



**DRAFT MINUTES**

**Meeting:** COUNCIL

**Date:** 5th October 2015

**Time:** 7.35 PM

**Venue:** NORTH WEALD LIBRARY, 138 HIGH ROAD, NORTH WEALD

**PRESENT:**

**Councillors (11)** C Hawkins (Chairman), T Blanks, B Clegg, R Spearman, B Bartram, G Mulliner, Mrs S Jackman MBE, Mrs A Grigg, N Bedford, A Buckley, Mrs E Godwin-Brown

**Officers in Attendance (2)**

Adriana Jones – Principal Finance Officer - Clerk for meeting  
Joanna Tyler - Senior Administrative Officer

**Members of the Public (0)**

**Members of the Press (1)**

**C15.081 APOLOGIES FOR ABSENCE (4)**

*NOTED* that apologies for absence had been received from Councillors Mrs Adams, Stallan, Tyler and Eldridge.

**C15.082 OTHER ABSENCES (0)**

No other absences were recorded.

**C15.083 MINUTES**

The Minutes of the following meetings were *AGREED* and duly signed as a correct record:

- the Minutes of the Parish Council Meeting held on 7th September 2015 (subject to a number of minor grammatical amendments)
- the Minutes of the Forward Planning Meeting held on 21st September 2015

Councillors *NOTED* the Minutes of the Parish Hall at Thornwood Committee meeting of 3rd September 2015.

**C15.084 DECLARATIONS OF INTEREST**

Cllr Spearman declared a Disclosable Pecuniary interest in any item relating to the Local Plan and Neighbourhood Plan by virtue of submitting land via the call for sites. Cllr Bartram declared a non pecuniary interest in agenda item 12 - Hastingwood - by virtue of being a member of the Committee, although not a Trustee. Cllr Bedford declared a non pecuniary interest in agenda item 10 - Neighbourhood Area Plan - by virtue of being a District Councillor at Epping Forest District Council.

**C15.085 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None.

**C15.086 CLERKS UPDATE AND COMMUNICATIONS REPORT**

Councillors *NOTED* the Clerks report as attached to the agenda.

Date	Reported By or Action Initiated By	Regarding	Action Taken	Further Action Taken
Sept	PFO	Play Areas	Ongoing	Various Checks
Sept	Clerk & PFO	Neighbourhood Area Plan	Ongoing	Various Actions
Sept	Clerk & Sen Admin Officer	Remembrance Sunday Events	Ongoing	Liaising with RBL & various organisations / arrangements for lunch etc
Sept	Clerk	ECC - Waste Plan	Ongoing	Chasing and Liaising with Officers
Sept	PFO	H&S	Parish Hall	Undertake H&S & write up Report
Sept	PFO	Asset Review	Examine	Undertake Review
Sept	Senior Admin Officer	Various Env/ Highway Matters	Continuing	Ongoing .
Sept	Clerk	Brent House Farm	Continuing	Liaising with EFDC Senior Officers
Sept	Clerk	Issues for Chief Exec at EFDC	Completed List	Attending Meeting in October
Sept	Clerk	Hast Vil Hal	Various	Details on PC Agenda
Sept	Clerk	Grant App	Ongoing	To be submitted by 9 <sup>th</sup> October
Sept	PFO	Accounts	Ongoing	For Internal Audit 26 October
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life.				

Councillors noted a letter had been received from Essex Highways stating they intend to introduce Disabled Badge Holders Only restrictions on a disabled bay already demarcated at Queens Road, and that relevant householders can register to use this bay. Councillors had no objection to this proposal.

### **C15.087 REPORTS AND MEMBERS REPORTS**

- a) **Chairman's Report** – The Chairman thanked the Council for giving the hall FOC for the Macmillan's charity event recently held. The total raised was over £1,300 which will go to St Clare's Hospice, which is a great achievement and more than the previous year.
- b) **Vice-Chairman's Report** – Cllr Buckley confirmed that no further comments had been received from Mr Cynical of North Weald following the response to the article in the Village Life magazine. With regard to the green outside the shops in North Weald, Cllr Mulliner and Cllr Buckley recently completed further measurements of the site at the request of Essex County Council, and details have been passed to ECC as requested. It is hoped this project will gain formal approval so that a license can be obtained for these works. An application for funding for this project has been submitted to the EFDC Town Centre funding stream, in the hope that half the cost of these works can be funded. Cllr Grigg stated that as Chairman of the EFDC Town Centre Funding Forum, she has requested that the Parish Councils application for funding be referred to the Leader of the Council for a decision as it could be construed that as Chairman she would have an influence over any decision.

- c) **District Councillors Report** – Councillor Bedford reported that bi-elections would be taking place in Ongar in the near future.
- d) **Highways** – Cllr Bedford thanked the Clerk and the Senior Admin Officer for the works they have completed on the sign outside the Library, however stated that there is a similar issue at the entrance to Blenheim Way, just as you turn in. Cllr Bartram stated that the road had not been adopted at this time, and as such this issue was for the developer to rectify. The Senior Admin Officer stated that this had not been reported before, however she would formally report this issue. Cllr Bedford also reported that the hole in the pavement by the Talbot roundabout is growing increasingly larger. Cllr Blanks reported fly tipping in the garages at Bluemans End.

Cllr Mulliner reported that although not directly within the Parish, Byway surface repair works were currently being undertaken along the green lane at the top of Kiln Road going into Tawney Common. Works are expected to take a month, resulting in a better surface and the route blocked off to vehicles. However, this weekend, 4x4s have been along this route causing serious damage to the works already taken place, including 15 posts and barriers being knocked down. The route is expected to be blocked off from 1st November.

e) **Councillors Reports** –

1. Cllr Mulliner stated that the Methodist Church recently held a Macmillan event, with raffle tickets being sold on the internet, for which EFDC charged a fee of £40, which seemed inappropriate. Cllr Bartram stated that the reason for this would be that it didn't comply with the gaming regulations, as the raffle was open to everybody and it wasn't a small local fundraising event.
2. Cllr Blanks had a couple of points - firstly to inform Councillors that EFDC had appointed further consultants - an American Company - to deal with planning. This company operate drones, which seems odd, as does a specific extension to their remit which is specifically for North Weald. Cllr Blanks stated that he was very surprised that the two District Councillors present didn't report this under the District Councillors report. Cllr Bedford stated that he had mentioned this at the last meeting, and that he had seen at least three drones over recent weeks. Cllr Mrs Godwin-Brown asked why there was a need to appoint an American Company, and what were they doing. At the request of Cllr Blanks, Cllr Grigg responded stating that they had been appointed to complete a settlement capacity study for the whole of the District. Cllr Blanks stated that with the remit was a specific option for additional work in North Weald, which seems to suggest North Weald have been singled out, to which Cllr Grigg stated that North Weald is the only area to have had a specific Masterplan completed. Cllr Blanks stated that he was very surprised Cllr Grigg had not mentioned this under her report, to which Cllr Grigg stated that due to confidentiality, she was not at liberty to say anything more at this time.

Cllr Mrs Godwin-Brown asked if this Council could write to EFDC asking why they have appointed an American Company and full details of their remit. This was agreed. Cllr Blanks reported that Epping Upland Parish Council had recently had an altered Neighbourhood Area Designation, and were now in the same boat as North Weald. The report states that Harlow has made its intentions clear in terms of its growth, and that EFDC has excluded an area around the periphery of Harlow due to objections from Harlow and a local developer.

f) **Environmental Issues** – No report.

#### **C15.088 FINANCIAL REPORTS**

##### **a) List of Cheques & Monthly Statement of Accounts**

The meeting Clerk tabled a copy of the monthly accounts list, and Councillors **APPROVED** the payments made and income received and noted the bank balances for the period ending 30th September 2015. The following points were raised:

- Parish Hall at Thornwood - lights had been purchased for a Christmas tree. There will be an event on Sunday 6th December at 4pm which will include a carol service to which all Councillors are invited.
- The Council are now saving money following the appointment of the PFO to complete the weekly visual inspections of the play areas. Cllr Mrs Jackman expressed her concern that the PFO was suitably qualified to complete these inspections, and asked whether or not the Parish Councils insurance adequately covered these checks and the PFO, to which it was confirmed it did.

##### **b) Internal Audit**

Councillors **NOTED** the Internal Auditor will be in attendance on the 26<sup>th</sup> October.

##### **c) External Audit**

Councillors **NOTED** that the Parish Council has received its Notice of Conclusion of Audit, and has received an Unqualified Audit Approval, the auditor has however made the following comment:

*“The Council has not provided us with a minute confirming the appointment of the internal auditor. Best Practice indicates that this should be minuted, we also expect there to be a letter of acceptance.”*

Cllr Grigg **PROPOSED** the formal appointment of Auditing Solutions as the internal Auditor for 2015/2016, with the remit of completing a full and thorough audit of all aspects of the Parish Councils services and accounts.. This was **SECONDED** by Cllr Blanks.

#### **C15.089 GRAFFITI POLICY**

Members **NOTED** that the Clerk was currently creating a draft Graffiti Policy loosely based on the EFDC policy, and that this will be available for the next meeting.

### **C15.090 NEIGHBOURHOOD AREA PLAN**

As agreed at the Forward Planning meeting, an article has been created for the Village Life magazine to gauge interest and raise awareness about the Neighbourhood Plan. A copy of the proposed article was attached to the agenda, with the suggestion that it is placed in the Village Life and CM17 magazines, together with publicity via the Everything Epping forest website. Councillor Mulliner asked for clarification as to if this was to get people involved to take part, to which the meeting Clerk stated that it was two-fold - firstly to gauge the support for the project and also to raise awareness. Cllr Mulliner suggested perhaps Peter Collins should be asked to be involved. Cllr Buckley stated that the proposed article was clear and concise, and supported its publication, but wondered if a deadline should be put on it. The meeting Clerk stated that this would run for a month, and then judging by the response received, a further article would go into the next months editions. Cllr Blanks stated that it was essential the article was on two facing pages, and suggested that the wording at the bottom should actually be moved to the top, which was duly accepted. It was **AGREED** that the meeting Clerk would make the changes, arrange for the article to be publicised, and that Councillors would hand deliver leaflets to every household in the Parish to ensure awareness of the plan.

### **C15.091 REMEMBRANCE SUNDAY ANNUAL EVENTS**

Members **NOTED** that the organisation of the events were well under way, with the Parish Council staff organising both the Parish Council and the British Legion Events this year. The Chairman invited the Senior Admin Officer to give an update, during which she stated that there were 47 confirmed and paid for places at the lunch which was very positive so early on, however the responses for wreaths was poor with only two positive responses for St Andrews Church, and only 12 for Debt of Honour. Outstanding responses would be chased at the end of the week, however Cllr Bartram was asked if he could try and establish who from the RBL was coming. Cllr Mulliner asked that a further meeting regarding Remembrance Sunday takes place before the event so that arrangements can be made in terms of the setting out and clearing away of the hall.

### **C15.092 HASTINGWOOD**

a) **Open Afternoon** - Members **NOTED** that following the Clerk's attendance at a meeting with Hastingwood Village Hall Committee, Members had asked the Clerk to enquire whether or not the Parish Council would support an Open Afternoon during November advertising 'What's On In Hastingwood'. This is an event which will include advising residents of what's on in the Village Hall, and also of the new facilities and extension to the Village Hall, plus facilities such as the Allotments which would encourage people to get out and about and get healthy and meet local people. The Committee were hoping for a donation towards Afternoon Tea and Mulled Wine for the Visitors on the day. The amount of money is not expected to exceed £100. Cllr Mrs Jackman asked if there was a date, to which Cllr Bartram stated this was to be advised. Cllr Grigg asked if Parish Council members could be given a list of all the regular activities at the hall so that they could help support the event should they attend. Cllr Grigg **PROPOSED** the Parish Council contribute up to £100 for refreshments on the day, which was **SECONDED** by Cllr Bedford.

b) **Hastingwood Village Hall Trustees Indemnity Insurance to Cover the Trustees Whilst Building Works are Taking Place** – A request has been received from the Trustees of the Village Hall to cover the cost of the Trustees Indemnity Insurance to cover the Trustees (much like the Queens Hall Indemnity Insurance) while the building & renovation works to the Hastingwood Village Hall takes place. The Clerk has taken advice and the Parish Council can pay this, even if it is from a Section 137. The cost is expected to be around £150. Cllr Bartram stated that this is at the request of Father Rodley, and that Trustee Indemnity Insurance is currently not in place. Cllr Grigg **PROPOSED** the Parish Council pay for this insurance up to the sum of £150, which was **SECONDED** by Cllr Bedford.

#### **C15.093 TOWN AND PARISH COUNCIL REMUNERATION SCHEME**

Following a request from a Councillor to place this matter on an Agenda, Council were now asked to consider whether or not it wished to be part of an official Remuneration Scheme, and if so what allowance (if any) should be agreed. Councillors noted there is currently a Chairman's Allowance in operation. Due to the current law those Members who have been Co-opted are currently unable to receive individual allowances via this scheme. Cllr Bartram stated that this was discussed four years ago by this Council, and it was rejected then, and he hadn't changed his view. Cllr Clegg agreed, stating that he didn't join the Parish Council for a fee to keep him here. Cllr Blanks stated that he did not want to be associated with any Remuneration Scheme. Cllr Bartram **PROPOSED**, and Cllr Clegg **SECONDED** that no Remuneration Scheme should be put in place. This was **AGREED** by all present.

#### **C15.094 RECORDING OF PARISH COUNCIL MEETINGS**

At the recent EALC Annual Conference, Audio Minutes gave short presentations to a number of Clerks and Councillors as to the benefits of audio recording Parish Council and other meetings. This service is, at the current time completely free of charge from Audio Minutes, the only cost being the cost of the microphone and the use of a mobile phone. A copy of the documentation provided at the meeting was attached to the agenda. Members noted that under current legislation any ordinary member of the public may attend meetings of the Council and record the proceedings themselves. Cllr Blanks stated that he was very much in favour of audio recording meetings. Cllr Bartram agreed, stating that after his investigation, the process seems ok and that as its free perhaps the Council should trial it. Cllr Mulliner disagreed, stating that he feels recording meetings would make Members wary about what they say. Cllr Mrs Jackman stated that her understanding was that it wasn't free indefinitely, and that the Epping Forest Branch of the Local Liaison Committee would be inviting Audio Minutes to give a presentation at their next meeting so that they could be questioned on the service, and the costings after the free period ends. Cllr Mrs Godwin-Brown stated that the integrity of the Parish Council is never called in question, and all Councillors take their duties very seriously, however occasionally there may be some light hearted moments and she feared these would be gone. Cllr Bedford stated that the system may be able to be set up so that meetings are recorded, however are only ever listened too in case of a dispute. It was **AGREED** to postpone this decision pending the findings of the Epping Forest Branch of the Local Liaison Committee meeting.

**C15.095 EFDC CITIZEN OF THE YEAR**

Members **NOTED** that the deadline for nominations was Friday 27th November. One name was put forward by Cllr Bedford, who was asked to formally submit this nomination with background evidence to the Parish Office.

**C15.096 EFDC STRATEGIC HOUSING MARKET ASSESSMENT (SHMA)**

Members **NOTED** the following summary of a report going to Cabinet in October:

**Strategic Housing Market Assessment (SHMA)**

1. Consultants completed report jointly with EFDC, East Herts, Harlow and Uttlesford. Broxbourne BC and Brentwood BC elected not to be included in the 2012 SHMA or this new one (it makes no reference to London Boroughs, but Broxbourne and Brentwood did form part of the 2010 SHMA).
2. The objectively assessed housing need for EFDC is 11,300 – THIS IS NOT GOING TO BE THE FINAL HOUSING TARGET FIGURE
3. The following can be deducted already from this figure
  - a) 948 dwellings (already built) between 2011 to now
  - b) 900 dwellings which have permission (however they will only count once they are built)
  - c) 1,600 (80 dwellings per year) via windfall sites
  - d) 600 (30 per year) empty homes brought into use

**Total that can be deducted – 4,048, leaving 7,252**
4. The Council can make a policy decision to uplift the figures (meaning they can increase it to ensure there is enough market housing planned to make affordable housing deliverable)
5. The Council will need to consider if its adopted housing target (which has not been set yet) equates equally to its annual figures for its 5 year assessment of land supply (what this means is that EFDC will have to look at its five year land supply – permitted housing supply – equates to five years worth of the councils housing target)

**Objectively Assessed Economic Need (OAEN)**

1. Conducted with the same authorities as the SHMA
2. Produced two separate reports:
  - a. Joint Economic Report – Looking at the 4 districts collectively
  - b. Detailed EFDC Economic Report – commissioned by and for EFDC alone – looks at specifics for the District
3. This objectively assessed the Economic need, however is not necessarily the employment/jobs target
4. Based on a Functional Economic Market Area (FEMA) which rarely fit administrative boundaries. The FEMA does show links to London and the London boroughs, however it is not clear in the report how these commuting patterns affect the figures. We may need to look at the full consultants report to establish this if needed.
5. Expansion of Stansted has been factored into figures
6. The Joint Economic report shows that between 400 – 455 jobs per year need to be catered for
7. Table below shows the amount of land needed for specific job growth over the plan period.

Use class	Net additional Floorspace	Translated into Land requirement (B and D2 only)
A1 – Shops	-3,000 sq. m to -700 sq. m	
A2 - Financial and professional services	2,400 sq. m to 2,700 sq. m	
A3 / A4 / A5 – Restaurants & cafés / Pubs & bars / Takeaways	8,900 sq. m to 9,900 sq. m	
B1a – Offices	32,600 sq. m to 35,400 sq. m	10.2 to 13.3 hectares
B1b/B1c - Research & Development / Light Industry	5,800 sq. m to 6,300 sq. m	
B2 - General industrial	-15,900 sq. m to -14,600 sq. m	17.3 to 18.3 hectares
B8 - Storage or distribution	9,400 sq. m to 13,300 sq. m	
C1 – Hotels	50 to 190 hotel rooms	
D2 - Assembly and leisure (cinemas, indoor/outdoor sport, gyms etc.)	30,000 sq. m to 33,000 sq. m	8.3 to 9.0 hectares

Cllr Clegg stated that with reference to points 3 a), b), c) and d), for some time he had been trying to establish whether or not anybody at EFDC monitors these figures, and stated that EFDC should be congratulated for doing so. Cllr Grigg stated that it was her understanding the Planning department do monitor this. Cllr Blanks asked if these figures included the recently granted permissions, for example Torrington Drive, to which the meeting Clerk and Cllr Grigg stated that they would not. Cllr Grigg stated that this also applies to most of the Council Housing sites too.

#### C15.097 CONSULTATIONS

Members *NOTED* the following Consultations:

- a) **Essex County Council Bus Users – Consultation Ends 21 October 2015**  
Share your views on [www.essex.gov.uk/busreview](http://www.essex.gov.uk/busreview)
- b) **Epping Forest District Council’s Consultation Review 2015**
  - Epping Forest District Council has written to all Epping Forest District Town and Parish Councils as they are reviewing the way the Council consults and communicates with residents and businesses locally. Their aim is to be able to include as many stakeholders’ views on topics of interest and relevance, thereby delivering services which are more ‘in tune’ with resident’s needs and Members decisions. EFDC is asking which

platforms we have or use to communicate and publicise to residents in our area together with the topics they may be interested in such as:

- Crime and Disorder Prevention
- The Local Plan
- Waste and Recycling
- Local Area Conservation
- Local Neighbourhood Area Plan
- Housing Services
- any new topic of interest of concern to residents

Cllr Mrs Jackman stated that in this Council's response, the Parish Council should emphasise that all consultations should have a reasonable time frame for the consultation to take place, citing the recent issue of being given only 2 weeks for the Green Belt Review consultation. Cllr Blanks stated that he thoroughly endorsed Cllr Mrs Jackman's comments. Cllr Mrs Godwin-Brown suggested television advertising on local stations after the local news would draw the greatest interest. Cllr Blanks stated that a good example to put forward here is that EFDC should have advised the people of North Weald that they had appointed consultants, and to inform them to expect drones flying overhead. With reference to specific items of interest, Cllr Blanks stated that the Parish do not receive formal updates on the process of the local plan, including updates to the timetables or delays, together with the reason for those delays. Cllr Grigg suggested that Cllr Bassett should be invited to attend a Parish Council meeting where any such issues or required updates could be addressed. The Chairman stated that was a good idea, however stated that any such questions should be given to Cllr Bassett prior to the meeting to enable him to source the answer.

Cllr Blanks stated that it may not be clear from the agenda, but that a meeting had been arranged with Glen Chipp, EFDC Chief Executive, for the following Monday, and that a list of issues the Parish Council is unhappy with has been drawn up and sent to him, most of which are planning related. However, if Councillors had anything further they would like added to the list, they should let the Clerk know ASAP. It was **AGREED** that Cllr Bassett should be invited to attend the next Council meeting, and that Councillors should email the Clerk with any issues or questions they would like addressed.

**C15.098 PARISH HALL – HALL HIRER – SPIRITUALIST CHURCH**

Members **NOTED** that the outstanding funds have now been received. The meeting Clerk read out an extract from the Draft minutes of the 1st October meeting of the Parish Hall and Thornwood Committee, during which it was agreed that the Epping Spiritualist group could continue to make hall bookings at present, but that this would be reviewed in the future.

**C15.099 BURNS NIGHT**

Members **NOTED** that the Annual Event to celebrate Burns Night will be on the 29<sup>th</sup> January 2016 (not 20<sup>th</sup> as stated in the agenda) at the John Barleycorn, and were asked to contact Cllr Bartram to book their tickets

**C15.100 PARISH COUNCIL OFFICE AND LIBRARY CLOSURE OVER  
CHRISTMAS AND NEW YEAR**

Members *NOTED* that the Parish Office and Library will be closed from Tuesday 22<sup>nd</sup> December – reopening on Monday 4<sup>th</sup> January 2016. The Parish Council will of course offer an Emergency Cemetery Service during this time. Staff will be taking Annual Leave during this time.

Meeting closed: 8.35 pm

Signed .....

Date .....