



MINUTES

Meeting: COUNCIL

Date: 8 July 2014

Time: 7.30 PM

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

PRESENT:

Councillors (10) C Hawkins (Chairman), B Clegg, B Bartram, P Collins, G Mulliner
N Bedford, A Buckley, R Spearman, D Stallan, Mrs A Grigg

Also in Attendance (2)

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

Members of the Public (0)

Members of the Press (0)

No Members of the Press were present.

C14.035 APOLOGIES FOR ABSENCE (5)

NOTED that apologies for absence had been received from Councillors Eldridge, Blanks, Mrs E Godwin-Brown, Ms Adams, McCormack

C14.036 OTHER ABSENCES (0)

No other absences were recorded.

C14.037 MINUTES

Members *APPROVED*, as a correct record, the Minutes of the Parish Council Meeting of 2 June 2014.

Members *NOTED* the draft Minutes of the Thornwood Common Village Hall and Playing Field Management Committee dated 5 June 2014 and two sets of Minutes of the Environmental Committee dated 11 and 25 June 2014.

C14.038 DECLARATIONS OF INTEREST

Councillors Hawkins, Bartram, Buckley, Mulliner, Collins and Bedford declared non pecuniary interests in Item 14 as they are all members of the Royal British Legion.

C14.039 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

C14.040 QUESTIONS TO COUNTY COUNCILLOR – ANTHONY JACKSON

The Clerk informed Members that Essex County Councillor Jackson had sent his apologies earlier in the day, notification of which had been emailed to all Members prior to this evening's meeting. Cllr Collins proposed that Members wish County Cllr Jackson and his wife well, to which the Clerk confirmed that she had already

passed on best wishes. County Cllr Jackson had forwarded a copy of the Parish Update July 2014 to the Clerk, which was tabled at the meeting for Members perusal. One of the questions that Members had requested the Clerk to ask County Cllr Jackson was to do with the Community Initiatives Fund and funding for the Tour de France. Members may recall from the previous Parish Council Meeting that the Clerk had been successful in obtaining grant funding for the Tour de France, however had not been informed that the Parish could apply until 3pm on the day and that the deadline was 5pm on the day in question. Cllr Stallan had requested that the Clerk ask how ECC advised Parish and Town Councils of the availability of all grants and how they can apply for them. County Cllr had forwarded a reply that he had received from Angela Balcombe, Parish & Community Initiatives Fund Grant Co-ordinator, the details of which was read out by the Clerk. Members **NOTED** the response. Cllr Stallan requested that the Clerk emails the response to those Councillors who were not present at the meeting.

C14.041 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
	Clerk/Cllrs Collins, Mulliner	Tour De France	Ongoing	Bunting Ordered & Received – Given to Cllr Buckley
	Weald Common	Lottery Funding – Weald Common Play Area	Ongoing	Unsuccessful with Bid – Now on Environmental Committee – However Clerk has suggested that a further bid be made under CIF for a piece of equipment further report to be given – Addition Env Cttee arranged for 25/6
5/6	Clerk	Localities Board	20/6	Look at Pre Feasibility Studies regarding Village Hub
XX	ATC	Whealers Farm Gardens WW1 Event	Postponed	Email Attached – Clerk and Chairman met with CI Stephens who advised that the ATC did not have the support to undertake the event
23/6	PC & RBL	WW1 Commem	Ongoing	23/6 Invites sent out
5/6	EFDC	NW Master Planning	16/6	Clerk arranged meeting with EFDC for Councillors –

		Presentation		EFDC has advised Presentation Village to be held on 28/6
11/6	PC	Parish Works	13/6	Organise Outstanding works on Parish Works with Kevin
11/6	PC	Meeting with Pryors	13/6	Organise Meeting with Pryors – Meeting Notes enclosed with Agendas
25/6	Cllrs Hawkins & Spearman Clerk	Thornwood Village Hall Fund Raising Event to Resurface the Car Park		Clerk is currently completing the CIF Grant Application Forms – however she is awaiting the 3 Quotes 1 organised by Cllr Hawkins, 2 by Cllr Spearman before the Expression of Interest form can be submitted. Closing Date August 2014. Fundraising Event Quiz Night Held 13/6 – Raised £521
14/6	Clerk	New Member Staff Documentation	Ongoing	Clerk currently speaking to ECC re. possibility of offering a fuller library service on the 3 days that the Parish Council runs the Library for ECC
Ongoing	Clerk/Chairman	Chairman's Annual Report	19/6	2700 Printed and Collated for Distribution.

With regard to item 4, Wheelers Farm Gardens and WW1 Event, the Clerk stated that the Event had been postponed. The administration had been completed by the Parish Council, however, ATC did not do anything else. The Parish Council had organised the road closure, via EFDC and had ensured that the relevant notices had been distributed. The event will go ahead in September, however, the Parish Council will not be assisting due to the costs involved with administrative time in respect of both the Parish Council and EFDC.

With regard to item 6, Parish Works, the Clerk confirmed that the asset list works had now been completed, with only the notice board at Thornwood Common Village Hall requiring relocation.

With regard to item 7, Meeting with Pryors, the Clerk stated that a newsletter had been delivered with the Annual Report to households in Hastingwood. Councillor Mrs Grigg stated that she had not received the newsletter, but had received the Annual Report. The Clerk stated that she would check with Cllr Eldridge to ascertain who had delivered the reports to Cllr Mrs Grigg.

With regard to item 8, Thornwood Village Hall fund raising event to resurface the car park, the Clerk advised that she is still awaiting the receipt of two quotes.

Members **NOTED** that the Chairman's Annual Report had now been delivered.

Councillor Bedford mentioned Remembrance Sunday and stated that arrangements should be made to book North Weald Village Hall as soon as possible. He reminded the Clerk that the hall had an electronic booking system.

C14.042 REPORTS AND MEMBERS REPORTS

- a) **Chairman's Report** – No report.
- b) **Vice-Chairman's Report** – No report.
- c) **District Councillors Report** – No report.
- d) **Highways**
The Administrative Officer reported that problems had been experienced with the newly updated ECC Highways website with regard to tracking on-going issues. All items outstanding have been referred to as potholes and some have a different location (ie., originally recorded as North Weald High Road, but are now showing as Epping High Road). Cllr Stallan stated that this matter should be mentioned to Cllr Bass who will be attending the Local Liaison Meeting which is being held on Thursday, 10 July 2014.
- e) **Councillors Reports** – No report.
- f) **Environmental Issues**
Cllr Mulliner reported that the monthly visits to the allotment sites were ongoing. There is an internal dispute at Hastingwood allotments. An additional letter has been received regarding access by Thames Water onto the Wheelers Farm Gardens allotment site. The Clerk has replied accordingly.
- g) **Neighbourhood Action Panel**
No minutes were available, however, Cllr Bedford informed Members that he had commented about the white lines at Lambourne and was advised by PC Cook to speak to Lambourne Parish Council.
- h) **County Councillors Reports**
A copy of the Parish Update July 2014, received from Essex County Councillor Jackson had been circulated earlier.

C14.043 FINANCIAL REPORTS

- a) **List of Cheques & Monthly Statement of Accounts**
Members **APPROVED** the list of cheques, which were signed up to 30 June 2014 and noted the income received and the account balances.

Cllr Collins queried cheque number 601709 in respect of Petty Cash payments and asked the Clerk where the items were listed separately. The Clerk informed Members that the Chairman checks each receipt before signing the cheque.

Cllr Bedford mentioned the Thornwood list of cheques, specifically cheque numbers 100452 and 100453 and asked that future listings include the month that they refer to, thus ensuring that payments have not been duplicated.

Cllr Spearman asked about cheque number 100454 (water bill from Affinity Water in respect of Thornwood Common Village Hall). The Clerk informed Members that the bill had amounted to almost double which is expected for the Winter months. The Finance and Administrative Officer had queried the bill and the Caretaker had checked that there were no leaks by reading the meter. The Clerk stated that separate meters for the hall and the allotments may be requested.

Cllr Clegg mentioned the money raised by the Quiz Night held at Thornwood Village Hall and asked where it had been noted. The Clerk stated that this would be specified at the Budget Meeting and confirmed that it would have been paid to Thornwood Village Hall Account.

Cllr Buckley queried cheque number 601692 in respect of “various parish works” and asked if Thornwood Grounds Maintenance list items separately. The Clerk confirmed that a breakdown of works completed, including details of the number of hours taken to complete, is attached to the invoice.

C14.044 PARISH COUNCIL OFFICE – POLICY DECISION

Following the last Parish Council Meeting where the Clerk advised Members of various matters regarding Leader Lodge and grants available under the Governments Localities Board. The Clerk was instructed to place an item on the next Agenda asking whether or not the Parish Council wished to make a ‘Policy Decision’ as to whether or not it wished to look for new offices, which may include a Village Hub in the future, also it was agreed that any new office should be linked in with the Parish Council’s provision of a Library Service.

Cllr Stallan stated that he was grateful that this item had now been placed on the Agenda, however, he would like some background information. He stated that the Parish Council came to the Library because not enough people visited the Queens Hall office and there was an issue with the rent. Cllr Stallan stated that he had made the proposal that the Parish Council relocate to the Library as the service was under threat from Essex County Council. He added that he was grateful to all the staff for the work that they do. Cllr Stallan would like to know what Essex County Council thinks about the site. Firstly, is there a view that the building is not fit for purpose and secondly if any other Members of Council have put forward the suggestion of moving. Cllr Stallan stated that he had not heard from residents as to what they think. He stated that if the Parish Council decides to go ahead with this decision he would not be supporting this policy tonight.

Cllr Bedford stated that he thought that this would be a good opportunity to explore other sites. He thought that it would be prudent for the Parish Council to look, as should there be any future development in the village, the Parish Council may find that it is located outside of the main area. Cllr Bartram commented that if the Parish Council is looking to relocate it should consider all three villages in the Parish, not just North Weald. Cllr Collins stated that he supported the original reason to move to the Library and that he sees no reason as to why the Parish Council should move or even consider moving. Cllr Collins stated that he would like to see a policy decision to keep the Library, but the Parish Council should be open minded to future possibilities for the community. Cllr Mulliner stated that he agreed with Cllr Collins. Cllr Clegg stated that the Parish Council should not close any door to relocate, especially in respect of any future development.

Cllr Mrs Grigg mentioned that as there has been talk of future development, the Parish Council could ask for 106 monies for a new building. Cllr Mrs Grigg stated that the Library is the best place to have the parish office at the moment, however, just because Members say not now, this does not mean that they will rule it out in the future.

The Chairman stated that his concern is that if there is a new development, he fears that the Parish Council will be located outside of the area, the village will not be as it is now. Existing shops could possibly go, as happened in Potter Street when Church Langley was built. Cllr Mrs Grigg stated that if a planning application comes forward, then the Parish Council can look at it. Cllr Collins commented that it would be at least 5 years before the application came about and that the Parish Office should remain in its present location. Cllr Spearman stated that he agreed with Cllr Clegg and that the Parish Council should not close any avenues, it should be left open.

Cllr Collins **PROPOSED** that the Parish Council stays where it is and be vigilant for any opportunity for any future developments within the Parish. Cllr Bartram commented that this actually was two proposals. The proposal was **SECONDED** by Cllr Stallan. Cllr Stallan stated that he would be asking for a recorded vote, and asked the Clerk to confirm what the policy was in regard to recorded votes. The Clerk duly confirmed, after which Cllr Stallan further advised that if the proposal was lost, he would be looking to make a further proposal, calling for the Parish Council to go out to public consultation on this matter.

Members recorded a show of hands for the proposal:-

For: Cllrs Stallan, Buckley, Mulliner, Collins and Mrs Grigg

Against: Cllrs Bedford, Spearman, Hawkins, Bartram and Clegg

The votes were recorded 5 For and 5 Against, the Chairman then had a casting vote, which was recorded as being Against this proposal.

Cllr Stallan stated that he would be looking to make a further proposal to go out to public consultation. He stated that the reason for this is because he feels that it is important as the policy decision to be made is for the Library and the Parish Office. He stated that as a District Councillor, he is aware that EFDC do not consult enough. Cllr Bedford stated that he totally agrees with this idea, however, not until there is a suitable building available. Cllr Collins stated that he agrees with Cllr Stallan with consulting the community, however, does not agree that this should take place now.

Cllr Stallan was asked by Cllr Bedford if he wished to amend his original proposal. Cllr Stallan stated that he did not wish for his original proposal to be amended. No further proposals were made by Cllr Stallan.

Cllr Bartram then **PROPOSED** that if an opportunity arises for a better site, the Parish Council explores it. Cllr Clegg stated that the problem is that Members are trying to define the best part of the village and we are unable to answer that. There was no seconder to this proposal.

The lengthy discussion ensued with Members, with half of the Members being split one way and the other half being split another and in order to move the meeting on, the Clerk made the following suggestion; *if an opportunity arises that may be beneficial for the Community.*

Following lengthy discussion Cllr Stallan stated that he was happy to **PROPOSE** this suggestion and this was **SECONDED** by Cllr Clegg. All Members **AGREED** with this proposal.

The Chairman reminded Members that the current building is not the Parish Council's asset, as it belonged to Essex County Council. The Clerk also reminded Members of the length of the lease which had been for ten years, commencing in April 2010, with a break clause by either side which would be in three and a half years time.

C14.045 WEALD COMMON – POLICY DECISION TO GO FORWARD TO PARISH COUNCIL

Following the agreement to install a new Play Area on Weald Common, Members of the Environmental Committee had agreed that they would make a recommendation to Parish Council to make a Policy Decision for £10,000 to be spent on play equipment at Weald Common. The monies would be recouped over a 25 year period via the Precept, which is the expected lifetime of the play equipment.

Cllr Mulliner, Chairman of the Environmental Committee, stated that he would like an amendment to the Policy Decision to say “up to £10,000” to be spent, this would ensure that, should North Weald Mums raise additional funds, the Parish Council would not be committed to spend a full £10,000. Cllr Mulliner stated that the Environmental Committee would like to support the North Weald

Mums Group and have the new play area installed this year. Cllr Collins asked if plans of the new play area had been seen, together with costing. Cllr Mulliner confirmed that plans had been seen by the Environmental Committee, however, North Weald Mums have been asked to arrange for new ones to include safer surfacing. The Clerk stated that the Parish Council is not giving North Weald Mums the £10,000, it would retain control over how the money is spent. Cllr Mulliner informed Members that the Environmental Committee had asked North Weald Mums to remove one piece of equipment, the cost of which is £5,000, in order that North Weald Mums may apply for grant funding to cover the cost of a specific piece of play equipment.

Cllr Mrs Grigg asked if the new play area would be in addition to the play area that is already located at Weald Common, as she would be unhappy about moving the timber play equipment at the moment. The Clerk confirmed that there would be two play areas. Cllr Mrs Grigg asked if the money is to be taken from the Weald Common fund. The Clerk confirmed that it was, £23,711 is the amount held in that fund, however £9,000 needs to be retained to cover maintenance costs (for Weald Common) for the next three years.

Cllr Buckley asked if the Clerk knew what the lifespan is left on the wooden play equipment. The Clerk stated that wooden play equipment only has a lifespan between 10 and 15 years, therefore, the existing play equipment is only expect to last another 3 to 4 years.

Cllr Mulliner **PROPOSED** that up to £10,000 out of the Weald Common Fund, be utilised for play equipment on Weald Common and this money to be recouped via the Precept over the next 25 years. Cllr Bedford **SECONDED** the proposal, all Members were in favour of this decision.

C14.046 COMMUNITY ASSET REGISTRATION

Councillors had furnished the Parish Office with a number of suggestions for assets to be included in the Assets of Community Value list, staff had also added the remainder. These suggestions had been assessed against the criteria for inclusion in the list. Members were asked to consider if they wished to put forward those assets meeting the criteria and assess those which were marked in purple on the list to ascertain reasons why they would meet the criteria.

Cllr Buckley asked whether the list now contains all the items put forward as the suggestions he had made were not listed. The Clerk stated that she had omitted to include the Talbot and the two bowls club, however they could be added. Cllr Mrs Grigg suggested that the surgery at Wheelers Farm Gardens should be included as the building would be left vacant if the village got a new surgery. Cllr Stallan stated that St Andrews Church should be included. Cllr Mrs Grigg stated that the Redoubt should not be on the list as it will cost too much money to renovate. When the Tempest Mead development was built, the developers gave £100,000 to restore the Redoubt, however, District Council realised that this would not be enough money and therefore returned the £100,000. The

Chairman asked if Members were in agreement that the Redoubt should be removed from the list, all Members **AGREED**. Following lengthy discussion, Members **AGREED** that they would review the list and the Clerk would include this item on the next Planning Meeting Agenda as the Parish Council would not meet again until September.

C14.047 THORNWOOD VILLAGE HALL: HEALTH & SAFETY RESPONSIBILITIES

Members of the Parish Council had, for the past two meetings, been made aware of the need for a Responsible Person to manage the Health and Safety requirements of Thornwood Village Hall. At the May 2014 Annual Meeting of the Parish Council, Councillors discussed, primarily, the Legislation surround Legionella Control and it was agreed that the Parish Council takes on the responsibility for organising the relevant H&S checks and that they can decide the best method of getting this done.

The Clerk reminded Members that Cllr Spearman had agreed to undertake the training with regard to Legionella, however, there are other Health and Safety requirements which need to be managed. The Clerk stated that she had spoken with Cllr Bedford prior to the meeting and he had offered his assistance to the Councillor who takes on the responsibility. The Clerk informed Members that there was a Councillor present who had attended a training course and she wondered if he would be prepared to undertake the role of Responsible Person, with assistance from Cllr Bedford. Cllr Bartram stated that he had attended a course on Fire Safety, not Health and Safety. The Clerk stated that the Parish Office staff are not trained and therefore would Cllr Bartram be willing to undertake this responsibility. Cllr Bartram stated that he would undertake the role of Responsible Person, following attending the relevant training courses. The Clerk explained that, although Cllr Bedford is willing to assist, he is unable to undertake on full responsibility as he would be compromised.

Cllr Collins stated that he had read through the relevant documentation and wondered what would happen if we had a change of councillors. Cllr Bedford stated that in the event of a new council being elected, the new council would review the document and then retrain a new councillor. Cllr Collins asked what would happen if a new councillor was not willing to take on the responsibility. Cllr Bedford stated that we would need to reassess what is required. Cllr Collins stated that what a liability the Parish Council had with owning a hall. Cllr Mulliner asked about car parks and risk assessment. Cllr Bedford explained in detail how risk is assess and what should be done to reduce that risk. Cllr Mulliner asked if all village halls have to do this. Cllr Bedford confirmed that they should be, they need to have a risk assessment in place and it must be recorded.

C14.048 WREATH LAYING AT ST ANDREWS CHURCH IN COMMEMORATION OF WORLD WAR I

Members **NOTED** that Edwin Gilmour would officiate at the event which is to take

place on Monday, 4 August, at the Cross of Sacrifice in St Andrews Churchyard, North Weald, at 11am, to commemorate the start of WWI. The Chairman informed Members that light refreshments will be available at Thornwood Village Hall following the service. The Clerk advised that invites would be emailed to Councillors.

C.14.049 RELOCATION OF BUS SHELTER FROM HIGH ROAD, NEAR TALBOT, ON TO WEALD COMMON

Members *NOTED* that Cllr Collins had suggested that the bus shelter which was going to be removed from the High Road, be relocated to Weald Common as a Shelter to be used by young people. This matter had been discussed at considerable length by the Environmental Committee (as detailed in the Environmental Minutes dated 11 June 2014). Members of that Committee *AGREED* that as they could not support the suggestion, they felt that the matter should be put to full Council for a final decision.

Cllr Collins stated that, unfortunately, he was unable to attend the Environmental Committee Meeting, held on 11 June, as he was on holiday, however he would like the opportunity to discuss the matter in more detail. He stated that during the past years there had been discussions on the lack of amenities for young people. Currently young people use the Weald Common Play Area as a place to gather. He would like to encourage them to gather in their own space and not in the new play area and the relocation of the bus shelter to Weald Common would provide them with this place. Cllr Collins stated that, with regard to finance, there is money available from a private source and he has been given the responsibility of finding the right project for it to go to. He stated that one of the comments he has heard is that the bus shelter is not structurally sound, however, Cllr Collins informed Members that, as far as he is aware, the shelter is constructed from pre-fabricated concrete and it has been maintained by Essex County Council, the Clerk reiterated that the bus shelter had always maintained by the Parish Council.

Cllr Collins stated that he would like to see the shelter dismantled and re-sited between the two goal posts on the left-hand side. It would act as a shelter for footballers and give the young people a place to gather. Essex County Council have indicated that they are willing for this matter to be discussed with their contractors, with regard to dismantling, relocating the shelter to be stored elsewhere and then arranging for the shelter to be reassembled on Weald Common. The shelter would require a concrete base and could be reduced in size, if required. Cllr Collins assured Members that, going forward, the maintenance costs for keeping the shelter on Weald Common would be low and the Parish Council would be seen to be green by recycling an asset. Cllr Collins clearly stated that there will be no cost whatsoever to the Parish Council as everything will be part of the project cost. Cllr Collins suggested that any funds remaining could be put back in to the North Weald Mums fund, although the actual money is not available totally for the North Weald Mums project. Cllr Collins urged Members to seriously consider his suggestion.

Cllr Clegg stated that he would like to hear the negatives, why was the suggestion rejected by the Environmental Committee. Cllr Mulliner stated that Members thought that the bus shelter would not be in a fit state to be moved, did not know where it would be stored and did not know what the costs would be. Cllr Clegg asked that if the Environmental Committee had more information, would they reconsider their decision. Cllr Bedford asked if the shelter had a wooden shingle roof. Cllr Collins stated that it had. Cllr Bedford stated that this would be the weak point. Cllr Mulliner asked if the finance would cover the cost of any repairs in the future. Cllr Collins stated that he would establish how much the contractors would charge and if Members would like to see a better roof, he would look at any suggestion. Cllr Collins stated that he would then report back to Council as to whether or not it would exceed the budget.

Cllr Mrs Grigg asked Cllr Collins where the funding was coming from. Following lengthy discussion, the Clerk defined the meaning of legitimate for some Members benefit. Cllr Collins stated that the monies were from a legitimate source and that if it all works out, then he would disclose details of where the funding was from. The Clerk reminded Members that the reason the Environmental Committee had asked for this matter to be put forward to full Council was for the full Council to override their decision. The Clerk has liaised with both Essex County Council and EFDC Planning and has received confirmation from Jill Shingler that the shelter could be relocated to Weald Common without the need for a planning application. The Chairman asked Members if they were in agreement with Cllr Collins suggestion, all Members **AGREED**. Cllr Stallan asked if details of where the funds had been received from could be minuted. Cllr Collins stated that it could and he would also arrange for details to appear in North Weald Village Life magazine.

C14.050 ESSEX COUNTY COUNCIL WINTER SALT BAG PARTNERSHIP

Members were asked to consider whether or not they wished to take part in the scheme this Winter. For the last three years Members had declined to take part due to Health and safety responsibilities. Following discussion, all Members **AGREED** that the invitation to participate in the scheme should be declined.

C14.051 EFDC LICENSING DECISIONS

Members **NOTED** that this item had been discussed earlier in the evening at the Planning Committee Meeting.

Meeting closed: 9.30 pm

Signed
Date