



DRAFT MINUTES

Meeting: COUNCIL

Date: 5th February 2018

Time: 8.10PM

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

PRESENT:

Councillors (10) A Buckley (Chairman) B Clegg, N Bedford, G Mulliner, Mrs Godwin-Brown, D Stallan, B Eldridge, Mrs Jackman MBE, Mrs Grigg, A Tyler

Officers in Attendance (1)

Susan Deluca - Clerk

Adriana Jones - Principal Finance Officer

Members of the Public (1)

Members of the Press (1)

C17.155 APOLOGIES FOR ABSENCE (3)

NOTED that apologies for absence had been received from Councillors Blanks, Bartram, and Spearman.

C17.156 OTHER ABSENCES (0)

No other absences were recorded.

C17.157 MINUTES

The minutes of the meeting of the Parish Council held on Monday 8th January 2018, and the Extraordinary Parish Council meeting held on 22nd January 2018 were **AGREED** and duly signed as a true record. Councillors **NOTED** there were no Queens Hall Charity minutes available.

C17.158 DECLARATIONS OF INTEREST

Cllr Mrs Grigg declared non pecuniary interest in agenda items 10 (Local Plan) as a District Councillor, and item 16 (Debt of Honour and Memorial) as a member of the Royal British Legion.

C17.159 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions.

C17.160 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

Members **NOTED** the following Clerks Report:

Date	Reported By or Action Initiated By	Regarding	Action Taken	Further Action Taken
JAN	CLERK/PFO	LOCAL PLAN/ NPSG RESEARCH & RESPONSES	Ongoing/Continuing & Electronic Records	Various Actions
JAN	CLERK & PFO	FIRST REGISTRATION OF LAND	Ongoing/Continuing	SOLICITORS
JAN	CLERK/ SENIOR ADMIN OFFICER	CEMETERY OPENING	Various Actions	Most Actions Complete

JAN	SENIOR ADMIN OFFICER /CLERK	PARISH HALL	Various Actions	Electrical Works/Maintenance Issues/Various Matters
JAN	SENIOR ADMIN/CLERK	CEMETERY	Ongoing	Various Cemetery Matters including Memorial Garden Grants Renewals
JAN	PFO	ACCOUNTS & ALLOTMENTS	Ongoing	Various Matters
JAN	PFO/CLERK	ALLOTMENTS	Queens Road	Various Matters
JAN	CLERK	DEFIBRILLATOR	Deployment	VARIOUS ADMIN
JAN	CLERK SENIOR ADMIN OFFICER	GRANT FUNDING	Various courses	Various Matters
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life Grant Funding – Details from EALC.				

C17.161 REPORTS AND MEMBERS REPORTS

a) **Chairman's Report** – The Chairman gave an update on the installation of the post and mending of the wall outside the shops in North Weald, stating that the post had been purchased and the contractor was waiting for a few frost free days so that he could complete the work. With regard to the railings that had been installed outside the Chemist, the Chairman advised that he had had discussions with the Chemists to explain the reasoning behind their installation. Cllr Stallan advised that the reason for these railing is that a number of posts seemed to have been removed, and that complaints had been received from local residents following vehicles parking on the pavement and blocking the pedestrian access.

The railings by the zebra crossing are expected to be installed on 12th March, however this may be subject to change. Cllr Mrs Jackman advised that this zebra crossing had been repainted this week.

b) **Vice-Chairman's Report** – The Vice Chairman reported that the number of horses on common land in Hastingwood seems to be reducing, and that he is now focussing on the verges that keep being churned up by vehicles in the wet weather. EFDC has advised that litter picking takes place every two weeks in Hastingwood, however the Vice Chairman doesn't believe this is the case, and that a number of older local residents take on this task.

c) **District Councillors Report** – Cllr Stallan thanked those members who attended the Chairman's Charity Quiz night, advising that £830 was raised.

d) **County Councillors Reports** – none received, however it was noted that Cllr Jackson had visited the Parish Office earlier in the morning to discuss a number of issues with the Clerk.

e) **Parish Councillors Reports**

Cllr Mulliner reported that the Dog Bin in Kiln Road gets full very quickly, and it was confirmed that bin emptying takes place on a weekly basis. Cllr Mulliner asked if the Preservation Society could have their sponsorship plaque on the planting box under the flag pole in North Weald rather than on the garden outside the shops as they now look after the planting by the flagpole. The Chairman stated

that this would be fine, and that he will address this in May/June when the next sponsorship and plaques are agreed.

Cllr Clegg reported that he would be undertaking daily inspections of the Parish Hall at Thornwood car park over the next month as there was concern that there was unauthorised parking taking place.

f) Neighbourhood Plan & Local Plan – Update

Members **NOTED** that a further application for Technical Grant Funding for Urban Design and Masterplanning has been submitted, and a response is expected within the next 15 days. The Steering Group has started the process of creating the questionnaire for local residents which will inform the content of the Neighbourhood Plan. In addition, it was agreed by the Steering Group that the Chairman and one other Councillor are welcome sit in on the discussions with any developers.

C17.162 FINANCIAL REPORTS

List of Cheques & Monthly Statement of Accounts

The Cheque lists for both December 2017 and January 2018 were approved, and the bank balances **NOTED**. Cllr Bedford asked if the Council had considered going fully digital, to which the Clerk advised that not all Councillors were happy with receiving digital information instead of hard copy. In addition, it is important for the Clerk to feel confident that all Councillors had read the documentation for each meeting. After discussion, it was agreed that this should be considered on an annual basis and placed on the February policy listing for review.

Cllr Bedford also enquired as to the monthly payment received regarding the purchase of a burial plot, to which the Clerk advised that this was a special case, the details of which she was happy to discuss with Cllr Bedford privately. Cllr Bedford suggested that a monthly instalment plan may be something that the Council should to consider going forward in terms of purchasing burial plots.

C17.163 PARISH COUNCIL POLICIES & PROCEDURES

Following the last visit by the Internal Auditor, the Clerk and Auditor discussed the aforementioned, and it was agreed by the Auditor that for reasons of both efficiency and compliance, it would be necessary for all Parish Council Policies and Procedures to be reviewed and adopted each year, with the auditor suggesting that these be presented to Council in February with any amendments therefore being able to be made by March (due to the number involved). The Policies and Procedures as detailed in the table below were attached to the agenda.

Policy	Review Date
Environmental & Green Policy	February 2018
Equality Policy	February 2018
Health and Safety Policy	February 2018
Bullying and Harassment Policy	February 2018
Training Policy for Staff and Councillors	February 2018
Discipline & Grievance Policy	February 2018
Lone Working Policy	February 2018

Information Protection Policy	February 2018
Removable Media Policy	February 2018
Third Party Use of Council Resources Policy	February 2018
Information Incident Policy	February 2018

Councillors **AGREED** these policies, with the next review date set for February 2019 including the addition of an Electronic Communication policy.

C17.164 EPPING FOREST DISTRICT COUNCIL LOCAL PLAN

Members were aware that EFDCs Local Plan was expected to be submitted to an Inspector before the 31st March 2018, which will mean one of the following outcomes:

- The Plan will be found Sound
- The Plan will be found Unsound

If the plan is found Unsound, the Parish Council has registered its request to speak at any Enquiry which will be held. Cllr Stallan advised that these are not the only two options, as the Inspector may well make some recommended alterations to the Local Plan in order for it to be found sound. Cllr Stallan also advised that after the Regulation 19 consultation, the District Council may decide themselves that the plan is unsound and as such may not even submit it to an inspector by the 31st March. Cllr Stallan suggested that the Parish Council would wish to speak at a public hearing regardless of whether the plan is found sound or unsound. This was **AGREED**.

Members were reminded that funds had been agreed in the 18/19 precept for possible Legal Representation towards the Local Plan. Following conversations with the Principal Financial Officer, who has been at the forefront in researching, compiling and submitting the Parish Council's comments in this matter, she has advised she would not wish to speak at an Enquiry and it is felt that it would be 'right and proper' to have the relevant legal representation in place, in order that the residents of the Parish can be properly represented if it becomes necessary. It was therefore suggested that it may be worthwhile having an initial conversation with a Planning Consultant to investigate this further. It may be that a Planning Barrister would also be needed.

Cllr Stallan advised that the consultation period had now finished, and in the case of EFDC choosing not to submit the plan to the Inspector by 31st March, the Parish Council should wait for a formal announcement by EFDC concerning whether or not, in light of the feedback from the Regulation 19 consultation, the Plan is deemed sound and as such will be submitted. Cllr Stallan stated that works should take place to identify possible planning consultants or barristers and for initial discussions to take place, but formal discussions with such individuals should not take place until such time as it is clear how the Local Plan is progressing. Cllr Mrs Grigg agreed, stating that the Parish Council should be making enquiries to establish which companies it is likely to contact if the time comes. The Chairman asked if the Clerk had anybody in mind, to which the Clerk advised that there was a company in Chelmsford whom Loughton were dealing with who had a very good reputation on such matters. Councillors **AGREED** that this Parish Council should not use the same consultant / barrister as any other Parish or Town Council in the district as this may represent a conflict of interests.

Cllr Clegg asked Cllr Stallan to clarify his comment concerning EFDC choosing not to submit the plan if they deem it unsound, to which Cllr Stallan stated that if after the Regulation 19 consultation EFDC finds the plan is not sound, they are unable to submit this to an Inspector by 31st March deadline, and it is effectively a whole new board game with the Secretary of State taking control.

It was **AGREED** this issue would be placed on the April agenda.

C17.165 ANNUAL PARISH ASSEMBLY

Members **NOTED** that the Annual Parish Assembly will be held in the Parish Hall at Thornwood Common, on Monday 26th March 2018 at 7pm.

C17.166 DATA PROTECTION TRAINING

Members were reminded of the Data Protection Training which is to be held at the Parish Hall, Thornwood Common, on Saturday 10th March between 10am and 1pm. Members are respectfully asked to make every effort to attend this training to ensure compliance with the Data Protection Regulations. Members also **NOTED** that there was conflicting guidance concerning who can actually be the Data Protection Officer within the Parish Council. A copy of a notification which had been received by the Parish Council was included within the agenda, however the Parish Clerk would be attending a meeting on 6th February at which it was hoped that further clarification regarding this matter would be obtained. Cllr Stallan asked if the ICO had been contacted, to which the Clerk advised they had and they were also giving conflicting information.

C17.167 ANNUAL ALLOTMENTS MEETING

Members **NOTED** that the Annual Allotments Meeting will be held on Sunday 18th March 2018. Mrs Hawkins has advised that she will organise the refreshments for the Meeting. There will also be a presentation on the Allotments to one of the long standing Allotment Holders immediately following the meeting. Meeting will start at 10am, but allotment holders can arrive from 9.30am for bacon sandwiches.

C17.168 FIRST MEETING OF THE PARISH COUNCIL - MAY 2018

Due to staff leave and the May Day bank holiday, it was **AGREED** that Standing Orders should be suspended and the first meeting of the Parish Council should be held on Tuesday 8th May 2018.

C17.169 NORTH WEALD BASSETT PARISH COUNCIL CIVIC AWARDS

Members were reminded that the Annual Civic Awards will be held this year at the Annual Parish Assembly on Monday 26th March 2018, at The Parish Hall at Thornwood Common. A nomination form for an Individual, Young Person or a Group, together with full details of how to nominate them, were included in the agenda packs. Nomination forms should be returned to the Parish Office by 5th March.

C17.170 DEBT OF HONOUR AND MEMORIAL

Members **NOTED** that the Clerk had written to Derek Macnab, Deputy Chief Executive Epping Forest District Council, regarding this matter, and she had been advised that a report was being prepared for the relevant EFDC Committee for

consideration and hopefully approval to transfer the Debt of Honour over to the Parish Council to manage. Further details will be made available to Members as soon as they have been received. Members also **NOTED** that Arthur Moreton had erected two new flags at the Debt of Honour, and the old wreaths had been removed. Cllr Stallan asked for clarification that the Parish Council was not funding any of the works at the Debt of Honour at this time, to which the Clerk advised this was correct. The Clerk advised that she had received a letter from a disgruntled member of the public concerning what the Parish Council should be doing with the memorial - the letter assuming that it was the responsibility of the Parish Council at this time.

C17.171 MEMORIAL FOR FORMER COUNCILLOR AND CHAIRMAN CYRIL HAWKINS

Following an informal meeting of Parish Council members in September, it was agreed that suggestions as to how best to honour former Councillor and Parish Council Chairman Cyril Hawkins should be sought and placed before Members at the February 2018 Parish Council Meeting. As such, the Clerk had asked for appropriate suggestions for such a memorial. The following suggestions had been received from both residents, Councillors and Parish Hall Members:

- *“The Parish Hall should be renamed “The Cyril Hawkins Memorial Hall”.*
This suggestion was from a Resident in Thornwood and from Members of the Parish Hall. The following is an extract from the Parish Hall minutes:
 1. *Rename the Parish Hall after Cyril – Members were very keen for this to be considered, they felt that this would be the most appropriate thing to do.*
 - 2 *Purchase a bench to be located on the green at the back of the hall, would They would like the plaque on the bench to refer to Cyril as “Mr Thornwood”.*
*The Clerk to the Council suggested that a plaque could be put inside the hall explaining the reason for the renaming of the hall. All Members **AGREED.**”*

Other suggestions that have been received are as follows:

- The naming of a Bench in North Weald (ie a Plaque)
- The naming of the Community Orchard in North Weald (ie a Plaque)

Members **NOTED** that EFDC is undertaking its own proposal (with the backing of the Parish Council) to name the Road at the Queens Road Allotments Development after Cyril Hawkins. This was originally going to be called Elizabeth Close, however EFDC is currently considering it being renamed 'Cyril Hawkins Close'.

Discussion took place concerning the appropriateness of renaming the Parish Hall itself after Cyril, taking into account the fact that it needs to be identified as a Parish Hall, and considering what Cyril himself would have thought about this proposal. Cllr Mrs Jackman asked if the Clerk was aware of what Mrs Hawkins view would be, to which the Clerk advised that Mrs Hawkins would be very happy and honoured whatever was agreed. Cllr Mulliner **PROPOSED** that the main hall within the Parish Hall should be named 'The Cyril Hawkins Room', and that a bench with the inscription 'Mr Thornwood' should be located on the green at the rear of the hall. This was **SECONDED** by Cllr Stallan. It was also **AGREED** that a plaque should be erected inside the hall to explain why the main hall had been named after Cyril.

Cllr Clegg took this opportunity to ask that all references, signs, and information should relate to the Parish Hall at Thornwood, and not the Thornwood Village Hall.

C17.172 NORTH WEALD BASSETT PARISH COUNCIL CEMETERY – OPENING OF MEADOW BROOK SECTION

Councillors **NOTED** that on 10th January 2018 the Meadow Brook Section of the Cemetery was opened. The event was very well attended with the Chairman of the Parish Council welcoming the Deputy Lord Lieutenant of Essex, Mrs Rosemary Padfield, Chairman of Essex County Council, Cllr John Aldridge, Chairman of Epping Forest District Council, Cllr Dave Stallan, together with Mayors from Epping Town Council and Loughton Town Council, amongst other attendees. The Reception was held at the Parish Hall in Thornwood.

C17.173 REMEDIAL ELECTRICAL WORK AT THE PARISH HALL

Councillors **NOTED** that three quotations for essential electrical works to the Parish Hall at Thornwood had been received, the first being received August 2017. The previous Chairman, in consultation with the Clerk, was unhappy with the original quotation received as this was pushing for a total rewire of the premises which whilst ideal was not necessarily needed at this time, so the Clerk was asked to source further quotations. The quotes received are as follows:

- 1st Quote - £1680 – but did not include Emergency or Exit Lights Inside and Out
- 2nd Quote - £3689
- 3rd Quote - £2903

The Clerk had reviewed the three quotes, and placed a recommendation before the Council to approve the final quotation (no.3) for £2,903 which covered everything that was needed and was far more concise and competitive than the other quotes. In addition, the Electrical Contractor is highly recommended by Epping Town Council.

It was **NOTED** that the first quote did not include the provision of emergency or exit lighting, both inside and out, which was needed, and the second quote was from the Parish Councils regular contractor however specified a number of requirements which after further investigation were found to not legally be needed. After discussion, it was **AGREED** to progress with quote number 3 as recommended by the Clerk, as although this was not the cheapest, it was the most cost effective and relevant for the works that were required.

C17.174 CHAIRMAN'S BOARD

Councillors recalled that the Chairman's boards erected on the outside wall of the Parish Office required updating, however sourcing a contractor to do this work had been extremely difficult. Cllr Clegg advised that he had spoken with a local person who has confirmed they were able to complete this work using Traffelite boards. The Clerk and Cllr Clegg would liaise regarding this going forward.

C17.175 EXCLUSION OF THE PUBLIC AND THE PRESS

Due to the agenda containing Exempt (pink) pages, the Chairman proposed a motion that the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed. This was **AGREED**.

C17.176 REGISTRATION OF LAND

Councillors **NOTED** that Allotment B had now been formally registered, however a further visit was required by the land registry to establish exactly how the allotments were located in relation to the dirt track that goes between them. Further registration of land was ongoing.

C17.177 LAND AT THE GARDEN BY THE SHOPS

Councillors **NOTED** that the Clerk had been liaising with Cllr Jackson concerning this area of land, and that Cllr Jackson had advised it was with the right people at ECC Highways for consideration.

Meeting closed: 9.20pm

Signed
Date