



MINUTES

Meeting: COUNCIL

Date: 12th May 2014

Time: 7.43 PM

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

PRESENT:

Councillors (13) C Hawkins (Chairman), N Bedford, B Clegg, B Bartram, T Blanks, P Collins, Mrs E Godwin-Brown, Mrs A Grigg, Mrs D Adams, G McCormack, R Spearman, D Stallan, A Buckley

** for part of meeting*

Also in Attendance (2)

Susan Deluca - Clerk

Adriana Jones - Finance and Administrative Officer

Members of the Public (1)

Members of the Press (0)

C14.001 ELECTION OF CHAIRMAN

The Clerk explained that there is no Parish Council until a new Chairman is elected. Councillor Spearman **PROPOSED** Councillor Hawkins as Chairman, the proposal was **SECONDED** by Councillor Bedford. 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.

C14.002 ELECTION OF VICE CHAIRMAN

Councillor Bartram **PROPOSED** Councillor Eldridge as Vice Chairman, the proposal was **SECONDED** by Councillor McCormack. The Chairman indicated that Cllr Eldridge had confirmed he would stand should he be elected. There being no other nominations, Councillor Eldridge was duly elected as Vice Chairman of North Weald Bassett Parish Council for the current Municipal Year.

C14.003 APOLOGIES FOR ABSENCE (2)

NOTED that apologies for absence had been received from Councillors Mulliner and Eldridge.

C14.005 OTHER ABSENCES (1)

NOTED there were no other absences.

C14.006 MINUTES

Members **APPROVED** as a correct record, the Minutes of the Parish Council Meeting of 7th April 2014, and acknowledged a copy of the draft minutes of the Thornwood Common Village Hall and Playing Field Management Committee.

C14.007 DECLARATIONS OF INTEREST

There were no declarations of Interest.

C14.008 QUESTIONS FROM MEMBERS OF THE PUBLIC

None present.

C14.009 CLERKS UPDATE AND COMMUNICATIONS REPORT

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

From	Type of Document	Regarding
Global Adventure Challenge	Email	Councillors NOTED that the Clerk had received an email regarding a charity trek taking place along the Essex Way starting Friday 18th July for 3 days, covering 49 miles in aid of Essex and Herts Ambulance charities. There are 35 participants taking part in the challenge starting in North Weald going to Earls Colne.
Village Life	Monthly News	NOTED
North Weald Mums	Poster	North Weald Mum are having a Cockney night on 14th June from 7pm to raise funds for the Weald Common Play Area - details on how to book are on the poster - NOTED
Village Life	Magazine	Monthly News - NOTED

Councillors **NOTED** that there is a quiz night being held in Thornwood Village Hall on 13th June to raise funds for the hall car park. The Clerk confirmed that she will be applying for a grant for the resurfacing of the Car Park. Thornwood Village Hall and Playing Field Management Committee are starting a series of events to fund raise for the car park. The Chairman asked if the Parish Council would like to put in a team, and for Councillors to see him if they were interested.

C14.010 TOUR DE FRANCE

The Clerk confirmed that the Parish Council have finally received confirmation from Peter Charman, EFDC Emergency Planning Officer, that flags, bunting and vertical banners can be erected in the village. In addition, EFDC have confirmed that the Talbot roundabout can be decorated for the TDF. The Clerk confirmed that Cllr Collins wished to spearhead this project. Cllr Collins stated that he cannot do this without support and help, and will not do it alone. He continued, stating that the Parish Council had so far not agreed anything despite a number of suggestions, such as the Talbot roundabout, being put forward and he now commented that time is pushing on with only 7 weeks left until the event. Cllr Collins stated that he has been asking for some weeks now for things to be done, and he cannot see any point in putting the effort in if it's just him and nobody else. The Clerk stated that Cllr Mulliner was going to take the lead in terms of the TDF organisation. The Chairman stated that this was put to Parish Council some month ago, and it was stated that those getting involved would need to be here on the day and to organise it, and so far nobody has put themselves forward. Cllr Collins stated that the Parish Council must make a decision tonight in terms of whether or not they want to progress this, and if so how. The Chairman advised that he felt that Members had already spoken and

made the decision at previous meetings regarding the TDF and said that the best way forward was to now go round the table and ask all Members present if they would like to take part in arranging a Parish Council event for the TDF.

Cllr Buckley stated that he wanted to clarify one point. Both he and Cllr Mulliner were absent from the April meeting, however he noticed from the minutes discussion surrounding banners. Cllr Buckley stated that he had given Cllr Mulliner quotes for banners on the roundabout, and suggested one is also placed near the village green, and wanted to know if Peter Charman would have a say in terms of what size these could be. The Clerk stated that she has been liaising with Peter Charman to try and get an agreement as to what the Parish Council could do, and details of any restrictions, and it wasn't until Thursday 8th May that Peter Charman came back to her. Cllr Buckley asked if Peter Charman had indicated there would be any restrictions in terms of size, to which the Clerk stated he had not, but stated that they could not be commercial banners. Cllr Buckley confirmed that he would get the area measured.

The Chairman then put the question to Councillors and asked them to confirm who was interested in being part of the group organising the TDF events. Cllr Adams stated that she liked the idea of decorating the roundabout and supported Cllr Collins. The Chairman stated that the Parish Council need to agree something collectively as there cannot be four or five different councillors going in different directions. Cllr Blanks informed Members that he would not be around for the event, and as such cannot contribute.

The Clerk reminded Members that the Council had precepted for £500 of costs for TDF associated events, however Council should keep in mind the cost of regular maintenance of the Talbot roundabout, and that this would need to be budgeted for. The Chairman stated that there are advertising boards already on the roundabout, asking if they pay for maintenance. The Clerk stated that it was her understanding that these companies pay to place their boards on the roundabout, however do not maintain the roundabout. Cllr Collins stated that he had suggested in the past that the Parish Council contact these companies, to which the Clerk referred to an email from Trevor Baker, EFDC, in which it states that he will not be involved in any liaison. The Clerk stated that the Parish Council are effectively a third party in this event, and this has proved extremely difficult in terms of getting approval for any actions. The Clerk advised Members that she felt it important that Members of the Parish Council knew how much work has been carried out behind the scenes by the Clerk and the Parish Council office staff, and also a number of Councillors who do attend the office on a regular basis and have the opportunity to discuss the problems that have been associated with TDF events and getting the relevant permissions with the Clerk.

With regard to the Talbot roundabout, Cllr Collins stated that as he suggested in the past there could be shrubs on the roundabout, and that perhaps a local nursery (an example given of Art Nurseries) could be contacted to see if they were interested. The Chairman responded by saying that we could not forget this would be need to be

maintained. Cllr Stallan suggested Members were mixing two subjects; the TDF event and the ongoing annual maintenance of a roundabout. The issue regarding ongoing maintenance is one for the Budget meeting later in the year, and not now.

Cllr Bedford stated that he would not be around on the day, and as such could not contribute. Cllr Collins stated that he too would not be around on the day, and said that he would looking at promoting the Parish and getting things ready before the event.

The Clerk confirmed that there had been no responses to the advert placed in Village Life asking for suggestions.

The Chairman asked all Members present if they would be taking part in organising something for the event:

- Cllr Bedford - No
- Cllr Bartram - No
- Cllr Blanks - No
- Cllr Buckley - Yes, but only on the posters / banner side of things
- Cllr Clegg - No, stating he had made his views very clear previously, but would be very happy with a banner by the flag pole and something on the roundabout.
- Cllr Adams - No, and agreed with Cllr Clegg's comments
- Cllr Godwin-Brown - Yes, happy to be involved with preparation and organisation before the event, however will not be available on the day.
- Cllr Grigg - Supports the idea in principal, however to be involved you would need to be able to get to North Weald on the day, and this would prove extremely difficult.
- Cllr Stallan - supports the banners, however thought that the idea of doing something on the day had been previously discounted by Council.
- Cllr McCormack - happy to help out before the event
- Cllr Collins - happy to help out before the event
- Cllr Spearman - No, working

It was **AGREED** that any Councillors wanting to be involved in the organisation of TDF events should stay behind after the meeting for further discussions with Cllr Collins. If nobody stays behind, then nothing will be organised.

C14.011 MEMBERSHIP OF COMMITTEES

Council **AGREED** the following changes:

- Cllr Spearman - remove from Environmental Committee
- Cllr Clegg - place on Personnel Committee
- Cllr McCormack - remove from NWVH, place on Personnel Committee
- (subsequent to the meeting, Cllr Mulliner reported that he should be included in the Environmental Committee)

It was **AGREED** the Councils Committees would be as follows:

- (a) **Planning Committee** (14 Members) - to meet 1st and 3rd Mondays (usually) subject to plans being available.
- (b) **Environmental Committee** (10 but Open to All Members) - to meet monthly during the day.
- (c) **Allotments Sub Committee** (4 Members)- to have delegated power to act on all matters relating to the allotments to meet weekly during the day.
- (d) **Finance and General Purpose Committee** (Open to All Members) - to meet once or twice a year.
- (e) **Personnel Committee** (6 Members) - to meet approximately four times a year, and when necessary.
- (f) **Emergency Personnel Working Group** (3 Members) to be able to meet at short Notice.

A copy of the updated Committee List is appended to these minutes.

C14.012 DATES OF MEETINGS FOR THE MUNICIPAL YEAR

Members **AGREED** the following Parish Council meeting dates:

Monday 2nd June

TUESDAY 8th July (due to TDF on 7th)

August – No Meeting

Monday 1st September

Monday 6th October - (Cllr Bedford gave his apologies)

Monday 3rd November

Monday 1st December

Monday 12th January

Monday 2nd February

Monday 2nd March

Monday 13th April (As Monday 6th is Bank Holiday)

Monday 11th May (As Monday 4th is Bank Holiday)

C14.013 REPRESENTATION ON OUTSIDE BODIES

Members **AGREED** the Council's representatives on outside bodies as follows:

Outside Body	Council Representatives 2014 2015
Parish Passenger Transport Forum Neighbourhood Action Panel Norway House	Position Vacant - Councillor Hawkins Councillor Eldridge Councillor Bartram Councillor A Grigg Councillor Mulliner Councillor Bedford Councillor Hawkins

North Weald Village Hall	Cllr Godwin Brown
EFDC Local Councils' Liaison Committee	Cllr N Bedford The Clerk and the Chairman are automatically Members of this Cttee
Queens Hall Charity It is the Clerks understanding that the Charity has not registered the change to the number of Trustees appointed by the Parish Council to the Charity Commission	Cllr Godwin Brown Cllr Bedford Cllr Bartram Cllr Hawkins Mrs Sheila Jackman Appointed after the meeting There are 3 Trustee positions now Vacant
Emergency Planning	Cllr McCormack and Cllr Bedford

C14.014 REGISTRATION OF COUNCILLORS INTERESTS

Members **NOTED** that it is necessary for them to review their Interests on a regular basis, and that the Clerk holds copies of a Revised Declaration of Interests form. A Form needs to be completed for any changes and submitted to EFDC, this must be done within 28 days of any change. **This is a legal requirement.** Members should also advise of any changes to their personal details such as address, email, telephone etc, in order that these can be amended also. A copy of the email from the officer at EFDC was attached to the agenda.

Cllr Collins asked if a new Register of Members Interest needed to be complete every year, to which the Clerk stated it did not, only if the Members interest has changed.

Cllr Blanks reported that he had viewed the website and could not access the members interest forms. Cllr Bartram stated that this was checked and he could. It was **AGREED** that the F&A Officer would investigate.

C14.015 REPORTS AND MEMBERS REPORTS

a) Chairman's Report

The Chairman reported that he had attended the Easter Egg hunt run by the North Weald Mums to raise funds for Weald Common. There were over 200 eggs left over after the event, many of which were then taken to Norway House for the children. The Epping Spiritualist Church had donated £1,000 towards the new car park at Thornwood Village Hall, for which the Committee was very grateful. Cllr Clegg asked if a letter of thanks could be sent, to which the Chairman confirmed it already had been. The Chairman stated that he

Hastingwood Allotments are looking fantastic, and offered his thanks to all those involved.

- b) **Vice-Chairman's Report** - No report
- c) **District Councillors Report** - No reports
- d) **Highways**

The Clerk stated that the Highway update was not included in the Pack, however would be forthcoming meetings.

Cllr Collins gave an update on the blocked gulley's by the shops in North Weald, stating that he has been corresponding with ECC Cllr Jackson, who had stated they had been cleared. Cllr Collins investigated further, and it seems as though two of the gulley's by the crossing are running free, however the others aren't. Pictures have been taken, and given to the Clerk and Cllr Jackson, who has in-turn sent on to Highways. Cllr Bedford suggested that it is the slop of the road which is the issue, to which Cllr Collins confirmed this was correct, however if the gulley's around the Harrison Drive area are cleared, this may solve the problem. Cllr Bedford suggested something like a French drain being installed would help.

- e) **Councillors Reports**

Cllr McCormack referred Councillors to page 2 of the attached TWVH Committee minutes, stating that he had formally requested the use of TWVH FOC for a charity event he is running in September called 'Hope for Tomorrow'. The Charity is to raise funds for Mobile Chemotherapy Units, which can cost in excess of £260,000 per unit. The event is a coffee morning to raise funds. The TWVH Committee have agreed this, subject to ratification by full Council. The decision of the TWVH Committee to offer the hall FOC for this event was **RATIFIED** by full Council.

Cllr Blanks recalled that some time ago he read a document which stated that works may be needed to the main runway to the airfield, and wondered if any Councillors were aware if this had taken place / was necessary. Cllr Grigg reported that £46,800 was spent last year on repairs to the runway, and that a report is due to come back to the Asset Management Committee, however it may possibly go direct to Cabinet. Offers were meeting on the day following the last Asset Management meeting.

Cllr Collins stated that every month this Council talks about the Section 106 monies for the Bus Shelter at the Talbot, and asked if there was an update. The Clerk stated that the last she heard was that Cllr Jackson was looking into it after the Parish Council queried the discrepancy in figures. Cllr Collins asked if the pressure could be kept on otherwise the issue will just fade away, and the monies lost. The Clerk stated that we can, however this is a tricky situation in that it's an agreement between the developer and ECC, to which Cllr Collins stated that the Clerk had previously reported that ECC cannot spend it unless it is agreed. The

Clerk advised that it was her understanding that this was not actually how it had been reported, and once again advised Members of the history of the S106 monies (which were in relation to the Queens Head Public House Development) and the Agreement was actually between Essex County Council and the Developer. It was the Parish Council staff who had identified the monies and advised Essex County Council that the Parish Council should be allocated the use of the money for Bus Shelters. At no time had the Clerk advised that the money 'belonged' to the Parish Council, simply that the Parish Council should be allocated the use of it. Cllr Collins asked if the Parish Council could simply ask ECC for the remainder of the money, to which the Clerk confirmed she was already negotiating on a regular basis with Essex County Council, Councillor Collins advised Members he felt that it should be chased on a more regular basis, the Clerk advised that County Councillor Jackson was also chasing this and she felt at the current time all that was possible was being done – and that she felt that a new Bus Shelter would be forthcoming in the near future.

Cllr Bedford stated that he had received a complaint from Art Nursery, who were very upset that EFDC had closed Vicarage Lane West without notifying them, and they had subsequently lost business. Cllr Grigg reported that it was not EFDC, but ECC who closed the road and suggested Cllr Bedford gives Art Nursery Cllr Jackson's contact details. Cllr Grigg stated that she had received a complaint, and after investigation can definitely confirm this is nothing to do with EFDC. Cllr Bedford stated that the complainant ended up clearing the road of rubble while the contractors sat in their truck and watched on. The Clerk advised that it would be difficult to confirm what had been said between two parties when there were no witnesses present.

The Chairman stated that this road closure was necessary for the works to repair Byway 36, which has been greatly welcomed by members of the North Weald Community, however the Parish Council are now receiving complaints that the newly resurfaced lane is being used by motorbikes and other smaller vehicles. Cllr Blanks asked both District Councillors present what they were doing in terms of the poor service being received by ECC. Cllr Grigg stated that the problem is ECC, and that as District Councillors they do what they can to deal with complaints, but ultimately they let people know they should be liaising with Cllr Jackson, and pass on his details.

Cllr Stallan reverted regarding the Sec 106 monies, stating that at the last meeting he recalled suggesting that as this issue has been dragging on, Cllr Jackson should be invited to the next meeting to discuss it. Cllr Stallan again proposed that Cllr Jackson should be asked to attend the next meeting to discuss:

1. Why don't we have the Section 106 monies;
2. The issue of drainage by the shops;
3. The Art Nursery / road closure issue

Cllr Blanks suggested that he should also be asked what's happening with the road surfaces in light of the Tour de France. Cllr Stallan suggested that Members

should inform the Clerk of any questions they would like to put to Cllr Jackson by 10am Wednesday. This was **AGREED** by Members.

Cllr Bedford reported that he had also received a complaint from somebody who lives in Rye Hill Road stating that the road had been closed for 4 week to put in a new water main, and wondered why ECC didn't liaise with all the other agencies and get all the required work done at the same time. Cllr Stallan suggested this location may not be Cllr Jacksons area.

Cllr Buckley stated that some time ago he reported to Council that the phone box outside the front of the shops in North Weald was looking extremely messy, however nothing has been done. The Clerk reported that this had in fact been cleaned inside and out by the Parish handyman. In addition, BT were in the process of completing a survey to ascertain how often the telephone box was used, however we may not get a response until November. Cllr Buckley asked what's happening with the bench on that green, to which the Clerk stated she was unsure at this stage who owns that bench, however that land is Highway land. Cllr Buckley said he recalled that the Clerk has said EFDC have some money for works to this bit of land, to which the Clerk stated she did not. What she had said was that the Parish Council had been given the OK to place planters on this land at their expense, and that we needed to furnish ECC with a map of our plans for the area. Cllr McCormack stated that this was correct, however when he looked at what needed to be done, the process was so bureaucratic, he lost momentum. Also, the sleepers would need to be bolted onto walls which were not ours. The Clerk stated that it was Jon Simmons of ECC who gave the go ahead for the works. The Clerk would once again place this matter on the Agenda for the Environmental Committee to see if they wish to look at this matter again.

f) Environmental Issues - No report

g) Neighbourhood Action Panel

Members **NOTED** that the minutes of the last NAPs meeting were available if anybody wanted a copy.

h) Thornwood Village Hall - Health and Safety Legislation

The Clerk stated that it was as per the comments detailed in attached minutes which were attached to the agenda (from 1/5/14 meeting), stating that the Thornwood Common Village Hall and Playing Field Management Committee wanted one or two Councillors to take on the role of management the H&S legislation for the hall, which is extremely complex, and Committee Members do not fully understand it.

Cllr Stallan stated that the extract in the agenda refers to financial implications, and asked for clarification as to what this was. The F&A Officer stated that this refers to the financial implications of failing to adhere to the H&S legislation, for example Legionella - if you fail to adhere to the H&S guidance regarding

preventing a Legionella outbreak, the financial implications (not to mention risk to life) would be terrible. At present monthly checks are completed on the hall to assess any Legionella risk, as per the interpretation of the guidance suggests, which costs over £100 each month. However, the Legionella legislation is vast and complex, and an inordinate amount of time is spent by the office staff on reading all the associated documents. Cllr Stallan asked if these cost came out of the Thornwood Village hall accounts, to which the Clerk confirmed the cost of checks do, but staff time doesn't. Cllr Spearman suggested that perhaps the contractor who fitted the new water system at the Village Hall would be able to complete these checks. Cllr Bedford confirmed that anybody completing these checks needs to be 'Water Safe' which involved a two day course.

The F&A Officer stated that both herself and the Admin Officer had read all the paperwork, and still felt that the monthly checks needed to continue. If a Councillor wanted to take on the responsibility for the checks, and to read the paperwork, they would then be able to ascertain if these checks needed to be done, however until this time then the monthly checks would continue.

Cllr Blanks stated that he was surprised that the Rottweiler's on the Thornwood Committee have abdicated any responsibility with this issue. Cllr Clegg stated that he objected very strongly to Cllr Blanks' comments about the Committee, as Committee members do so much for the hall, many of them are older and they do not have the skill or knowledge to complete H&S checks such as Legionella, and he feels the Committee made the correct decision by stating they don't have the ability to deal with this issue, and to pass it to Parish Council for consideration. The Chairman stated that he too objected to Cllr Blanks' comment.

Cllr Stallan stated that he accepted the Committee were not prepared to sign off H&S Issues, as he didn't understand this particular and he would not sign it off. Cllr Stallan agreed that the Parish Council should take on the responsibility and organisation for getting this done. Cllr Spearman stated that he would be prepared to take on the responsibility of the monthly checks if the Parish Council backed him.

Cllr Stallan **PROPOSED** that the Parish Council take on the responsibility for organising the relevant H&S Checks, and that they decide the best method of getting these done. The Clerk asked Members to note that there was no one in the office who had the relevant experience to undertake Health and Safety Checks. A vote was taken as follows:

For	12
Against	0
Abstentions	1 (Cllr Blanks asked for his abstention to be recorded)

The Parish Council accepted Cllr Spearman's offer, and confirmed he would be reimbursed for attending the course.

C14.016 FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

Members **APPROVED** the list of cheques which had been updated and were signed up to 30th April 2014, and noted the income received and account balances. Cllr Blanks noted that there was only one cheque list. The Clerk stated that for ease of accounts, all cheques would now be on the one check list. Councillors discussed this issue, and a vote was taken for continuing with two separate cheque lists:

For: 6
Against: 4
Abstentions: 3

It was therefore **AGREED** to continue with two separate cheque lists - one for the Thornwood Account, and one for the current account.

Cllr Stellan asked if the Parish Council were getting a reduced rate in terms of the rat poison that was being purchased. The F&A Officer stated that we were not, and that this was simply rat poison being purchased for the Hastingwood B allotments. Cllr Stellan stated he was aware that a report had been made to the Warden regarding rats on Queens Road Allotments.

b) Internal Auditors Report

Councillors **NOTED** the Final 2013/2014 Internal Audit report as attached to the agenda. Cllr Collins stated that reading through the report it looked as though there was a problem with the Parish Council software. The F&A Officer asked which particular software, to which Cllr Collins said all of it. The F&A Officer stated that there were no issues with the Payroll software, and that the error was due to the previous year's figures being automatically populated into this year's figures, and that in terms of the Risk software, she was still trying to work through and understand how this operates. Cllr Blanks stated that perhaps Cllr Collins was referring to the financial software, and the issue of Edge Designs going into liquidation. Cllr Blanks stated that he did bring up this issue 18 months ago, but that the Parish Council decided to continue with Edge. The F&A Officer stated that all monthly reports are printed and stored on an external computer, so the most the Parish Council is at risk for is 4 weeks. It was **NOTED** that the Officers, in conjunction with Cllr Blanks, were looking at what to do next and whether or not an alternative accounts package should be sought.

c) Notice of Annual Audit for the year Ending 31st March 2014.

Councillors formally **APPROVED** the details of Annual Return as attached to the agenda.

C14.017 CAR PARK AT THORNWOOD COMMON VILLAGE HALL

Members **NOTED** that the Clerk had been advised that grant applications are open via the Essex County Council Community Initiatives Fund, and that the Clerk will be

applying for a grant to re-surface the car-park. It was also **NOTED** that a £1,000 donation had been received from the Epping Spiritualists.

C14.018 QUIZ NIGHT TO RAISE FUNDS FOR WORKS ON WILLOW TREE ON WEALD COMMON – ORGANISED BY NORTH WEALD VILLAGE HALL AND NORTH WEALD BASSETT RURAL PRESERVATION SOCIETY

Cllr Stallan stated that he had been asked by Nick Dorras if he would assist with organising a quiz to raise funds for urgent works required to the Willow Tree on Weald Common. This tree has been identified as iconic in the Village. This is a joint event between North Weald Village Hall and the Preservation Society - this is not an EFDC event. [Cllr Grigg stated that she declared a non -pecuniary interest in this item, as did Cllr Collins and Cllr Godwin-Brown]. Members were asked if the Parish Council would like to organise a team of eight to support this event – details are 30th May – 7.00pm start - Tickets £8 per person (this includes a Ploughman’s Meal) A Licensed bar will be available. Councillors were asked to contact Cllr Stallan if they were interested.

C14.019 APPROVAL OF ACCOUNTS

Council formally **APPROVED** the Parish Council accounts for the 2013/2014 period, as attached to the agenda.

C14.020 FORMAL APPROVAL OF 2014/2015 PRECEPT

Following the Internal Audit which took place on 1st and 2nd May, it was noted by the Auditor that the 2014/2015 precept and Council Tax Support Grant figures were not formally recorded in the minutes of a Parish Council meeting (even though formal approval of the F&GP Minutes which details the agreed figure was recorded). Council therefore formally **APPROVED** the Precept for 2014/2015 as being £138,737, with an expected Parish Support Grant of £12,464.

P13.147 FLYING THE FLAG ON THE 17TH MAY – NORWEGIAN CONSTITUTION DAY

Members **NOTED** that the 17th May is the National Day of **Norway** and is an official national holiday observed each year – the Parish Council usually flies the flag in recognition of this Parishes ties with Norway on this, and Cllr Collins had agreed to erect the flag this year.

Cllrs noted that Ted Hilliards funeral would be held at Parndon Wood, Harlow, at 12.15pm on 13th May.

Meeting closed: 9.22 pm

Signed
Date