accordance with Government guidelines in relation to concentration of Traveller sites. The Parish of Nazeing already has a high concentration of Traveller sites and possibly more than any other Parish in Epping Forest. Due to the proposed increase in concentration in the area, it would not be possible to satisfactorily police the area.

- (b)** **Application No:** EPF/1122/17 **Officer:** Corey Isolda
Applicant Name: Mr Paul Lamey
Location: 89 North Street, Nazeing, Waltham Abbey, EN9 2NJ

Proposal: Single storey ground floor rear extension

Resolved – no objection.

- (c)** **Application No:** EPF/1153/17 **Officer:** Graham Courtney
Applicant Name: Mr Kevin Butchart
Location: Units 20 -21, Former Mushroom Farm, Laundry Lane, Nr WALTHAM ABBEY, Nazeing, EN9 2DY

Proposal: Use for B1 and/or B8 purposes

It was noted that Cllr Casey left the meeting for the duration of the discussion on this planning application.

Concern raised previously that there is a breach of conditions of current working outside the permitted hours. It was agreed to write to the Enforcement Dept. at EFDC

Resolved – object to the application on the following grounds

- i) **Laundry Road is a single track lane with no passing places. It is not suitable for servicing commercial premises and if the proposed change of use is permitted, the volume of traffic would increase.**
- ii) **There are already concerns that there is a breach of conditions of current working outside the permitted hours.**
- iii) **It is over development in the Green Belt.**
- iv) **Inappropriate in a predominately residential area.**

If approval is granted, then conditions stating strict hours of working need to be in place.

- (d)** **Application No:** EPF/1168/17 **Officer:** Steve Andrews
Applicant Name: Mr David Harrison
Location: Chenies, Middle Street, Nazeing, Essex, EN9 2LB

Proposal: Provision of a second dropped kerb to provide and in/out vehicular access

Resolved – no objection.

- (e) **Application No:** EPF/1149/17 **OUT Officer:** Graham Courtney
Applicant Name: Mr Anthony Dodds/Ms S Day
Location: Garden House, Laundry Lane, Nazeing, Waltham Abbey, Essex, EN9 2DY

Proposal: Outline planning application for demolition of existing garage (118 sqm) plus demolished former garage (46sqm) totalling 164 sqm to be replaced by new dwelling - siting to be agreed. Existing access to site to be used.

Resolved – no objection.

- (f) **Application No:** EPF/1192/17 **Officer:** Robin Hellier
Applicant Name: Mr Paul Lamey
Location: 89 North Street, Nazeing, Waltham Abbey, Essex, EN9 2NJ

Proposal: TPO/EPF/25/86 T1 Ash:Fell

Resolved – the Parish Council requests that it is referred to the District Council's Tree Officer.

- (g) **Application No:** EPF/1205/17 **Officer:** Sukhvinder Dhadwar
Applicant Name: J & E Graham
Location: Lodge Farm, Nazeing Common, Nazeing, WALTHAM ABBEY, EN9 2DE

Proposal: Change of use of agricultural buildings to wedding venue facilities

Resolved – no objection.

- (h) **Application No:** EPF/3057/16 **LB Officer:** Sukhvinder Dhadwar
Applicant Name: Mr A Sheen
Location: Upper Town Barn, Betts Lane, Nazeing, Essex, EN9 2DA

Proposal: Grade II listed building consent for the use of the barn approved under consent refs: EPF/1673/13 and EPF/1706/13LB as a self-contained unit within its own residential curtilage.

Resolved – no objection.

These are provided for information only, we do not normally accept comments on these applications

- (i) **Application No:** EPF/1198/17 **DRC Officer:** Graham Courtney
Applicant Name: Mr Kim Patient
Location: Spinney Nursery, Hoe Lane, Nazeing, Waltham Abbey, EN9 2RJ

Proposal: Application for Approval of Details Reserved by Condition 4 'external finishes' 5 'drainage details', 7 'landscaping' and 8 'flood risk assessment' on planning application EPF/2848/16 (DEMOLITION OF EXISTING STRUCTURES, CESSATION OF COMMERCIAL USE AND RESIDENTIAL DEVELOPMENT OF 2NO DETACHED DWELLINGS WITH DETACHED GARAGE ASSOCIATED PARKING AND LANDSCAPING (AMENDED APPLICATION TO APPROVAL REF EPF/0110/16)).

Resolved – no comment.

- (j) **Application No:** EPF/1210/17 **DRC Officer:** Jane Gravelle
Applicant Name: Mr Kim Patient
Location: Spinney Nursery, Hoe Lane, Nazeing, Waltham Abbey, EN9 2RJ

Proposal: Application for Approval of Details Reserved by Condition 9 'contaminated land phase 1' on planning application EPF/2848/16 (DEMOLITION OF EXISTING STRUCTURES, CESSATION OF COMMERCIAL USE AND RESIDENTIAL DEVELOPMENT OF 2NO DETACHED DWELLINGS WITH DETACHED GARAGE ASSOCIATED PARKING AND LANDSCAPING (AMENDED APPLICATION TO APPROVAL REF EPF/0110/16)).

Resolved – no comment.

- (k) **Application No:** EPF/1208/17 **DRC Officer:** Graham Courtney
Applicant Name: Mr Ozbay Kent
Location: Yelverton, St Leonards Road, Nazeing, WALTHAM ABBEY, EN9 2EB

Proposal: Application for Approval of Details Reserved by condition 3 'materials', 5 'foul and surface water plan', 6 'landscaping', 7 'flood risk assessment' on planning application EPF/1567/16 (Demolition of existing bungalow and erection of new four bedroom detached house).

Resolved – no comment.

(I) **Application No:** EPF/1169/17 **RES Officer:** Graham Courtney
Applicant Name: Mr Miles O'Connor
Location: Sunnyside, Carthegena Estate, Nazeing, Essex, EN10 6TA

Proposal: Application for approval of details reserved by condition 7 and 8 of planning permission EPF/0529/12 allowed on a reheard appeal (Change of use of land for stationing of caravans for residential purposes for 2 no. Gypsy pitches together with the formation of additional hardstanding).

Resolved – no comment.

22. Information Items and other items for next agenda:

a) Item for next agenda: Details of the advertisement at Nazeing Crossroads Bus Shelter. **MF**

23. Date of next meeting of Full Council. 22nd June 2017, 8:15pm.

Meeting closed 9:50pm.

Signed by the Chairman:

Date: