



MINUTES

Meeting: COUNCIL

Date: 1st July 2013

Time: 7.30PM

Venue: NORTH WEALD LIBRARY, HIGH ROAD, NORTH WEALD

PRESENT:

Councillors (12) C Hawkins (Chairman), B Bartram, N Bedford, T Blanks, A Buckley, B Clegg, P Collins, B Eldridge, A Grigg, G McCormack, G Mulliner, R Spearman.

Also in Attendance (2)

Susan De Luca – Clerk to the Council

Adriana Jones – Finance and Administrative Officer

Members of the Public (1)

Members of the Press (1)

P13.038 APOLOGIES FOR ABSENCE (3)

NOTED that apologies for absence had been received from Councillors Stallan, Mrs E Godwin-Brown and Mrs D Adams.

P13.039 OTHER ABSENCES (0)

Members *NOTED* no other absences.

P13.040 MINUTES

There were two requested alterations:

- P13.034b – Cllr Bartram had suggested the Parish Council pay 100% of the indemnity insurance costs, not 50%, for which he got the support of council.
- P13.30a – should read ‘effective than’, not ‘effective that’.

Subject to these two minor amendments, the Minutes of the Parish Council Meeting held on 3rd June 2013 were **AGREED** and signed as a true record. This minutes of the Personal Meeting held on 24th May 2013 were agreed as a true record.

P13.041 DECLARATIONS OF INTEREST

Cllr Collins declared a non pecuniary interest in item 14 by virtue of being a member of the RBL.

P13.042 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were two members of the public present, however no questions.

P13.043 CLERKS UPDATE AND COMMUNICATIONS REPORT

Members *NOTED* the following Communications and Correspondence:-

From	Type of Document	Regarding
EALC	Monthly Mailings	<i>Various</i>

EALC/ECC	Magazine	<i>Making the Links - NOTED</i>
EFDC	Agenda & Minutes	<i>Various - NOTED</i>
ECC Highways	Letter	<i>Confirmation of Speed Reduction Blenheim Way 20mph - NOTED</i>
EFDC	Letter	<i>Queens Road Off Street Parking – Result of Consultation – Preferred Design - NOTED</i>
ECC	Timetable	<i>Mobile Library Services for Hastingwood & Thornwood Common – These will be placed on the relevant Notice boards - NOTED</i>
EFDC	Annual Report	<i>Countrycare’s Annual Report and Land Management Services booklet - NOTED</i>

- Members **NOTED** that a temporary traffic prohibition order had been received from Essex County Council for the closure of Rye Hill Road on 15th July for one day for overhead cabling works.
- Members **NOTED** the notice of the Local Liaison meeting and minutes of previous meeting.

P13.044 REPORTS & MEMBERS REPORTS

a) Chairman’s Report

The Chairman confirmed he had attended a number of meetings, however all of them are covered throughout this agenda.

b) Vice Chairman’s Report

Councillor Eldridge queried if the Section 106 agreement was still viable at Brent House Farm as a number of residents are concerned this is falling through. The Clerk responded stating that it is still viable, however if the developer doesn’t continue with his planning approval then it is likely the monies already received (£50,000) will need to be returned to the developer. The Clerk continued stating that she had spoken with Nigel Richards, EFDC Planning, and that Nigel was checking with building control, however as soon as the foundation is laid, the additional £50,000 will need to be paid. Cllr Grigg asked if the Parish Council had been advised if the site had been sold on, to which the Clerk stated she had heard a rumour, however nothing official. Cllr Eldridge reported the same.

Following Cllr McCormack’s report that there were a large number of tyres that had been dumped in this area, Cllr Eldridge had driven around and couldn’t find any dumped tyres (other than in the usual location where you go through the farm).

Cllr Bartram had attended the Hastingwood Village Hall committee meeting, and the Committee members had asked that there thanks were passed to Cllr Bartram for attending.

Following the Personnel meeting, Cllr Eldridge confirmed he had contacted Coleen O’Boyle, EFDC Monitoring Officer, and that Coleen had stated she would contact the relevant parties and get them to contact the Clerk directly. The Clerk

clarified this point for members stating that as part of the Personnel meeting, the issue of HR Training was discussed, and that this issue had also been discussed at EF Branch of the EALC Liaison meeting. It was **NOTED** that the Finance and Administrative Officer had met with Joy Darby, EALC, to discuss the issue and to identify any areas of concern. The Clerk stated that she was of the understanding that EALC were trying to get as many Councils together to join in a group HR package. It was **NOTED** that Coleen O'Boyle had placed this item on the 7th November EF Local Liaison meeting for discussion.

c) District Councillors Report

No report.

d) Highways Reports

The Clerk confirmed she had something she would be discussing under item 9 – Bus shelters.

e) Councillors Reports

Cllr McCormack informed Members that both he and the Chairman had recently attended a meeting of the Larger Local Councils at which Nick Alston, the new Police and Crime Commissioner had been in attendance. Mr Alston gave a talk and explained that he would be visiting all local authority areas and regularly meets with the Chief Constable of each area. Cllr McCormack stated his first impressions were good, and that Mr Alston seemed like the sort of individual who would get things done. When the floor was opened, Cllr McCormack was the first to ask a question and expressed his concern about the how effective the police were at tackling prevalent issues, however unfortunately didn't receive much support from other attendees. He raised a couple of issues, and Mr Alston was making notes. Cllr McCormack also hand delivered a letter to Mr Alston inviting him to meet with the Parish Council, to which he has received an email response confirming acceptance of this invitation and that a date needs to be agreed.

It was **NOTED** that there was an accident on the Zebra Crossing that morning.

It was **NOTED** that CCTV cameras had been erected in the village, and that the Clerk is awaiting confirmation as to the reason why. Cllr Bedford stated that he was of the understanding that they would only be erected if the Parish Council requested. The Clerk stated that EFDC and the Police themselves could also request the erection of CCTV.

f) Environmental Issues

Cllr Mulliner confirmed that weekly meetings of the Allotments Sub-Committee have been taking place. The illegal shed on Hastingwood A allotments has been removed, however the issue with the gate has not yet been resolved. There has been an issue with the gate at Queens Road allotments being left unlocked, and the tenant concerned is meeting with the Allotment Sub-Committee this coming Wednesday. The play areas have been inspected by the F&A Officer and a team of Councillors. Cllr McCormack stated that he had noted there was damage to the

wetpour underneath the flat swings at School Green Lane play area, and that the F&A Officer is chasing this. The new Multiplay unit at Thornwood Common play area has been installed, however much of the spoil was dumped in the adjacent ditch. This is being dealt with by the office.

g) Neighbourhood Action Panel

Members *NOTED* that the next meeting of NAPs would be 7.30pm on 11th July at North Weald Village Hall.

h) County Councillors Reports

Members *NOTED* the report attached to the agenda from Cllr David Finch.

P13.045 FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

Members *APPROVED* the list of cheques, which were signed up to 30th June 2013 and *NOTED* the summary of income received and the account balances.

b) Final Internal Audit Report

Members *NOTED* that the final internal audit report for 2012/2013 had been received and was attached to the agenda. The Chairman passed on his thanks to the Office staff for their work in achieving a good result.

Cllr Grigg queried if the office staff had looked into self insuring the public street lights. The Clerk stated that this was something that was looked into, however there were two street lights that were damaged at the same time costing thousands to repair, and it was felt prudent to continue with insuring these lights. Cllr Grigg requested a cost analysis of the pro's and con's to be presented at precept in order for Councillors to make a fully informed decision and to satisfy the internal auditor.

P13.046 ESSEX COUNTY COUNCIL – SECTION 106 MONIES FOR BUS SHELTERS

Members *NOTED* that the sum of money which was placed in the budget by the Local Highways Panel as being due under a Section 106 Agreement, has now, after negotiations, been agreed to be paid to the Parish Council, for three replacement Bus Shelters in the High Road, North Weald. These are situated at Emberson Way, opposite School Green Lane and opposite Queens Road. Copies of the type of shelter and quotations were attached to the agenda. Members noted that the cost was expected to be in the region of £17,500 excluding VAT. The Clerk confirmed that Councillors needed to agree what type of shelters they would like.

Cllr Bedford expressed his concern that individuals may swing on the shelter outside the Kings Head public house. The current shelter has a pitched roof, however the new ones have flat roofs. The Chairman asked if the newly installed ones near the Debt of Honour had flat roofs, to which the Clerk confirmed they did. She also confirmed that she has requested Perspex is placed into these shelters, not glass. It was *AGREED* that the Clerk would ask for a pitched roof shelter outside

the King Head. It was noted that the cost of these three bus shelters did not total the amount of monies held for the Section 106 agreement, to which the Clerk confirmed she was aware of this and intended to ask for a further shelter to be replaced by the Talbot. Councillors **AGREED** that the Clerk should continue to push for these funds.

P13.047 MEETING WITH LOCAL AVIATION BUSINESS

Members **NOTED** that the Chairman, together with a number of Councillors met with Geoff Button and Tommy Bowlby on the 17th June, at the request of Tommy Bowlby who was meeting with Glen Chipp, Chief Executive of Epping Forest District Council. Details of the meeting were attached to the agenda. Cllr Blanks corrected the report stating that Halcrow should actually read Drivers Jonas Deloitte. Cllr Buckley reported that Mr Button is a property Developer who doesn't have a particular interest in flying, and his main focus is to make money, and that Mr Bowlby was the flying enthusiast. Cllr Blanks reported that Mr Button had disputed the fact that the runway is in good condition. EFDC have restricted Weald Aviations use of the runway due to its condition, and Mr Bowlby is considering suing EFDC for breach of lease. Cllr Blanks added that Weald Aviation is very focused on the rebuilding and renovation of planes, and that an active airfield is not important as most parts are delivered by road. Cllr Clegg stated that Mr Button suggested that if flying was to be increased, the airfield could make money. It was **AGREED** to meet again in September after EFDC had considered the findings of the Drivers Jonas Report.

P13.048 QUEENS HALL CHARITY

a) Trustees

Members were reminded that some time ago, the Parish Council had agreed to reduce the number of trustees that they can appoint to the Charity from eight to six. However as the incorrect procedure had not been carried out by the administration of the Charity this was not possible to do for the administrative year 2013-2014, and therefore the number of trustees will have to remain as eight. Members noted that it was anticipated that if the Parish Council agrees to reduce the number of trustees it can appoint to the Charity in the year 2014-2015, then the Charity will wish to maintain the same number of people on the Board of Trustees. Therefore instead of reducing the number on the board, a number of the Trustees would wish to increase the number or co-opted trustees by two.

Cllr Bedford commented that he recalled permission being given for the Charity to reduce the PC appointed trustees, however this was never formally administered by the Charity. Cllr Bartram stated that the Charity Commission were never informed and as such it was never formally enacted. After much discussion, Councillors **AGREED** that the Susan Deluca, Margaret Wood and Sheila Jackman should be appointed as Parish Council Appointed Trustees onto the Queens Hall Charity. It was **NOTED** that this left two vacancies.

P13.049 EPPING FOREST DISTRICT LOCAL PLAN

Members **NOTED** that an update on the Local Plan had been published, full details of which could be viewed at the Parish Council offices. A link would also be emailed to councillors.

P13.050 HEALTH & SAFETY THORNWOOD COMMON VILLAGE HALL – LEGIONELLA

Members recalled that in accordance with H&S obligations, an inspection to establish the risk of Legionella within the Thornwood Common Village Hall was recently conducted. The resultant report identified a number of areas which needed addressing, one of which was the issue of water storage in the hall. It was suggested that moving the water system at the hall to come directly from the mains would solve this problem and save money in the long term. A quote was obtained to complete these works, and at the April Parish Council meeting, Members agreed that a further two quotes should be obtained. Members **NOTED** that three quotes had now been obtained, copies of which were attached to the agenda together with a copy of the suggested remedial action quote. The Thornwood Village Hall and Playing Field Management Committee had requested that the decision as to what action to take to address the Legionella report be passed to the Parish Council. Therefore, Members considered the options available. These were:

- If works should take place to alter the water system at the hall so that the water comes directly from the mains, and if so to agree which quote they would like to progress. Members should note that if the decision is taken not to complete these works, the suggested remedial works to reduce the likelihood of Legionella would be £1,385 – section G of quote.
- If they would like to progress with the suggested remedial works to reduce the likelihood of Legionella (£379 as stated in the quote – Section H & I of quote)
- If the recommended annual monitoring and inspection programme should be progressed (cost £1,107 per year)

After discussion, it was **AGREED** that the works should be undertaken to change the water supply to come directly from the mains, and that the contractor to undertake these works should be PJ Margle Heating Ltd, for the cost of £1605 exc VAT plus £100 provision to remove the water tanks. This was subject to PJ Margle Heating Ltd providing written confirmation that the water in the storage tanks would be stored at above 60 degrees. It was also **AGREED** that annual monitoring should also take place as per the quote £1,107 per annum.

P13.051 REMEMBRANCE SUNDAY 2013

Members **NOTED** that a meeting to discuss this year's Remembrance Sunday events took place on Thursday 27th June, and a copy of the notes from this meeting were tabled. The Chairman commented that it had been agreed to use Mrs Walker's catering again this year, and that the cost of the food would be the same as last year at £15/head. The event would be taking place on 10th November. Cllr Collins had stated at the Remembrance Sunday meeting that he felt the two events (St Andrews Church and the Debt of Honour) should be two stand alone events, with St Andrews Church being organised by the RBL, and the Debt of Honour being organised by the Parish

Council. The Luncheon would also be organised by the Parish Council. This was **AGREED** by the Parish Council. Cllr Collins had also strongly suggested there shouldn't be any free wine on the tables.

The Clerk reminded Members that 2014 is the 100 anniversary of WWI, and that it was suggested an amount was precepted for a commemorative booklet of the lives of people of WWI. This was **AGREED**.

P13.052 PARISH FOOTPATHS AND BRIDLEWAYS

Members **NOTED** the following two issues, details of which were attached to the agenda.

- a) Footpath 84 – Maintenance Issues
- b) Bridleway 2 – Part in North Weald – Part in Stanford Rivers

P13.053 SPEEDWATCH INITIATIVE

Members recalled from the March Parish Council meeting that the Speed Watch scheme should be run for a trial period of 12 months, and that there should be one speed watch session run every three months. To date, no Speed Watch events have taken place. Cllr Buckley of Stanford Rivers PC was spearheading this initiative, and it was left with Andy Cook to come up with nominated points to set up cameras, however nothing has been heard. It was **AGREED** this should be put to NAPs. The Chairman confirmed he had another interested party. Cllr Bartram suggested a pool of 9-12 individuals would be ideal. It was **AGREED** that the F&A Officer would email Andy Cook with details of individuals to be trained and try to agree a date.

Meeting closed: 9.17 pm

Signed

Date