



**DRAFT MINUTES**

**Meeting:** COUNCIL

**Date:** 11 May 2015

**Time:** 7.30 PM

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

**PRESENT:**

**Councillors (8)** C Hawkins (Chairman), B Eldridge, T Blanks, A Buckley, B Clegg, R Spearman, Mrs A Grigg, B Bartram

**Also in Attendance (2)**

Susan De Luca – Clerk to the Council  
Joanna Tyler – Senior Administrative Officer

**Members of the Public (0)**

**Members of the Press (0)**

No Members of the Press were present.

**C15.001 ELECTION OF CHAIRMAN**

Councillor Eldridge **PROPOSED** Councillor Hawkins as Chairman, the proposal was **SECONDED** by Councillor Blanks. The Clerk asked Members if they wished to vote. All voted in favour. There being no other nominations, Councillor Hawkins was duly elected as Chairman of North Weald Bassett Parish Council for the current Municipal Year. Following which, the declaration of Acceptance of Office of Chairman of the Council was duly executed.

**C15.002 ELECTION OF VICE CHAIRMAN**

Councillor Eldridge **PROPOSED** Councillor Buckley as Vice Chairman, the proposal was **SECONDED** by Councillor Blanks. The Chairman asked Councillor Buckley if he was willing to stand, to which he responded that he was. The Chairman asked Members if they would like to vote. All voted in favour. There being no other nominations, Councillor Buckley was duly elected as Vice Chairman of North Weald Bassett Parish Council for the current Municipal Year.

The Chairman thanked Councillor Eldridge for his time as Vice Chairman. He also thanked the Parish Council Staff and Councillors for their support. The Chairman informed Members that, in the recent election, both Councillors Mrs Grigg and Bedford had been elected as District Councillors.

**C15.003 APOLOGIES FOR ABSENCE (4)**

**NOTED** that apologies for absence had been received from Councillors Bedford, Stallan, Mrs Godwin-Brown and Mulliner

**C15.004 OTHER ABSENCES (0)**

No other absences were recorded.

**C15.005 MINUTES**

Minutes of the Parish Council Meeting held on 13 April 2015 – Councillor Eldridge referred to Page 10, C14.197 and C14.198, North Weald Airfield had been titled twice. The Clerk corrected and stated that she would ask the Principal Financial Officer to print a new copy. The Clerk advised that Cllr Bartram had also requested an amendment to be made. Cllr Buckley referred Members to Page 5, section (e), Highways and stated that the section regarding damaged tarmac should read as by the Talbot, not High Road. The Chairman stated that he would sign the Minutes as a true record once the amendments had been made. All Members **AGREED**.

The Minutes of the Extraordinary Meeting held on 27 April 2015 were **AGREED** as a true record.

Members **NOTED** the draft Minutes of the Parish Hall Management Committee held on 2 April 2015.

**C15.006 DECLARATIONS OF INTEREST**

None declared.

**C15.007 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**C15.008 NOTICE OF VACANCIES FOR PARISH COUNCILLORS**

Members **NOTED** that there are currently three vacancies for Parish Councillors within the Parish, one in Hastingwood Ward and two in Village Ward (North Weald). The Clerk informed Members that the Notice of Vacancies is the normal Election Notice, therefore no other notification is required at the present time. The Clerk reported that she had spoken with Ms Adams, who had confirmed that she wished to be co-opted. Unfortunately, Ms Adams had been delayed at work this evening, therefore she will be co-opted at the next meeting of the Parish Council to be held in June. The Clerk advised that there had been interest from another person who may be willing to be co-opted, details will be circulated with the June Agenda.

**C15.009 COUNCILLOR COLLINS**

Members **NOTED** that Councillor Peter Collins did not stand for Election in 2015 as he wished to retire from the role of Councillor and devote more time to his personal life. Councillor Collins had been a Councillor, for a second time, since 2007 and had given much commitment and service to this Council over the years. The Clerk stated that she had sent a letter, electronically, on behalf of Members, thanking him for his time with the Council.

**C15.010 CLERKS UPDATE AND COMMUNICATIONS REPORT**

Members **NOTED** the following Communications and Correspondence:-

| Date   | Reported By or Action Initiated By | Regarding                      | Date Additional Action Taken | Further Action Taken   |
|--|------------------------------------|--------------------------------|------------------------------|--|
| April/May  | Clerk, PFO & Senior Admin Officer  | Weald Common                   | Ongoing                      | CCTV   |
| April/May  | Clerk & PFO                        | Neighbourhood Area Designation | Ongoing                      | Various Actions – Correspondence, dealing with Members of the Public & EFDC/Green Planning Studios |
| April  | Clerk                              | Queens Hall Charity            | Ongoing                      | Liaising with Charity Commission   |
| April/May  | Office Staff                       | Weald Common                   | Ongoing                      | Vandalism and Graffiti in Park   |
| April/May  | PFO                                | End of Year Accounts           | End of Year                  | Accounting   |
| May  | PFO                                | OMEGA                          | Ongoing                      | New Accounts Package   |
| April  | Senior Admin Officer               | Highways                       | Continuing                   | Ongoing – continuing to chase, some matters have been dealt with.                                  |
| April  | Clerk & PFO                        | Tree Risk Assessment           | Continuing                   | Report will be available at June meeting.  |
| April  | Senior Admin Officer               | Parish Hall Matters            | Continuing                   | Various matters  |
| April/May  | Clerk                              | Election/democratic            | Ongoing                      | Notices & Administrative   |
| <b>ITEMS RECEIVED WHICH MAY BE OF INTEREST</b>   |                                    |                                |                              |  |
| Village Life Magazine, Various EFDC Agendas, EFDC Working for Our Future – 2015-2020 Corporate Plan, North Weald Preservation Society Newsletter |                                    |                                |                              |  |

Councillor Blanks asked the Clerk if she had received a response from the Charity Commission, with regard to Queens Hall Charity. The Clerk stated that she had called the Charity Commission regarding the letter that had been sent and was informed that they had not received it. Therefore, copies had been scanned and emailed to Liverpool, a response to which is still awaited.

#### **C15.011 MEMBERSHIP OF COMMITTEES**

The Clerk had distributed, with the Agenda, a copy of the Committee Members list. Members were asked to **DETERMINE** the membership of the Council's Standing Working Committees for the current Municipal Year:-

- a) **Planning Committee** (14 Members) to meet 1<sup>st</sup> and 3<sup>rd</sup> Mondays (usually) subject to plans being available. No change.

- b) **Environmental Committee** (10 but open to All Members) to meet monthly during the day, usually four times a year. Cllr Buckley stated that meetings during the day were acceptable, provided sufficient notice of the meeting is given. Cllr Mrs Grigg stated that she would attend as and when possible.
- c) **Allotment Sub Committee** (4 Members of the Environmental Committee) to have the delegated power to act on all matters relating to the allotments. To meet weekly during the day (usually Wednesday mornings). The Clerk informed Members that there is a vacancy on this committee. Cllr Eldridge stated that he would be happy to continue on this committee. Members **AGREED** to discuss at the next Environmental Committee meeting.
- d) **Finance and General Purposes Committee** (open to All Members) to meet once or twice a year. No change.
- e) **Personnel Committee** (5 Members). To meet as and when necessary. Cllr Buckley, as Vice Chairman, **AGREED** to stand on this Committee, making 6 Members.
- f) **Emergency Personnel Working Group** (3 Members of the Personnel Committee) to be able to meet a short notice. No change to current procedure, the Clerk calls Members to see who is available.
- g) **Forward Planning Committee** – Members to consider if they still wish this committee to go ahead, or should it be replaced by a Neighbourhood Area Plan Committee. Cllr Blanks stated that a change of name would depend on whether or not the Neighbourhood Plan goes ahead. Cllr Clegg stated that he was of the opinion that membership should be open to all Councillors. The Clerk confirmed that all Members had been part of this committee in the previous year. Cllr Spearman stated that he believed that he should be excluded from this committee as he has an interest. The Clerk advised that she would contact the Monitoring Officer with regard to this.

#### C15.012 DATES OF MEETINGS FOR THE MUNICIPAL YEAR

The Clerk had distributed with the Agenda a schedule detailing meeting dates for the current Municipal Year, these were duly **NOTED** by Members.

#### C15.013 REPRESENTATION ON OUTSIDE BODIES

Members were asked to **DETERMINE** the Council's representatives on outside bodies, as follows:-

| Outside Body  | Current Council Representatives During 2014/15   |
|---|--|
| Parish Passenger Transport Forum                                    | Position Vacant  |
| Neighbourhood Action Panel (Changes are expected to this Committee) | The Clerk will inform Members of what the make-up of this committee will be when she is advised accordingly. |
| Norway House  | Cllr Hawkins as Chairman of Council<br>Cllr Mrs E Godwin-Brown as Reserve                                    |
| North Weald Village Hall  | Cllr Bedford   |

|  |   |
|--|---|
| EFDC Local Council's Liaison Committee | The Clerk and the Chairman are automatically Members of this Committee                                  |
| Bassett Memorial Charity               | Cllr Mrs Godwin-Brown<br>Cllr Bedford<br>Cllr Bartram<br>There are currently 5 Trustee positions Vacant |

#### C15.014 REGISTRATION OF COUNCILLORS INTERESTS

Members **NOTED** that they are encouraged to review their Interests on a regular basis, with this in mind, the Clerk had circulated a copy of a Revised Declaration of Interests form in the Agenda Pack. On behalf of EFDC's Monitoring Officer, the Clerk had asked Members to review their current Declaration and that a new form be completed and submitted to EFDC within 28 days of any change. Members were **REMINDED** that this is a legal requirement.

#### C15.015 DECLARING INTERESTS – FLOW CHART

Members **NOTED** that a flow chart, produced by EALC, was distributed in the Agenda Pack for Members use. The Clerk reminded Members to refer to this chart when deciding whether or not they have an interest to declare and further reminded that they can also refer to the Monitoring Officer at EFDC should any assistance be required in these matters.

#### C15.016 REPORTS AND MEMBERS REPORTS

- a) **Chairman's Report** – The Chairman reported that labour had been given free to decorate the outside walls of the Parish Hall, 12 people turned up on Bank Holiday Monday. The walls were difficult to paint, however, the hall looks a different place. The Parish Hall Committee are looking to hold another fund raiser in the near future.
- b) **Vice-Chairman's Report** – Cllr Eldridge, as outgoing Vice Chairman, reported that the situation regarding the common land, the horses and the verges was still ongoing. Cllr Eldridge stated that he was also looking at the litter situation and the number of HGVs using Mill Street. He reported that Councillors had recently attended a photo-shoot outside the Miller and Carter Public House, which was published on the front page of the Gazette.
- c) **District Councillors Report** – Cllr Mrs Grigg reported that there had been quite a few interests in the marketing operator role for the Airfield, marketing and viewing days were held on 7 and 8 May.

Cllr Mrs Grigg reported that she had received a request for a bus shelter to be installed at the end of School Green Lane. She asked that this be considered as an item for the Precept meeting later in the year, reminding Members that every other bus stop has a seat or a shelter.

Cllr Blanks asked Cllr Mrs Grigg if there had been anything else on housing. Cllr Mrs Grigg stated that Cabinet had agreed 1100 and there was no further news at the moment, adding that the preferred options should be out in July. Cllr Blanks stated that one of the preferred options said up to 1600. Cllr Blanks asked if there was any news on Latton Priory. Cllr Mrs Grigg stated that, as far as she knows, there has not been anything else.

Cllr Buckley referred back to the position of marketing operator for the Airfield and asked if they would be responsible for increasing the market. Cllr Mrs Grigg stated that the marketing operator would not be responsible for this as the market is under another contract/legal agreement at the moment. Cllr Buckley stated that the market had diminished over the last 12 months, and asked if EFDC are losing revenue. Cllr Mrs Grigg commented that certainly EFDC are losing revenue and that this is obviously of great concern.

- d) **Highways** – The Clerk reported that the Highways list is updated on a regular basis.
- e) **Councillors Reports** – No report.
- f) **Environmental Issues** – The Clerk distributed a copy of an email from Cllr Mulliner, regarding CCTV at Weald Common Play Area and the previous meeting minutes, together with the Clerk’s response for Members perusal.

The Chairman reported that there had been no issues regarding allotments, however, he had a visit from a resident earlier today, regarding the Wheelers Farm Gardens site. The resident had been advised to put any concerns in writing, which would then be discussed at the next meeting of the Environmental Committee.

#### **C15.017 FINANCIAL REPORTS**

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

The Clerk tabled a copy of the new monthly accounts list, which replaces the cheque list as the majority of payments are now paid by BACS. The OMEGA accounts system is now in place. Cllr Blanks stated that the PFO had struggled a little with the new system, however, he hoped to be able to assist with the presentation of future accounts lists.

Cllrs Buckley and Blanks both stated that they had not heard from Unity Bank with regard to cheque signatories. The Clerk confirmed that she would speak to the PFO about this.

##### **b) Notice of Internal Audit**

Members **NOTED** that the Internal Auditor will be in attendance on the 15<sup>th</sup> June.

##### **c) Notice of Audit**

Members **NOTED** that the Council has been called to Audit by the External Auditor on the 29<sup>th</sup> June 2015. The Statutory Notices advertising the Audit have

been affixed to the Council's Noticeboards.

#### **C15.018 NEIGHBOURHOOD AREA DESIGNATION**

Councillor Spearman declared an interest in this item. The Clerk gave a verbal report, confirming that, following the Extraordinary Meeting, a letter had been sent to Mr Ken Bean, an acknowledgement to which had been received. Green Planning Studios have been written to and there have been a couple of responses back. The PFO has sent Green Planning Studios copies of everything that the Parish Council had completed on the Neighbourhood Plan so far. Counsel Michael Rudd had indicated in a letter dated 23.4.2015, that he would have the legal documentation back to the Parish Council within 2 weeks, therefore the Clerk hopes to be in receipt of that by the middle of next week. The next EFDC Cabinet Meeting is on the 11<sup>th</sup> June. Cllr Blanks stated that the next Parish Council Meeting is on the 1<sup>st</sup> June and asked the Clerk if that would give sufficient time. The Clerk replied that, if not, arrangements would be made to hold an Extraordinary Meeting.

#### **C15.019 REMEMBRANCE SUNDAY LUNCHEON**

The Clerk asked Members if they were happy to hold this year's Remembrance Sunday Luncheon in North Weald Village Hall, which had kindly been offered free of charge. All Members **AGREED**.

#### **C15.020 PARISH HALL AT THORNWOOD COMMON**

a) Request to use field by Football Club

Members **NOTED** that a representative from Epping Youth Football Club had approached the Management Committee to ask if consideration would be given to allow the team to use the Playing Field. Following lengthy discussion, the Management Committee had requested that this matter be put to Full Council as they do not have responsibility for the Playing Field.

The Chairman advised Members that when clubs had used the Playing Field in the past, he, along with other volunteers, had spent every Sunday cleaning up the car park. If there was a function taking place in the Parish Hall, hirers were unable to park as the football club would take all the parking spaces. Cllr Clegg stated that members of the Management Committee had each been asked to write down their concerns in order that they could be discussed by himself and the Chairman. When asked about the use of toilet facilities, the representative of the club did not have an answer. The club had stated that they would require a secure place to store their goal posts, the hall does not have provision for this. Concerns were expressed by the Management Committee with regard to the preparation of the pitch and the cutting of grass, etc. The Clerk stated that she had contacted the Parish Council's insurance company regarding this request and had explained about the state of the Playing Field. Following lengthy discussion, Members **AGREED** that the request to use the Playing Field at Thornwood Common should be declined due to Health and Safety reasons.

*Cllr Mrs Grigg left the meeting at 20.28*

b) Health & Safety – Responsible Person

The Clerk asked the Senior Administrative Officer to briefly summarise what would be required at the Hall. He Clerk further advised that a place had been reserved on a course being run by EALC on 21 May 2015, for the responsible person to attend. The Clerk reminded Members that the matter had been featuring on the Agenda at various times since May 2014. The matter was discussed by those present, and as no one volunteered to attend the course, the Clerk suggested that the PFO could attend. It would then be necessary to find out if it was possible to train someone else to carry out the task. The Chairman mentioned that maybe the Parish Council's maintenance contractor could take on this role if he was trained and was willing to undertake this. Cllr Clegg suggested that the hall caretaker could also do this if she was trained and willing to carry it out, the Clerk pointed out the financial implications of the Hall Caretaker undertaking the work as she would probably undertake this work on a Sunday. The Clerk stated that all of the above could be ascertained once the PFO had attended the training course and found out if this was possible and whether the other parties were willing.

c) Painting of Exterior of Hall by Management Committee – this item had been covered under Chairman's report.

**C15.021 WEALD COMMON**

a) Pathway

Members discussed the possibility of using a surface which is used by golf clubs for golf buggies. The Clerk stated that she would speak to Cllr Bedford regarding this. The Clerk reported that the contractor who is to install the path had expressed a concern that if he quotes for a new job, will he be able to gain access to the site. The Clerk informed Members that the Parish Council has right of way to the park over the land in question, however, is not sure about vehicles. The Chairman stated that he would arrange to meet with the North Weald Village Hall Chairman regarding this. The Clerk confirmed that the path will run from the Millennium Stone to the two play areas.

b) CCTV

The Clerk reported that she had received confirmation that electricity can be obtained from the flood alleviation scheme, an underground cable would be run from there on to Parish Council's land. EFDC would install the CCTV. Electricity consumption is expected to cost between £1 to £100 per year. It was the Clerks understanding that the Monitoring equipment would be secured at the bottom of the pole and the camera would be at the top. EFDC would monitor the equipment and information recorded would be sent direct to them. All Members **AGREED** to this suggestion, in principle.



**MINUTES**

Meeting closed: 8.41 pm

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