



**MINUTES**

**Meeting:** COUNCIL

**Date:** 7th April 2014

**Time:** 7.30 PM

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

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**PRESENT:**

**Councillors (12)** C Hawkins (Chairman), B Eldridge, B Clegg, B Bartram, T Blanks, P Collins, Mrs E Godwin-Brown, Mrs A Grigg\*, Mrs D Adams, R Spearman, G Mulliner, D Stallan\*

*\* for part of meeting*

**Also in Attendance (2)**

Susan Deluca - Clerk

Adriana Jones - Finance and Administrative Officer

**Members of the Public (1)** Kieran Thompson (414 Epping and North Weald Air Cadets)

**Members of the Press (0)** No Members of the Press were present

Kieran Thompson (414 Epping and North Weald Air Cadets) gave Members a brief presentation regarding his plans and ideas for an event to be held in the Parish to commemorate the 100th Anniversary of WWI.

The Clerk thanked all Councillors and the Parish Council for giving her compassionate leave whilst her husband was critically in abroad, and thanked those Councillors who emailed her during this difficult time.

**P13.135 APOLOGIES FOR ABSENCE (3)**

**NOTED** that apologies for absence had been received from Councillors Buckley, Mulliner and McCormack. Cllr Stallan and Cllr Grigg had given apologies for lateness.

**P13.136 OTHER ABSENCES (1)**

Other absences of Cllr Bedford were recorded.

**P13.137 MINUTES**

Members **APPROVED** as a correct record, the Minutes of the Meeting of the following meetings:

- Parish Council Meeting held on 3<sup>rd</sup> March 2014
- Thornwood Common Village Hall & Playing Field Management Committee held on 6<sup>th</sup> February & 6<sup>th</sup> March 2014
- Environmental Committee held on 17<sup>th</sup> March 2014

Members also **RATIFIED** the recommendations of the Personnel Committee held on the 21<sup>st</sup> March 2014.

The Clerk stated that she had been made aware of an error in the minutes of the Thornwood Common Village Hall Committee meeting during which it stated that Cllr

Mrs Grigg was a Councillor for Hastingwood, however this had been amended to correctly read North Weald.

#### **P13.138 DECLARATIONS OF INTEREST**

- Councillor Collins declared a non-pecuniary interest in the Private and Confidential Pink item on the agenda.
- Cllr Stellan declared a Pecuniary interest in agenda item 11(d) Allotment Fees.

#### **P13.139 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None.

#### **P13.140 STREET PARTY ENQUIRY**

Councillors noted that the Parish Council had received an enquiry from Kieran Thompson (414 Epping and North Weald Air Cadets) to address the Parish Council regarding ideas to hold a Street Party in commemoration of WWI, which he had done prior to this meeting. Kieran had stated that whilst the 414 Epping and North Weald Air Cadets were relatively well known in Epping, they were trying to raise their profile in North Weald where they are not so well known. In addition, earlier in the year the 414 Cadets had discussed holding some form of community in event to commemorate the WWI anniversary, and it was suggested this could be held in Wheelers Farm Gardens. Kieran confirmed he was in discussion with the management of Wheelers Farm Gardens regarding such an event. When asked what he needed / wanted from the Parish Council, Kieran stated that he would like support, perhaps in terms of closing the road. Discussion ensued as to whether or not this is an unadopted road, or whether or not Hanover Estates own it. It was noted this would be an event for all North Weald residents, and not just residents of Wheelers Farm Gardens. There would be stalls and activities. Councillors present supported the idea, and made the following suggestions to Kieran / **AGREED** the following actions:

- Make contact with Leonard Davis House, and invite residents to attend.
- Epping Forest Transport may be able to assist with the logistics of moving residents from Leonard Davis House down to Wheelers Farm Gardens.
- This event needs to be communicated to residents - Village Life, Parish Notice Boards, Leaflet Drop, posters in shops.
- Clerk confirmed the Parish Council would assist in terms of photocopying if required.
- Finance and Admin Officer to take on the issue of the road closure.
- Wheelers Farm Gardens have a coffee morning on a Wednesday, and perhaps 414 Cadets should attend this to promote the event.
- Finance and Admin Officer to send Kieran NWM's email address.
- There is a Ploughmans held in North Weald Village Hall each month, and suggest Kieran liaises with Nick Dorras to establish when this event is, and perhaps visit and promote the 22nd June.

It was **AGREED** that the Finance and Administrative Officer would liaise with Kieran on this event.

### P13.141 CLERKS UPDATE AND COMMUNICATIONS REPORT

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

| From                 | Type of Document | Regarding  |
|----------------------|------------------|--|
| EFDC                 | Prospectus       | <i>Councillor Development Programme 2014/15 - NOTED</i>  |
| EFDC                 | Letter           | <i>Review of Polling Districts and Polling Places 2014 - NOTED</i>   |
| Epping Forest ReUse  | Invitation       | <i>To attend the centre on Friday, 11 April between 11am and 3pm to see how their first year has gone and to hear their plans for the future - NOTED</i> |
| Village Life         | Magazine         | <i>Monthly News - NOTED</i>  |
| Essex County Council | Letter           | <i>Mobile Library Services -Hastingwood Village Hall stop being cancelled. Leonard Davis House stop times being altered - NOTED</i>                      |

### P13.142 TOUR DE FRANCE

Councillors noted that a meeting had recently been held with Peter Charman, Emergency Planning Officer EFDC with responsibility for the Tour de France event (details from the notes of this meeting were read out for Members). Following this meeting, it was noted that much of North Weald Village will be land locked between 8am and 5pm, making it extremely difficult for some staff to get to the office on the day. Concern has also been expressed by both Essex County Council Library Services and the Parish Council staff regarding the number of people who may simply use the library as a public toilet or for shelter if it rains. Therefore, the Parish Office staff have confirmed they would be willing to take annual leave on 7th July, so that the Parish Office and Library will be closed. Councillors **AGREED** that the Parish Office should be closed on 7th July.

Councillors then discussed how / if the Parish Council should celebrate the event:

#### Decorated Property Competition / Decorated Bunting

Cllr Godwin-Brown suggested that perhaps a decorated property competition would be a good way of involving the community. The Parish Council could suggest ideas such as decorated bikes, front gardens, flags, onions, yellow jerseys etc. St Andrews School could also be approached to get involved, and perhaps the children could be asked to take part in a decorated bunting competition, and the winner would have their bunting erected outside a prevalent place along the route. There was some scepticism amongst Councillors as to how successful these competitions would be, as historically Parish Council led community events are not particularly successful. Cllr Adams supported this idea, and it was **AGREED** that Cllrs Godwin-Brown and Adams would create an advert for these events.

#### Roundabout

Cllr Collins stated that the Parish Council has for some time been trying to do something with this roundabout, and suggested that perhaps now is the time to break

the deadlock and do something for the TDF, but something that would also last beyond this event. He confirmed he had spoken with a number of people, and the suggestion of a white plane (similar to the white horses that can be seen in the British countryside) could be placed on the roundabout. He accepted maintenance could be an issue, but suggested some shrubs could also be planted to ensure the roundabout looked nice throughout the year. The idea of a yellow jersey painted (with grass friendly paint) could be put on the roundabout for the Tour de France event, which would be noticed from the air.

Posters on lamp posts / banner on roundabout

Cllr Collins tabled a copy of an idea for a banner / display / posters that could be used on the centre of the roundabout, and also attached to lampposts along the route throughout North Weald. The Finance and Admin Officer stated that there were some restrictions in terms of banners and that clarification would need to be obtained from Peter Charman as to what could be used.

It was **AGREED** that the Clerk would speak with ECC Cllr Jackson and EFDC regarding what we can do with the roundabout, and if the Parish Council can get permission to put something more permanent / substantial on the roundabout.

It was also **AGREED** that the Finance and Admin Officer would liaise with Peter Charman to ascertain the suitability of Cllr Collins suggestions for posters on lamp posts and a display / banner in the centre of the roundabout.

Cllr Clegg commented that having been to a stage of the TDF in France, a lot of energy could be spent on small, commendable suggestions, however the TDF itself is such a large, circus like event, he was concerned that the Parish Council may get very little reward for so much time and effort spent. Cllr Clegg continued, stating that from his conversations with Cllr Mulliner, Epping is going to be the main focus in this area as it is a sprint section. Cllr Clegg asked the Clerk if she intended to make contact with any other Parish's along the route to ascertain if they are making any plans for this event, to which the Clerk stated she was not. Cllr Collins suggested that other Parishes may be holding events or purchasing items, which if grouped together the Parishes may get a better financial deal.

The Clerk mentioned that a suggestion had been received that the Parish Council may wish to place a Gazebo on the green on the land at the front of York Road.

*[Cllr Mrs Grigg and Cllr Stallan arrived 20:11)*

Cllr Stallan confirmed that he had spoken with the Clerk the previous week regarding this suggestion, stating that if the Parish Council wanted to use this area, a request would need to be formally received. Councillors agreed they did not want to make such a request.

**P13.143 ASSESSMENT OF PEOTENTIAL DEVELOPLAND - CALL FOR SITES**

Councillors **NOTED** that a letter and form had been received from Epping Forest District Council repeating its Call For Sites exercise. The Clerk apologised that only half of the letter had been copied in with the agenda, and that she would obtain a copy of the last page. After discussion, it was **AGREED** that the Parish Council had no sites they wished to put forward under the Call for Sites.

**P13.144 REPORTS AND MEMBERS REPORTS**

**a) Chairman's Report**

The Chairman regrettably informed Members that Simon Chamberlain, Secretary of North Weald Airfield Museum, was one of the two people who sadly lost their lives in the recent small plane crash along the A414. A letter of condolences will be sent to his family from the Parish Council. Simon was such a good, helpful young man, and he will be sorely missed by everybody who knew him. His loss will be greatly felt by all those associated with the NWAM. All present supported the Chairman with his statements, and passed their condolences on to Simon's family and friends.

The Chairman reported that a meeting had been held regarding the proposed Latton Priory Development, the purpose of which was to understand in greater detail what the developers were proposing, not to offer any support or objection to such proposals. The Chairman stated that one of the Councillors who attended this meeting would give an update under Councillors reports.

**b) Vice-Chairman's Report**

Cllr Eldridge stated that he had recently visited the Brent House Farm area, and could not see that any bricks had been laid. Photo's had also been taken which are held at the Parish Office, a copy of which have also been sent to Nigel Richardson, Planning EFDC. With regard to Mill House Farm, Cllr Eldridge reported that he is still awaiting a reply from the Officer concerned.

Both Cllr Eldridge and the Chairman had attended the event at the Epping Re-use centre. Cllr Eldridge stated that he was very impressed with this initiative, and tabled a copy of details of this centre for Councillors information. It was noted that copies had also been placed on notice boards.

Cllr Eldridge reported that there are hardly any horses on Harlow Common at this time.

**c) District Councillors Report - No reports.**

**d) Highways**

The meeting Clerk tabled a list of all the Highway issues that had been reported to / by the Parish Council, together with an update on their status. Cllr Collins stated that some of the issues listed could perhaps be addressed by using the Tour de France as leverage. Cllr Eldridge stated that at the T junction of Mill

Street / Hastingwood Road, the road sign has been knocked down by a lorry. This was reported some time ago but is not on this list. Cllr Clegg asked if there was any update on the illuminated road sign (30mph on side, 50mph the other) that was damaged by a White Van in upland Road. The Clerk confirmed there was not, and said she would chase.

Cllr Collins gave Members an update on the request for a bus shelter near the Talbot, stating that the Clerk had been liaising with Cllr Jackson regarding how much of the Section 106 monies remains, and there was a discrepancy in the figures (ECC state approx £5k remains, whilst the PC records suggest approx £11k remains). The Clerk was awaiting a response. The Clerk stated that if ECC have in fact spent the money, they would need to provide justification as to why, as these monies were obtained via a S106 agreement. If they are able to justify, the Parish Council would have a hard time objecting. Cllr Stallan requested that ECC Cllr Jackson is invited to attend the next PC meeting and answer the question, however it was **AGREED** that the Clerk had this in hand and this was not needed at this time.

**e) Councillors Reports**

Cllr Eldridge reported that he had attended the recent meeting regarding the proposed Latton Priory development, stating that he found the meeting very informative and that it was good to visit the site to get a clear understanding of how such a development would affect the Parish. Cllr Blanks stated that he too had attended, and that the site meeting concentrated mainly on the fact that the tree line would be enhanced, however they had not been able to sufficiently answer / address the issue of traffic going through to Epping. In addition, there was a lack of familiarity with the G&T sites, which they were not too keen to answer. Cllr Blanks stated that he felt this was mainly a PR exercise.

The Chairman stated that if / when a masterplan is drawn up, they will provide a copy to the Parish Council.

**f) Environmental Issues**

As Cllr Mulliner was absent, the Clerk reported that the Annual Allotment Holders meeting took place on Sunday 30th March, and was very successful. The only outstanding issue was the ditch by Thornwood Allotments, which the Chairman will be looking into.

Cllr Clegg asked if there was any development regarding the hedging and ditch issue going along Upland Road and outside the Parish, to which the Clerk stated that EFDC were dealing with this.

**g) Neighbourhood Action Panel**

Members **NOTED** that the minutes of the last NAPs meeting were available if anybody wanted a copy, and that the next meeting would be Thursday 10th April.

**h) County Councillors Reports**

Councillors **NOTED** that a copy of Cllr Jacksons report was in the Agenda Pack, and that a copy would be placed on chairs at the Annual Parish Assembly.

**P13.145 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 31st March 2014.

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

Councillors **NOTED** that the return date for the completed Annual Audit was 9th June 2014.

**c) Cemetery Fees**

Councillors **RATIFIED** the decision of the Environmental Committee to increase the Cemetery fees overall by 10% beginning 1st April 2014.

**d) Allotment Fees**

[Cllr Stallan left the meeting, after declaring a discloseable pecuniary interest in this agenda item]. Councillors **RATIFIED** the decision of the Environmental Committee to increase the Allotment fees overall by 10% for 2015/2016. It was **NOTED** that 12 months notice of an increase needs to be given to allotment holders. [Cllr Stallan rejoined the meeting]

**e) Thornwood Village Hall Fees**

Councillors **RATIFIED** the decision of the Thornwood Village Hall and Playing Field Management Committee to increase the Hire fees overall by £1.00 per hour for 2014/2015.

It was **AGREED** that a summary of the Hall Hire charges for local halls should take place, so that an assessment of how the Thornwood Village Hall fees compare could take place.

**f) Thornwood Village hall - Cancellation of Bookings**

Councillors noted that there have been a number of occasions recently whereby hall bookings have been cancelled, with hirers giving only a couple of days notice. Members of the Thornwood Common Village Hall Management Committee agreed that a cancellation fee should be introduced, recommending that if less than two weeks notice of cancellation is given, the whole hire fee should be forfeited. Councillors **RATIFIED** this decision.

**g) Thornwood Village Festival**

Thornwood Village Festival will be taking place on Sunday, 29 June 2014 and the Festival Committee has formally requested use of the field and Village Hall for this annual event. As the monies raised are given to Charity, the Parish Council usually provides the hall and field free of charge. Members **AGREED**

they wished to continue to support this event this year, and offer the use of the Village Hall and Common free of charge (with only the public liability being paid if necessary).

#### **P13.146 ONGAR PARK ESTATE - THE REDOUBT**

Members *NOTED* that the Clerk had received an email from Peer Group regarding the security at the Redoubt, copies of which were attached to the agenda. Members considered the issue of security, however stated that as the Redoubt is situated on private land, this is something the Parish Council should not get involved in. Cllr Grigg stated that Peer Group could have done much more to protect the site years ago, even though they have put up a fence, however if the Parish Council receive reports of any problems, they should inform Peer Group. The Clerk stated she would encourage Peer group to contact Village Life regarding security at the Redoubt.

#### **P13.147 UPDATE ON DATA PROTECTION**

Councillors *NOTED* that the Office staff have been in contact with the Information Commissioners Office (ICO), and the Parish Council are now registered as a data handler and have paid the £35.00 fee accordingly. This is an annual fee which will need to be paid. A request has also been made for the ICO to conduct an 'Advisory Visit' to the Parish Council to review the current practices in terms of data handling and storage, however the response received advised that a special workshop was being run by the Hertfordshire Association of Town and Parish Council to address this issue suggesting the Parish Council attends. The Office staff are unable to attend this event, and have contacted the ICO to request details of alternative dates, or if none are available, to continue with the request for an 'Advisory Visit'. Cllrs Stallan and Grigg confirmed that as District Councillors, they have registered as data handlers with the ICO. Councillors asked if there was a need to individual Parish Councillors to sign up too, to which the Finance and Admin Officer stated that she had received confirmation from the ICO that Parish Councillors do not need to sign up. Cllr Grigg stated that it may perhaps be different for district Councillors as they may have occasions at which they are given personal information, and as such will be deemed a data handler. It was *AGREED* that this issue should be placed on the 2015/2016 budget/precept discussions.

#### **P13.148 ANNUAL PARISH ASSEMBLY**

Members *NOTED* that the Annual Parish Assembly will be held on Monday 14th April at Thornwood Village Hall at 7pm. Cllr Blanks gave his apologies. The Clerk also reminded District Councillors that she would be happy to place a written report on Chairs should they wish to submit one.

#### **P13.149 CITIZEN OF THE YEAR**

Members *NOTED* that the Citizen of Year winners had been decided Wednesday 2nd April as follows:

##### **Individual Category:**

Winners - Chris Collins and Mick Sheen (each receiving a £10 cheque)

Runners up - Paul Elby and Vera and Terry Prowse

High Commended - Karen Fox

**Group Category:**

Winners - North Weald Mums (receiving a £10 cheque)

**Overall Winner:**

North Weald Mums (receiving a £25 cheque)

Meeting closed: 8.55 pm

Signed .....

Date .....