



**MINUTES**

**Meeting:** COUNCIL

**Date:** 1 September 2014

**Time:** 7.30 PM

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

**PRESENT:**

**Councillors (11)** C Hawkins (Chairman), B Eldridge, B Clegg, B Bartram, P Collins,  
G Mulliner, N Bedford, A Buckley, R Spearman, D Stallan, Mrs A Grigg

**Also in Attendance (2)**

Susan De Luca – Clerk to the Council  
Adriana Jones – Finance and Administrative Officer

**Members of the Public (1)** - Cllr Sheila Jackman, Chairman of EALC

**Members of the Press (1)**

**C14.057 APOLOGIES FOR ABSENCE (4)**

*NOTED* that apologies for absence had been received from Councillors Blanks, Mrs E Godwin-Brown, Ms Adams and McCormack.

**C14.058 OTHER ABSENCES (0)**

No other absences were recorded.

**C14.059 MINUTES**

Members *APPROVED*, as a correct record, the Minutes of the following meetings:  
Parish Council Meeting held on 8th July 2014 - *PROPOSED* Cllr Bedford,  
*SECONDED* Cllr Bartram  
Extraordinary Meeting held on 18<sup>th</sup> August 2014 - *PROPOSED* Cllr Bedford,  
*SECONDED* Cllr Bartram.  
Personnel Meeting held on 12<sup>th</sup> August 2014 - *PROPOSED* Cllr Eldridge,  
*SECONDED* Cllr Clegg.

Members *NOTED* the draft Minutes of the Thornwood Common Village Hall and Playing Field Management Committee dated 14th August 2014. Cllr Clegg stated that he would be requesting an amendment to the minutes to include his apologies.

**C14.060 DECLARATIONS OF INTEREST**

Councillors Bartram and Cllr Bedford both declared a non-pecuniary interests in Item 9 by virtue of being the Chairman, and the Vice Chairman, of the Queens Hall Charity respectively.

**C14.061 QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman welcomed the two members of the public present.

**C14.062 CLERKS UPDATE AND COMMUNICATIONS REPORT**

Members *NOTED* the following Communications and Correspondence:-

CLERKS UPDATE

Date	Reported By or Action Initiated By	Regarding	Date Add Action Taken	Further Action Taken
Aug	Clerk	Crime & Disorder Survey – for Strategic Intelligence		Request from Paul Gardener at EFDC – for Councillors to complete an online Survey – details as below - <b>NOTED</b>  <a href="https://www.snapsurveys.com/wh/s.asp?k=140377900744">https://www.snapsurveys.com/wh/s.asp?k=140377900744</a>
August	Weald Common	Play Area – Equipment Type and Siting	August	Site meeting Held – and subsequent Extraordinary meeting Held - <b>NOTED</b>
August	Clerk	CIF Grant App – Thornwood Village Hall Car park	August	Clerk has sent in Expression of Interest Form which has been acknowledged – Three Quotes have also been received. <b>NOTED</b>
August	Clerk	Separate Water Meter for Thornwood Village Hall and Allotments	July/ August	Clerk has received notification from the Water Company that the cost of installing a separate water meter would be a minimum cost of £2000. - <b>NOTED</b>
August	Church PC & RBL	WW1 Comm Event	August	Event Held – Details on PC Agenda - <b>NOTED</b>
August	Clerk	Meeting Schedule Dates	Sept – April	Details on Schedule - <b>NOTED</b>
August	Clerk	Kings Head Bus Shelter / Pike Way Bus Shelter/ Talbot Bus Shelter	August	Clerk has Organised Outstanding works on shelters that ECC will not carry out works to with Kevin (remove broken Perspex at Pike way) – New Shelter to be installed at Bus Stop at Talbot by beginning of September – Andy Robinson from Littlethorpe to arrange repair at Kings Head Bus Shelter when the Talbot Bus Shelter is installed. - <b>NOTED</b>
August	Essex CC	Essex Minerals Local Plan	August	Adopted Final Copy - <b>NOTED</b>
July/ August	Clerk	Queens Hall Charity	August	Clerk has carried out various matters/enquiries and attended a meeting in relation to various concerns voiced by Parish Council appointed and proposed Trustees. <b>NOTED this would be discussed later in the meeting</b>
July	Clerk/Office	H&S Thornwood	August	Office currently investigating courses and updates for Cllrs Bartram and Spearman –

		Village Hall		together with Legionella Update - <b>NOTED</b>
July	Clerk	Cemetery – New Bench	August	Currently arranging location of new bench ( which plot owner is paying for) with Les Hall. – Section 1 of Cemetery. - <b>NOTED</b>
August	Clerk	Grass Verge – Rye Hill Road – Upland Road, Thornwood Common	August	It is understood that the farmer Mr Padfield is currently undertaking works to the ditches and is clearing the ditches and will be making these areas good. It is understood that EFDC is monitoring the works. The Clerk explained that Mr Padfield had cleared out the ditches, and then placed the waste on the verges which prohibited EFDC cutting the grass. <b>NOTED</b>
August	Office / Cllrs	Weald Common Play Area	August	Report from member of the public regarding condoms being found at Weald Common Play Area - Office staff and Cllr Mulliner have been monitoring over recent weeks, and further evidence has been found. This was initially reported to the Police via the 101 service, and subsequently reported directly to Andy Cook. - <b>NOTED</b>

Councillors **NOTED** the schedule of meetings for the municipal year 2014/2015 that was attached to the agenda. Cllr Bedford asked if this list is placed on the notice boards, to which the Clerk stated it was not however she would arrange for this to take place.

In addition, the Clerk stated that she has been liaising with Joy Derby, EALC, concerning the new Parish Quality scheme, which will introduce three levels of award (Foundation, Silver and Gold). This Parish Councils Quality status runs out in October of this year. The Chairman invited Sheila Jackman, Chairman of EALC to explain further. Mrs Jackman stated that she had attended a meeting at EALC earlier in the day, and that the Councils in Essex will be piloting this new scheme, and as such will need to provide feedback to EALC on the process. The Clerk stated that this Parish Council fulfils the basic criteria, with the exception of a H&S policy due to being housed in an Essex County Council building. Mrs Jackman stated that most Councils should meet the Foundation standards, and if not then something must be wrong at that Council. This is a web based scheme.

Councillors **NOTED** that the EALC AGM will be taking place on 18th September starting with lunch at 12.30, the AGM at 1.30pm, and the EALC Conference and awards from 3pm. Mrs Jackman stated that the Chief Constable of Essex Police will be present discussing going back to community policing, as well as a number of other speakers.

## C14.063 REPORTS AND MEMBERS REPORTS

- a) **Chairman's Report** – The Chairman reported that the WWI event was extremely well attended, with over 85 people attending in total. The feedback from attendees was very positive, and he would like to thank the office staff for arranging the event.
- b) **Vice-Chairman's Report** – The Vice Chairman reported that he is receiving many complaints regarding the noise from the M11, mainly from Mill Street and Hastingwood Road, which seems to be worse when the wind is in the west. This should be monitored. The horses on Harlow common are now a serious concern, with over 50 horses on the common. Harlow Council are aware, and have placed earth barriers along the common, however this is still an issue. Litter remains a problem, as does overhanging vegetation and hedge overgrowth.
- c) **District Councillors Report** – Cllr Grigg stated that she had requested that the Asset Management and Economic Development Committee meetings be rescheduled.
- d) **Highways**  
Councillors **NOTED** the updated Highways list as attached to the agenda. Due to concerns from Councillors and from Residents – also with problems in staff trying to obtain updates from ECC – it was suggested that this Council asks the ECC Portfolio holder for Highways to respond to the number of Enquiries that are on the list and that the fact that they are continuing to mount up. Added to this is the problems in getting accurate responses from ECC officers – especially in view of the fact that they are changing the locations of the existing enquiries. Both County Councillors have been advised of this Councils concerns.

The Clerk read out a report from the Admin Officer, in which is stated that there is a revised report following phone calls she made to ECC on 29th August, during which she was given very different answers to queries to those stated on the ECC Website. The Admin Office asked when the website would be updated, to which the representative (David) stated he could not confirm a date. This therefore means the only way to obtain an accurate, current status of each enquiry is to make a phone call, which is exceptionally time consuming. The Clerk stated that she had sent the updated report to ECC Cllr Jackson, who had stated that Cllr Eddie Johnson, a Harlow Councillor, would be responsible for highways maintenance as of 2nd September. Cllr Bass retains major schemes and capital highway issues. It was **NOTED** that Cllr Bass had attended the recent Epping Forest Local Liaison meeting and had given a report on Highways, however this was the day of a incident on the Motorway and as such nobody from this Council could attend. During this meeting, Cllr Bass had discussed potholes, white lining, as well as how the money saved from the 'lights off' programme is being put towards various road repairs.

The Chairman asked if ECC Cllr Johnson should be invited to attend the next meeting, which as **AGREED**. Cllr Stallan stated he felt it would be a good idea to ask Cllr Jackson to attend with Cllr Johnson. Cllr Stallan also suggested the Vice Chairman should use the opportunity to raise the issue of horses on Harlow Common.

Cllr Grigg referenced an item which she reported some time ago regarding the RAB on the A414 between the Talbot and Junction 7 of M11, stating that the Highways reporting system automatically stated it was Merlin Way, and that there was a default setting of 'pothole', however she has now managed to report this successfully. The Clerk stated that Highways had informed the Office that the reporting system automatically defaults to the nearest main road.

Cllr Buckley referenced item ref: 2332844 (blocked drain located in middle of pavement between NW Chemist and Vets), stating that the issue was there was a leak in the pavement. He did report this to Affinity Water who state that the repair works have been completed, however even though there is new tarmac there, the is still leak. Cllr Buckley has reported this again to Affinity, and the Engineers will be coming back this week to investigate. Cllr Buckley also stated that the problem on the last page of the report at Elm Gardens has now been repaired.

Cllr Bedford asked if Highways could be contacted to explain why enquiry number 2299499 doesn't meet the criteria to be fixed. The Finance and Admin Officer stated that she had contacted Highways to ask the same question concerning a different issue, and that what is written on the screens at Highways differs greatly to that reported on the ECC Highway reporting system. It therefore effectively makes the monitoring and reporting system a waste of time.

Cllr Collins stated that issue reference 2326427 has not been completed, and that there is still water sitting just below the grid. In addition, water still gathers in the drain further along the road towards Harrison Drive. Cllr Collins stated that the glass hadn't been replaced in the bus shelter at Pike Way. The Clerk stated that she had arranged for the window to be removed for safety reasons. Cllr Collins also reported on the bus shelter outside the Kings Head, stating that the original report was of leaking water by the apex, however the Highway report mentioned the dropped kerb not being dropped sufficiently. The Clerk stated that she has spoken with Littlethorpe, who originally installed the shelter, and that they have identified the leak and will be placing mastic along the edge.

Cllr Eldridge discussed issue ref: 2322856 (Mill Street) stating that it was extremely disappointing that they were unable to give a date.

Cllr Stallan discussed issue ref: 2338268 (overgrown vegetation, High Road) stating that hedge has been a problem historically, and that it is the residents of Blackhorse Lane who are responsible for cutting it. The Clerk stated that she

has always instructed Highways to cut the hedge, and that they have always done so. The Chairman confirmed that pictures of this hedge have also been sent off.

It was noted that issues ref: 2327642 and 2327637 are for different pedestrian crossings but for the same issue. Cllr Bedford noted that Ongar Town Council had approached the council asking if we should join forces as they are experiencing the same issue, and suggested that perhaps Ongar Town Council should also be present when the Portfolio Holder for Highways and Cllr Jackson attend. The Clerk stated that this would not be appropriate as Cllr Jackson did not cover the Ongar area. Cllr Stellan stated that he recalled Cllr Bass addressing the issue of pedestrian crossings, stating that money had been allocated to them, and that it might be useful to get the minutes of that meeting once they have been issued.

e) **Councillors Reports** – No reports.

f) **Environmental Issues**

**1) Cllr Mulliners Report**

Cllr Mulliner reported that there were no serious issues at the Allotments to report. However, this was not the same for Play Areas, as over the past few weeks, a great deal of rubbish (including condoms) had been left at Weald Common Play Area. This play area has had to be closed twice whilst the offending items were removed. This has subsequently led Cllr Mulliner to suggest that monthly litter picks are completed around this area. This would be run by Cllr Mulliner, and would not be a Parish Council project. Cllr Mulliner stated that after speaking with Doreen Lodge, Preservation Society, this issue was been addressed at the NAPs meeting on 4th September, however regardless of the outcome these events would be taking place on the first Saturday of each month between 9am and 10am

Cllr Mulliner stated that he had been informed that the Preservation Society had already asked the Parish Council to supply sacks and gloves, and that this had been agreed. The Clerk stated that she was not aware of such a request or agreement.

**2) Former Bus Shelter at Talbot and resiting on Weald Common - future maintenance costs.**

It was noted that the Clerk had been asked to place this item on the agenda by Cllr Mulliner. Cllr Mulliner stated that in light of what's happening on Weald Common, in terms of the rubbish and condoms, is the Parish Council prepared to get involved in the maintenance costs of the new bus shelter. Cllr Collins stated that a presentation was put forward to full council on this issue, at which time he stated there wouldn't be any costs to the Parish Council in terms of the re-siting to Weald Common. Therefore, if its destroyed by vandalism, there are no costs lost by the Parish Council. In terms of the maintenance, it will need painting and annual maintenance, however this would be minimal. Cllr Collins continued stating that he has had two site meetings with the contractor who has been

extremely helpful and wanting to assist the Parish Council with their youth projects. One of the suggestions put forward was that the bus shelter should have a metal roof installed, and Cllr Collins had sourced a metal roof which could be fitted. In addition, the contractor had stated that if, when taking down the bus shelter, the concrete posts break, rather than scrapping the whole project he will replace these posts with timber. The contractor stated he would contact Cllr Collins later in the week with a budget figure. Cllr Collins stated that during a recent site meeting with the North Weald Mums a few weeks ago, he had mentioned this project, and that the Mums were hoping that if the project progressed, it could be in place for the official opening of the new play area.

**g) Neighbourhood Action Panel Minutes**

Members **NOTED** that there would be changes to the Neighbourhood Action Panels in the future, as the Police have advised that they will no longer be involved in the panels. A copy of the relevant document was attached to the agenda. It was noted that there was a meeting scheduled for this coming week, and that this may possibly be the last one. The Clerk asked any Councillor attending to raise the issue of condoms at Weald Common play area, stating that she had reported this issue to the police twice but that she had not received a response. The Clerk expressed her concern that the children using Weald Common play area could be vulnerable. Cllr Eldridge stated that at looking at the attached documentation, Mick Sheen seemed to be suggesting that the NAPs meetings were very well attended.

**C14.064 FINANCIAL REPORTS**

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

Members **APPROVED** the list of cheques, which were signed up to 31st August 2014 and noted the income received and the account balances.

Cllr Bedford asked if there were details available in terms of budget -v- actual cost, to which the F&A Officer stated there was, and that she would email this to all Councillors.

Cllr Spearman discussed the rebate of Thornwood Village Hall rates for the past six years, stating that he felt it was wrong that EFDC did not make the Parish Council aware that they were eligible for rate relief. The Clerk confirmed she would be letting the Epping Forest Branch of the EALC aware. Cllr Stellan asked if there were any plans in place for the use of the monies received back, to which the Clerk stated there were none at present. It was **AGREED** that this would be placed on the budget and precept meeting for discussion.

Cllr Mulliner asked for an update in terms of how close the Parish Council were to being able to discharge the duties of H2O who complete the Legionella checks on the Thornwood Village Hall. The F&A Officer stated that the office were awaiting dates of available training sessions onto which Cllr Spearman could

attend, after which time he would be classified as a person competent to complete these checks.

Cllr Mulliner asked why the Thornwood Festival don't pay for the skip hire on the day of the Thornwood Village Festival. The F&A Officer stated that historically the Parish Council had always paid for the skip hire. The Chairman stated that the skip was also used to dispose of rubbish from the village hall garage.

**b) Audit Fee Increase**

Members **NOTED** that the Clerk had been advised that the Internal Auditor will be increasing his fee from £380 to £410 per day. Cllr Stallan asked how long this Auditor had been in place as the Parish Councils internal auditor, to which the Clerk stated that this he had been in place since before she joined in 2007. It was suggested that perhaps alternative quotes should be sought, however after discussion it was **AGREED** to continue with the current Auditor and to accept the £30 increase.

**C14.065 QUEENS HALL CHARITY - APPOINTMENT OF PARISH COUNCIL TRUSTEES**

**a) Trustee Vacancies**

Members **NOTED** that there were three Trustee vacancies remaining on the Charity, and that there were three people who would be willing to be appointed. Both Cllr Blanks and Cllr Buckley had confirmed they would be willing to be appointed at least up to the next AGM. The Clerk had also stated that due to changes in her personal circumstances, she would be willing to be appointed. In addition, Cllr Buckley also had a couple of other local residents who may be interested. Cllr Mulliner asked then the meetings were normally held, to which it was stated that they were the third Tuesday of every month. This month, the 16th September had been pencilled in.

The Clerk explained that there were a couple of issues that needs looking into, which could possibly be minor breaches in charity law. It was noted that the Clerk had sent an email to the Charity Commission stating that the treasurer had not supplied the accounts for 2013/2014, and read out the content of the email, in which she also asked if new officers could be voted in, or officers removed if they were not fulfilling their duties. It was noted that the Parish Council wishes to appoint three new trustees at the September meeting, and that in order to do this all new trustees need to be provided with a copy of the Governing document and annual accounts, however the accounts were not available and as such these requirements could not be fulfilled. Cllr Bartram stated that there can a vote of no confidence in an individual trustee of the Charity, but that there is no power in law to require him to leave.

Cllr Stallan stated that although he hadn't been involved with the charity for many years, he would be concerned about confirming the appointment of three trustees tonight prior to receiving a reply from the Charity Commission on the issues raised,



and proposed this item is deferred to the next meeting. Cllr Mulliner asked if the governing document can be altered at an AGM, to which Cllr Bartam stated it could be altered at any time by a majority vote from members.

Cllr Bedford recalled that an independent auditor was written to with the request to complete an audit check, asking if this had taken place. The Clerk stated the Charity had written to an auditor, but this had not yet taken place. It was suggested that the Parish Council should write to an independent auditor, stating that the Parish Council wants to appoint some trustees, however cannot do so without the required accounts. This could be sent by special delivery so it can be tracked. The Clerk read out section 8 of the Governing document which detailed what needed to be supplied to new Trustees before they can be appointed. Cllrs Bedford and Mulliner both stated that section 8 simply states that the 'latest' set of accounts should be supplied, not necessarily the last financial year. The Clerk stated that if the proposed new trustees would be happy with that, and would still be willing to stand, then that would be fine. It was **RESOLVED** to appoint Cllr Buckley, Cllr Blanks, and the Clerk as Parish Council appointed trustees on the Queens Hall Charity. It was **NOTED** that the names of the other interested parties should be held on file in case a vacancy occurred.

**b) Fields In Trust**

Members **NOTED** that the completion of the paperwork for the Fields in Trust is now complete. It was noted that the Charity will be holding a small celebration to designate the field in the near future. Cllr Bartram explained that as part of this designation, the Charity will receive a free plaque which can be placed at a suitable location. The official opening of the QEII dedication will be a joint celebration of the youth shelter too. Councillors would like their thanks recorded to Cllr Mrs Godwin-Brown for spearheading this project, which started some time ago. Cllr Collins asked what the significance was of the field being dedicated, to which Cllr Bartram stated that Fields in Trust are a charity, and that the dedication means that the field cannot be used for anything other than recreation without the express permission of the Fields in Trust charity.

**C14.066 ECC - WELINGTON ROAD FEASIBILITY STUDY - TRAFFIC CALMING**

Members **NOTED** that the Clerk had received documentation regarding the proposed traffic calming measures at Wellington Road (a copy of which was attached to the agenda) and that the deadline for responses was 4th September. Cllr Collins stated that the attached documentation was not very clear, and requested that the plans be projected onto the large screen for members to view.

Councillors discussed the history surrounding this issue. Cllr Clegg stated that he felt it was inappropriate for ECC to expect the Parish Council to comment on these suggestions given that none of the Councillors were technical experts in this area. Cllr Stallan agreed, stating that in addition he had concerns regarding the sentence on page which states that the Parish Council would complete a letter drop to local residents, and that he could not recall the Parish Council ever agreeing to this. After discussion, it was **AGREED** that the following comments / questions regarding this

proposal should be placed on the list of issues to discuss with the new Highway portfolio holder:

- An Engineer familiar with this project should visit the Parish Council to explain the reasoning behind the designs submitted
- Who agreed the proposed designs, and why
- Evidence of where the Parish Council said they would complete a letter drop.
- Have ECC consulted with local residents about their concerns.

#### **C14.067 NEIGHBOURHOOD PLAN**

Councillors **NOTED** that a great deal of momentum had begun in terms of Neighbourhood Planning in the district. The F&A Officer gave a summary what a Neighbourhood Plan was, and how it could benefit the residents of the Parish, including the financial reward via the CIL. It was **NOTED** that the first step the process would be to apply for a Neighbourhood Area to be designated. It was **AGREED** that the Neighbourhood Area to be designated should be the Parish of North Weald Bassett, and that this application could be submitted to EFDC. **PROPOSED** Cllr Bartram, **SECONDED** Cllr Eldridge. A vote was taken which was unanimous in favour.

#### **C14.068 EFDC COUNTRYCARE –LOCAL WILDLIFE SITES**

Councillors **NOTED** that the Clerk had received a letter from EFDC Countrycare regarding local Wildlife Sites (LoWS), stating that they were looking for information on the following areas:

Mark Bushes Complex, Harlow Park, Mill Street Green, St Andrews Churchyard North Weald, Tylers Green Grasslands.

The Clerk had arranged a meeting with Nicola Rogers from Countrycare on Friday 12<sup>th</sup> September at 10.30am – Nicola will attend the Parish Office to meet with Members to ascertain if they are able to assist with any information. All Members of the Parish Council were welcome to attend.

#### **C14.069 WREATH LAYING AT ST ANDREWS CHURCH IN COMMEMORATION OF WORLD WAR I**

Councillors **NOTED** that over 85 people had attended the Wreath Laying Commemoration Service at St Andrews Church, with approximately 50 people returning to the Parish Hall at Thornwood Common for refreshments following the Service. The collection, which was organised by Edwin Gilmour on behalf of St Andrews Church raised £160 for Help the Heroes. Councillors asked for thanks to be recorded for the effort of Edwin Gillmore with this fundraising. Cllr Collins asked why the funds went to Help the Hero's and not the British Legion, to which the Clerk stated that the fundraising had been arranged by Edwin Gilmour, and that it was up to him to decide who the beneficiaries were.

Members **NOTED** that if they are Members of Parish organisations, would they advise those organisations to **please** respond to the Parish Council requests asking if they are going to attend an event as we only received 19 responses across the board

confirming attendance, therefore we only catered for 50 people attending the Church and for 40 people attending at the Thornwood Hall. Obviously with such a large discrepancy as this – it can have an embarrassing effect on the Parish Council and the staff who have organised the event. Some people were extremely rude to Parish Council staff about the lack of Service Sheets and the fact that the Cemetery Car Park was not open. If the relevant organisations had responded advising that they had members attending then this would not have been the case.

#### **C.14.070 THORNWOOD VILLAGE HALL CAR PARK**

Members **NOTED** that the Thornwood Festival Committee had donated £200 towards the Thornwood Village Hall Car Park Fund from the Festival which was held in Thornwood in June. It was **AGREED** that thanks were minuted to the festival for the donation.

#### **C14.071 BIG TREE PLANT SCHEME**

Members **NOTED** that the Clerk had received details of a national tree planting scheme, and that the Parish Council had been asked to put forward any suggested locations which could benefit from this scheme. Full details of the criteria were included in the agenda. The following areas were suggested:

- Mill Street Green
- The cemetery hedgerows
- Roundabouts (Cllr Grigg stated that she should not support this)
- Weald Common (concern was expressed at the damaged caused to a number of tree planted at this location some time ago)
- The planting of a fir tree as a Christmas tree for North Weald

It was **AGREED** that the Clerk would arrange for a representative of this scheme to visit the Parish Council to discuss matters further.

#### **C14.072 NORTH WEALD AIRFIELD COMMUNITY DAY SUNDAY 7TH SEPTEMBER**

Members discussed the Parish Council presence at this event. The Clerk stated that five Councillors had indicated they would be able to attend, however one had subsequently pulled out. Initially, it was felt that a display documenting those who had fought in WWI would be a good idea, however despite the Clerk and Chairman visiting the Museum, and contacting Essex Records Office, there was no information available. Councillors therefore needed to decide what presence they wanted to have. Cllr Bedford suggested that helium filled red balloon could be let off for each person who had died from the Parish. It was eventually agreed to contact Fed Treeves to establish if he held the records of any service men who had died from this Parish.

#### **C14.073 STAFFING MATTER**

Councillors **NOTED** that the appointment of a new members of staff was discussed at the Personnel meeting (as noted earlier in the minutes), and Councillors were asked to **RATIFY** the decision of the Personnel Committee. Cllr Collins asked for clarification on an issue, stating that when Sammy joined the Parish Council it was

on a part time basis, on a temporary contract of three months, to be renewed if necessary, asking if would this appointment be on a temporary or permanent basis. The Clerk stated that it would be on a permanent basis, and that the reason behind this was due to the increase in footfall in the library enquiries during Parish Council opening times. Concern was expressed that if the Parish Council were not careful, they could take on the responsibility of the library, together with all the associated costs, all to ensure they represent themselves in the hub. It was noted that the Parish Council do a great job, however there was concern regarding how much time they commit to the library. It was stated that the implication is that this individual would be employed to run the library on the days the Parish Council is opened, to which the Clerk confirmed this was the case. The Clerk continued stating that she had contacted ECC asking for funding towards this appointment, however ECC stated that would not be able to provide funding at this time, however this may be something they consider in two years.

Councillors **NOTED** that if the decision was taken not to employ a further member of staff, the extra work completed by the Parish Council staff (such as chasing and monitoring highway issues, and going over and above their duties with members of the public who visit) would have to stop. Cllr Collins stated that he wanted to start this discussion to highlight the long term commitment this Parish Council may be making to the library, stating that once committed it may be difficult to come out of.

The Clerk stated that at present the Parish Council offers a service which goes over and above what an average Parish Council would do, which is something valued highly by local residents. ECC have stated that in the future there may be a possibility of some funding or a secondment for a person to assist with library services, however this is not available at this time.

Cllr Stallan suggested that perhaps the new employee could be employed on a two year contract, which will leave open the option for a secondment by ECC in the future. The Chairman stated that if the Parish is going to have development going forward, the Parish Council needs to make the hub as successful as possible. Cllr Clegg asked what the difference would be between what Sammy did and what the new employee would do on a day by day basis, and if there was nothing difference then saw no point to having a temporary contact. Cllr Stallan that he had concern if at some stage in the future ECC are able to offer funding or to supply somebody to take on the role, they won't need to if the Parish Council already has somebody employed. Cllr Grigg stated that there were all sorts of costs involved if the employee is on a permanent contract such as maternity and redundancy.

Cllr Stallan **PROPOSED** the Parish Council looks to employ somebody on a two year fixed term contract on a relevant pay scale. This was **SECONDED** by Cllr Collins. A vote was taken as follows:

**9 - For      2 - Against**

Meeting closed: 9.35 pm

Signed .....  
Date .....