

# BUCKHURST HILL PARISH COUNCIL

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18th January 2019

A Meeting of the Parish Council will be held at **7.00 pm on Thursday 24<sup>th</sup> January 2019**, at **Buckhurst Hill Library, 165 Queens Road, Buckhurst Hill**, 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.

*K. O'Brien*

Mr K. O'Brien  
Clerk to the Council

## AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **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.

3. **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.

4. **MINUTES**

To approve as a correct record and authorise the Chairman to sign the Minutes of the Council meeting of September 27th, 2018 (had been subject to an amendment) circulated previously and the EO Meeting and Full Council both on December 6<sup>th</sup>, 2018.

5. **MINUTES OF COMMITTEES**

To note the minutes of the following committee meetings:

**Planning & Environment:** 3 and 17 January (draft).

**Personnel:** 11 January (draft).

6. **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.

7. **REPRESENTATIVES TO OUTSIDE BODIES**

To receive reports on any meetings attended.

8. **FINANCE**
  - (a) To note the financial position of Central Funds and Personnel as at 30 November, 2018, circulated.
  - (b) To note that the Interim Audit took place on 27 November and the subsequent Audit Report circulated to Councillors.
  
9. **DISTRICT & COUNTY COUNCIL REPORTS**

To discuss and agree a recommendation from the Clerk to have a regular agenda item for District and County Council representatives to be able to report on matters pertinent to Buckhurst Hill. This being a fairly common facility practised by many Town and Parish Councils.
  
10. **FORWARD PLAN**

To review, discuss and agree the Forward Plan, circulated.
  
11. **POLICE REPORT**

To receive and note a report from Essex Police.
  
12. **HR POLICY**

To discuss a draft HR Policy, as previously circulated and to agree on its adoption.
  
13. **STANDING ORDERS**

To receive an update from the Clerk on the existing Standing Orders and to agree a proposed form of words to be inserted into Standing Orders, covering the new GDPR requirements.
  
14. **HIGHWAYS DEVOLUTION PILOT PROJECT**

To consider and agree the Parish Councils participation in the pilot project.
  
15. **STREET LIGHTING**

To consider and agree on a response to an offer from Essex CC, made to all Town and Parish Councils, to reinstate "All Night" street lighting if funded by the Town and Parish Council. For Buckhurst Hill the cost for next year is estimated at £12,314.44.
  
16. **RISK MANAGEMENT**

To consider and agree the Council's draft Risk Register; draft document as previously circulated.
  
17. **LOCAL PLAN**

To consider the recommendation of the Finance & Establishment Committee, that the Parish Council utilise the Local Plan EMR (£80k) for Legal and Professional services required in regards to the Local Plan Hearings, currently scheduled to take place from February to May 2019.
  
18. **BUDGET AND PRECEPT 2019-2020**
  - (a) To agree the budget for 2019-2020, recommended by the Finance & Establishment Committee, circulated
  - (b) To set the Precept for 2019-2020, recommended by the Finance & Establishment Committee, circulated.

***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).***

19. **RFO/DEPUTY CLERK**

To receive an update on the absence of the RFO/Deputy Clerk and to AGREE the appointment of Mrs V Evans as interim cover.

**20. PERSONNEL COMMITTEE**

To consider and agree recommendations emanating from the Personnel Committee meeting of January 11<sup>th</sup>.

**21. COMMUNITY HALLS**

To note a report prepared by the Clerk, circulated and to consider the recommendations of the report as supported by the Accommodation Committee and to agree on any actions arising as a consequence.