



MINUTES

Meeting: COUNCIL

Date: 1 December 2014

Time: 8.05 PM

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

PRESENT:

Councillors (7) C Hawkins (Chairman), B Eldridge, B Clegg, G Mulliner, N Bedford, Mrs E Godwin-Brown, B Bartram

Also in Attendance (2)

Susan De Luca – Clerk to the Council

Adriana Jones – Principal Finance Officer

Members of the Public (2)

Members of the Press (0)

C14.109 APOLOGIES FOR ABSENCE (8)

NOTED that apologies for absence had been received from Councillors Ms Adams, Mrs Grigg, Stallan, McCormack, Blanks, Buckley, Spearman and Collins.

C14.110 OTHER ABSENCES (0)

No other absences were recorded.

C14.111 MINUTES

Members **NOTED** the following amendments:

- Cllr Grigg had requested the following amendments:
 - Minutes of 17th November - F&GP 3rd page, 2nd para should read "However, we have said we would accept our fair share of housing but as ward councillors we would oppose larger developments".
 - Minutes of 17th November - F&GP page 2 - 2nd para 'asked if the Committee had approached the Church for funding' (not whether they had received any).

Subject to a number of minor administrative amendments, the minutes of the Parish Council meeting held on 3rd November 2014, and the minutes of the Finance and General Purposes Committee meeting of 17th November 2014 were **AGREED** as a true record. The draft minutes of the Environmental Committee meeting held on 29th October 2014 were **NOTED**.

C14.112 DECLARATIONS OF INTEREST

Councillor Bartram declared a non pecuniary interest in agenda items 6 and 12 by virtue of being a Committee Member of Hastingwood Village Hall.

C14.113 QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman welcomed the two members of the public present, and invited questions. The first member of the public stated she was a resident of Blenheim Square, and had been so since 2012. She expressed her concern that the Bookers lorries were using the rear access way 24 hours a day, 365 days a year, and that this was causing a great deal of disruption for local resident. Every day, up to 20 lorries

pass her property at around 4am. In addition, lorries park-up outside her property. The Clerk confirmed she had spoken with EFDC who had stated that there were no time restrictions imposed as part of the planning permission for Bookers. The Clerk also confirmed that Crest Nicholson would have been aware of this when developing the site. Cllr Bedford suggested that perhaps a restriction on the ingress and egress could be requested due to the industrial / residential mix. The resident stated that noise assessments had been completed, the outcome being that the noise levels are acceptable when the windows are closed, however this is not acceptable for the resident. There is a particular pallet lorry which is extremely noisy. The resident stated that Bookers did put something in place to try and lessen the noise, however this was only temporary, with EFDC stating that they gave Bookers a further two weeks back in July to put this in place, yet this has not been enforced. After some discussion, it was **AGREED** that the Parish Council would write to the portfolio holder, the letter being signed by all Councillors, expressing their concern at both the noise and lorries parking at this location. Ward Councillors and the resident should also be copied into the letter.

C14.114 FORMAL APPROVAL OF PRECEPT

Councillors **RESOLVED** to accept the recommendation of the F&GP Committee to demand a Precept for 2015/2016 of £172,034, representing a 24% increase in the previous year's precept. The expected Parish Support Grant for 2015/2016 is £10,545. **PROPOSED** Cllr Clegg, **SECONDED** Cllr Bartram.

C14.115 CLERKS UPDATE AND COMMUNICATIONS REPORT

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

Date	Reported By or Action Initiated By	Regarding	Date Add Action Taken	Further Action Taken
November	Clerk	Weald Common	Ongoing	Snagging done, Clerk continuing to liaise with police re damage to fence
November	Parish Council Staff	Remembrance Sunday – All Events	Ongoing	All Arrangements including Parish Council Events and Royal British Legion Events
November	Clerk	Queens Hall Charity	Ongoing	Various Matters Ongoing
November	Principal Financial Officer	Budget & Precept	Ongoing	Ongoing
November	Clerk & Principal Financial Officer	Neighbourhood Plan	Ongoing	Training and Advising Councillors
November	Clerk	Community Initiative Fund	November	Panel
November	Principal Financial	Preparing for Audit	November	Ongoing

	Officer			
November	Parish Council Staff	Various Env/ Highway Matters	Continuing	Ongoing

The Clerk informed members that she had met with a representative of the Big Tree Plant Scheme earlier that day regarding the planting of an 'Avenue of Remembrance' at the Cemetery, and tabled a copy of proposed planting scheme for Members perusal. It was noted that the sleeper bridge is no longer there. The Clerk stated that the area needed to be cleared in order for the trees to be planted, and that she had received a quote of £900 for these works. The trees would be planted for free, and would form part of a 5 year plan, which would culminate in a snaking path going through the woodland, with burials going around the trees. Council **AGREED** to this project in principal, stating that the Environmental Committee should manage the project going forward.

The Clerk stated that she has yet to hear back from the police regarding the damage to the Weald Common Play area, and the subsequent meeting with the individual who caused the damage and his mother.

C14.116 REPORTS AND MEMBERS REPORTS

- a) **Chairman's Report** – The Chairman reported that he had received a number of positive comments regarding the newly employed administrative assistant, stating that the Parish Council now have a well rounded administration team. There was also a comment in the Village life. The Chairman thanked Cllr Mulliner for his assistance and support with the bulb planting. It was noted that there was a collection for the annual Christmas Party for the children at Norway house should councillors wish to contribute.
- b) **Vice-Chairman's Report** – The Vice Chairman reported he had received many positive comments from the Hastingwood Village Hall Committee, and it is hoped that renovation works will now be able to take place. The signage at the cross roads (Hastingwood Road / Mill Street) had still not been replaced.
- c) **District Councillors Report** – none
- d) **Councillors Reports**
Cllr Bedford confirmed that he had spoken with the Clerk regarding the support he has received from Cllr Roger Hurst, Cabinet Member for Libraries, Communities and Planning, for the installation of an electronic Parish Council notice board in the window of the Library.

Cllr Clegg reported that the works to clear the trees and associated overgrowth at Pike Way is well underway.

- e) **Highways** - None

f) **Environmental Issues** - None

g) **Neighbourhood Action Panel Minutes**

The Clerk stated that she had received the latest minutes should anybody like a copy. The next meeting is 4th December 2014.

C14.117 FINANCIAL REPORTS

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

Members **APPROVED** the list of cheques, which were signed up to 30th November 2014 and noted the income received and the account balances.

b) **Internal Audit**

Councillors **NOTED** that the internal auditor will be in attendance at the Parish Council offices on 10th December 2014.

C14.118 REQUEST FOR SUPPORT FOR SIGNAGE - TO GO FORWARD TO LOCAL HIGHWAYS PANEL

Councillors noted that the Local Highways Office had received a request for signage along the carriageway at Forest Glade, North Weald. The resident who requested this visited the Parish Office, stating that he had been informed that in order for the request to progress to the Epping Forest Local Highways Panel it would need the support of the Parish Council. Full copies of the original request were provided by the local resident, together with copies of the letters from the local highways office, which were attached to the agenda. There were no maps or photographs included with the documentation. The Clerk stated that this goes back to 2008, and the resident in question is looking for support from the Parish Council. Councillors agreed they would **SUPPORT** this request for this issue to be progressed via the Local Highways Panel.

C14.119 CHRISTMAS TREE LIGHTING EVENT

The Parish Council had planned and advertised in the Village Life magazine for the switching on of the Christmas Tree lights for Wednesday 3rd December at 6pm. Councillors noted that after speaking with the Warden at Wheeler Farm Gardens, the Residents there had decided that we cannot make use of their hall and facilities this year to offer refreshments after the event. This is because they feel they do not have enough people available to monitor the use of the hall and also because last year the residents complained to the Wardens that children misbehaved at the event, making a mess and damaging the Christmas tree decorations, which the residents then had to clear up afterwards. It is therefore suggested that we offer refreshments outside. Cllr Godwin-Brown stated she was very disappointed at the response from the Warden of Wheelers Farm Gardens, as last year she stayed behind to ensure the room was spotlessly clean. Councillors **AGREED** that refreshments should be served on the village green this year.

C14.120 MEETING BETWEEN PARISH COUNCIL MEMBERS AND COMMITTEE MEMBERS OF HASTINGWOOD VILLAGE HALL

Councillors *NOTED* that the Clerk is currently arranging a meeting with a small number of the Committee members of the Hastingwood Village Hall to discuss the S.106 Monies. It is expected that the meeting will be held on Saturday 10th January 2015. The Hastingwood Ward Councillors and Clerk have been invited to attend.

C14.121 NEIGHBOURHOOD PLAN NORTH WEALD BASSETT UPDATE MEETING WITH EPPING FOREST DISTRICT COUNCIL OFFICERS

- A. Members *NOTED* the date for the forthcoming meeting with Officers from Forward Planning: Amanda Thorne and Kenneth Bean who will be in attendance at 10.00am on Friday 5th December 2014, at North Weald Library and will discuss the Neighbourhood Area Designation.
- B. At the 21st November Neighbourhood Plan working group meeting, Members agreed to place a *RECOMMENDATION* to full Council that the decision on how to progress the Neighbourhood Plan at the December meeting, Councillors *AGREED* this decision should be deferred until after the meeting as detailed above, and pending the outcome of the Area Designation application.

C14.122. PARISH HALL AT THORNWOOD COMMON

It was *NOTED* that Cllr R Spearman had completed a training course for Legionella. This should enable him to undertake the necessary testing requirements. It was *AGREED* to defer the verbal Report until the January Meeting due to Cllr Spearman's absence.

C.14.123 REMEMBRANCE SUNDAY

The Clerk gave members a summary of the Remembrance Sunday events, stating that all went well, with four Norwegian representatives attending. Most of the 450 leaflets were handed out at the Debt of Honour, which was again very well attended. Cllr Mulliner stated that it is the hall hirer's responsibility to set up and clear up the event, and requested that Councillors stay behind next year to help with this. Cllr Buckley stated it was a very well organised event.

C14.124 CHRISTMAS AND NEW YEAR ARRANGEMENTS

Councillors *AGREED* that the Parish Office and the Library (on the days that the Parish Council operate this) will close over the Christmas and New Year Period as follows:

The office will close on Monday 22nd December at 1.15pm and re-open on Monday 5th January 2015 at 9.15am. Therefore the Parish Council Office will be closed Tuesday 23rd, Wednesday 24th Thursday 25th, Friday 26th, Monday 29th, Tuesday 30th, Wednesday 31st December 2014, Thursday 1st and Friday 2nd January 2015. The Library will also be closed on the above days with the exception of Tuesday 23rd December and Tuesday 30th December. The Clerk will put a notice on the door and on the window of the office with her mobile number on for Emergency Cover for the Cemetery.

C14.125 DATE OF NEXT MEETING

Councillors **NOTED** that the date of the next meeting will be Monday 5th January 2015

Meeting closed

Signed

Date