



**DRAFT MINUTES**

**Meeting:** COUNCIL

**Date:** 6th July 2015

**Time:** 7.37 PM

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

**PRESENT:**

**Councillors (11)** C Hawkins (Chairman), T Blanks, A Buckley, B Clegg, R Spearman, B Bartram, G Mulliner, Mrs E Godwin-Brown, A Tyler, D Stallan, N Bedford

**Also in Attendance (2)**

Susan De Luca – Clerk to the Council  
Adriana Jones – Principal Finance Officer

**Members of the Public (0)**

**Members of the Press (0)**

Prior to the meeting, the Chairman reported the sad death of Bill Aitken, husband of former Councillor Mrs Elaine Aitken, and friend of the Parish Council. The Clerk confirmed she had sent an email expressing her condolences. This was echoed by Councillors.

**C15.037 APOLOGIES FOR ABSENCE (3)**

**NOTED** that apologies for absence had been received from Councillors Mrs A Grigg, Mrs D Adams and B Eldridge.

**C15.038 OTHER ABSENCES (0)**

No other absences were recorded.

**C15.039 MINUTES**

The following amendments were recorded for the minutes of the Parish Council meeting held on 1st June 2015:

- Cllr Bartram - name is incorrectly spelt throughout the document. In addition, Cllr Bartram stated that he could not recall stating that the issue regarding the Queens Hall Charity should be put onto a pink, asking if this could be changed to 'it was suggested'. The Clerk stated that she was aware somebody had suggested this.
- Cllr Blanks had the following amendments:
  - Item 15.028 Page 3 should read 'from' councillor Blanks and not 'for'.
  - Item 15.028 Page 3 should state that 5 *Trustees* resigned, not 5 Councillors
- Cllr Bartram stated that within the same paragraph, it states that the hall and field are owned by the Parish Council. Cllr Blanks stated that this is correct to his knowledge, to which Cllr Bartram stated that as Custodian Trustees the Council simply holds the title deeds, but does not own the hall. Cllr Blanks stated that the Parish Council has a loan on the hall, so he hopes the Parish Council owns it. The Clerk stated that she was currently liaising with NALC Legal Department regarding this point, and is awaiting a response. Cllr Stallan stated that this part of the agenda was to clarify whether or not the minutes accurately reflect what

was said at the meeting, not to query whether or not what was said was factually correct. He therefore asked Cllr Blanks to confirm whether or not he had stated that facts as detailed in the agenda, to which Cllr Blanks had stated that what he had concluded was that as Custodian Trustee the Parish Council were the owners of the Queens Hall and associated land. Cllr Stallan stated that any challenge with regard to the querying of facts should take place under another agenda item. It was **AGREED** that the Clerk would check the content of the email sent to her from Cllr Blanks, and refer back if needed.

Subject to these amendments, the minutes of the meeting held on 1st June 2015 were **AGREED** as a true record.

With regard to the Minutes of the Extraordinary meeting held on 8th June, the following amendments were stated by Cllr Blanks:

- Page 1, para 3 from the bottom of the page 15.041 should read 'requested by the Parish Council', not 'request'.
- Page 2, para 3, 15.041 should read 'his feelings' not 'is'.
- Page 5, 2nd para, 15.041 - Cllr Blanks stated that it was not he who mentioned queues of lorries, to which the Clerk stated it was possibly Cllr Grigg.
- Page 2, para 4, 15.041 should read 'coming *to* this meeting'

Subject to these amendments, the Minutes of the Extraordinary meeting held on 8th June were **AGREED** as a true record.

The minutes of the Extraordinary meeting held on 22nd June 2015 were **AGREED** as a true record.

Councillors **NOTED** the minutes of the Parish Hall at Thornwood Committee Meeting held on the 14<sup>th</sup> May and the Minutes of the Environmental Meeting held on the 17<sup>th</sup> June.

The Clerk suggested that it may be a good idea to consider recording parish council meetings in the future, and to consider this at Budget time.

Cllr Bedford stated that in many other organisations, individuals would inform the Clerk of any suggested amendments before the meeting, and the Clerk would simply read these suggested amendments out at the meeting. Cllr Stallan stated that in his view this would not be appropriate, and that any suggested amendments should be fully discussed, debated and agreed at the meeting. Cllr Blanks stated that he would be happy to do as Cllr Bedford suggested, however he had not had an opportunity prior to the meeting to review the minutes, to which the Clerk stated that it would be perfectly acceptable to bring up any issues or suggested amendments at the meeting.

#### **C15.040 DECLARATIONS OF INTEREST**

Cllr Stallan declared a non pecuniary interest in agenda items 13a & 13b by virtue of being the current portfolio holder. Cllr Spearman declared a Discloseable Pecuniary interest in any item relating to the Local Plan and Neighbourhood Plan by virtue of submitting land via the call for sites.

**C15.041 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.

**C15.042 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
June	Clerk,	Weald Common	Ongoing	CCTV/Pathway
June	Clerk & PFO	Neighbourhood Area Designation	Ongoing	Various Actions – Correspondence dealing with Members of the Public & EFDC/ Green Planning Studios
June	Clerk	Queens Hall Charity	Ongoing	Liaising with Auditor/EALC & NALC
June	Clerk, PFO & Senior Admin Officer	ECC Waste Plan	Ongoing	Various Actions – Including Attending Meetings and Reviews
June	PFO	Audit	End of Year	Auditor
June	PFO	OMEGA	Accounts	New Accounts
June	Senior Admin Officer	Various Env/ Highway Matters	Continuing	Ongoing
June	Clerk & PFO & Senior Admin Officer	Green Belt Review	Continuing	Including Attending meetings, Review/Distribution/Exhibitions
June	Office Staff	Parish Hall Matters	Continuing	Various Matters
June	PFO	Health & Safety	Ongoing	LCS Training
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life. RCCE Annual Report.				

**C15.043 REPORTS AND MEMBERS REPORTS**

- a) **Chairman's Report** – The Chairman reported that he was very pleased with the work that both the Clerk and the office staff had completed regarding the additional meetings over recent weeks regarding the Neighbourhood Plan, noting that a lot of hard work had taken place. He reported that it wasn't only the Thornwood Committee who had decorated the Parish Hall at Thornwood, but around 5 or 6 local residents also offered their help free of charge, and this should be recorded in the minutes.
  
- b) **Vice-Chairman's Report** – Cllr Buckley reported that as requested he had completed a response to the article from 'Cynical' in the recent edition of Village Life, demonstrating that the Parish Council are keen on keeping North Weald tidy. In addition, notices have been erected in shop windows saying 'Keep the Parish Tidy'. Cllr Stallan stated that he was aware that the street cleaner for North Weald had been on holiday the previous week, and that BIFFA had not provided a replacement, and requested the Clerk writes to Cllr Breare-Hall asking why this was the case. Cllr Buckley stated that it was noticeable that the Street Cleaner was away.
  
- c) **District Councillors Report** – No reports.

- d) **Highways** – Councillors noted the latest update as attached to the agenda. Cllr Stallan reported on the recent issues with the temporary traffic lights in the High Road by Wellington Close, stating that he had called the police due to a failure in the lights (as there was no other contacts numbers on the barriers) and the police had subsequently turned the lights off. Works were expected to continue until the end of July. Cllr Tyler stated that there was very large hole near Watermans Way where many elderly people walk, and a photograph was taken of this hole when the traffic lights were erected. The Clerk stated that she would contact Cllr Whitehouse who has historically been very good at helping with Highway issues in the Parish, due to having ECC member links. Cllr Stallan stated that Cllr Whitehouse is a Thornwood Councillor, and suggested Cllr Jackson is contacted instead. Cllr Stallan would, however, be happy to have a conversation with Cllr Whitehouse regarding this issue.

e) **Councillors Reports –**

(i) **Green at Parade of Shops, North Weald**– Cllr Buckley refreshed members memories regarding this history of this issue which culminated in a proposal for a raised flower bed, and confirmed that ECC are now able to approve the flower bed. Further information will need to be submitted, including the types of plants to be used and specific measurements of the beds. Cllr Buckley stated that help has been received from ECC Cllr Jackson, and Cllr Spearman in terms of the types of plants most appropriate to this area. Cllr Buckley commented that funds may be available from EFDC via their Town and Village Centres Communities fund, and that the Clerk would be contacting EFDC to ascertain the eligibility of this project. The project will now be pursued by the Environmental Committee.

The Clerk advised members of the criteria of the EFDC fund, stating that it could be a possibility that the raised flower bed could be in celebration of something such as the 70th Anniversary of the Battle Britain. This is perhaps a theme that could be carried forward year on year, with something special taking place in the Parish to commemorate or celebrate a certain event. Cllr Tyler stated that he felt this was a great idea and fully supported it, reminding members of the success of the Tour de France last year.

It was noted that the telephone box will have to stay in this location, due to the closest alternative being over 500m away. The bench will also have to stay.

- f) **Environmental Issues** – Cllr Mulliner reported that there had been a lot of litter over the Peer Group land and around North Weald Village hall over the weekend. He had collected what he could, but could not collect all of it. The monthly visit to the Hastingwood A allotments had taken place - no tenants were present, however everything appeared to be in order. The Chairman stated that he had met two representatives of Thames Water, who had confirmed that they were going to rod and clear the allotments.

#### **C15.044 FINANCIAL REPORTS**

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

The Clerk tabled a copy of the monthly accounts list, and Councillors **APPROVED** the payments made and noted the bank balances to 30th June 2015.

Cllr Bedford asked if individuals not resident in the Parish were charged an increased fee should they wish to be buried at the North Weald Bassett Parish Council cemetery, to which the Clerk confirmed the charge was three times that of a parishioner. Cllr Bedford confirmed this was the same for London, however suggested that perhaps the Parish Council should review this again with the possibility of increasing the fees to increase the revenue stream. The Clerk confirmed that the Environmental Committee review the fees on an annual basis, and that the fees charged are roughly in line with other burial authorities. Cllr Bedford asked how these compared to the Epping Forest Burial Park, to which the Clerk stated she didn't have exact figures but thought they were roughly similar.

Cllr Blanks asked about the fee for Kerr & Sons for the cutting of Weald Common in 2014, asking if this date was correct, to which the Clerk confirmed it was. Cllr Blanks also enquired as to why the fee for the emptying of Dog Bins is paid to Epping Town Council, to which the Clerk stated that Epping Town Council had secured a group deal for a number of Parish / Town Councils for a reduced cost.

**b) To Receive the Report from the Internal Auditor**

The 2014/2015 Internal Audit report was **NOTED**.

**c) To amend the Councils Standing Orders & Financial Regulations regarding Tenders**

Following comments from the Internal Auditor it had been brought to the Clerk's attention that there was an anomaly between this Councils Financial Regulations and the Council's Standing Orders. One reads £20,000 and the other reads £10,000.

**Financial Regulations, state:**

1.1 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction. Three full and detailed quotes should be obtained for any works expected to be in excess of **£20,000**, subject to any *de minimis* provisions in Regulation 11 (I) below.

**Standing Orders, state:**

1.1 Where it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 35.1; for expenditure in excess of **£10, 000** the Clerk or RFO shall invite tenders from at least three firms.

Both of these should be of the same value. Members discussed which figure was correct, and it was **AGREED** that the Financial Regulations should be amended to state the figure of £10,000.

#### **C15.045 GREEN BELT REVIEW**

Following notification distributed to Councillors with documentation for the 22<sup>nd</sup> June Extraordinary meeting, members were advised that Epping Forest District Council is in the process of completing a Green Belt Review, and had provided the Parish Council with copies of the draft documents for comments. Full copies had been sent to Councillors for review. The deadline for comment was originally set for 29<sup>th</sup> June, however after concern was expressed by a number of Parish/Town Councils with regard to insufficient time to respond, this deadline has been extended to 12 noon on 27<sup>th</sup> July. A presentation of the content of consultation documents was given at the meeting, explaining how the results of stage 1 feed in to stage 2, together with a suggesting a draft response.

Some discussion took place regarding the impact this would have on the Parish, and how best to respond. It was noted that any land owned by the Corporation of London was classified as an 'Absolute Constraint'. Cllr Stallan enquired as to whether or not the previously owned Corporation of London land in Theydon Bois had been included with the broad locations for further review, to which the Clerk stated she was not aware.

After discussion, it was **AGREED** that the draft response was acceptable, however a final draft to reflect the discussion at this meeting should be created and emailed to members before final submission.

#### **C15.046 REPLACEMENT WASTE LOCAL PLAN**

As discussed at the 22<sup>nd</sup> June Extraordinary Meeting, ECC has proposed a Strategic Aggregate Recycling Site be located on an area of green belt land adjacent to the McDonalds roundabout near the M11 motorway. The consultation on the Revised Preferred Approach was now open, the deadline for responses being 30<sup>th</sup> July.

A full presentation of the Replacement Waste Local Plan, together with the Revised Preferred Options, was given so that members were aware of the background and why the site at Hastingwood had now been put forward. Following the presentation, the Clerk read out an email she had received in response to a letter given to ECC at the recent consultation workshop event, which seemed to suggest that EFDC were aware of the current works taking place on a section of the proposed site. The Clerk stated that she was concerned regarding this, as ECC had not mentioned a planning application number for these works, yet did mention one for the adjacent site. As such, the Clerk had completed some thorough investigation, which showed that the site had temporary planning permission for a number of years, however this ceased in 2008, when at which time the site should have been returned to its previous use. However it seemed this had not taken place.

Consequently, the Clerk had contacted Derek Macnab, EFDC Director of Neighbourhoods, Cllr Whitbread, Leader of EFDC, and Cllr Morgan, EFDC District Councillor for this area, to arrange a meeting to discuss this issue, as any delay would contribute to the time frame allowing a CLD. Members noted that these individuals were unable to meet with the Clerk, and that there had been a noticeable lack of responses to any emails submitted to EFDC by the Clerk, which was

concerning. Cllr Blanks stated he was very happy to ask the question at either an EFDC Cabinet or Council meeting, asking what EFDC are doing regarding this. Cllr Stallan stated that this would have to be asked at Council, but enquired as to why Cllr Phillip was not being asked the question as Cllr Phillip was the relevant Portfolio Holder. Cllr Stallan suggested Cllr Phillip was emailed all the facts, and asked what he intends to do about it, stating that if a satisfactory response was not received, the questions would be asked during Council by way of a public question. Cllr Stallan stated that any question would need to be submitted 4 working days before the Council meeting. This was **AGREED** by Councillors.

Cllr Clegg stated that he had completed some simple calculations, and the reason why Councillors should be concerned is that there could potentially be 120 20-tonne lorry movements per day (63 lorries per day), which could equate to a lorry going in or out every 7.5 minutes. Cllr Clegg reminded Members that this was simply to cover the 1.27m tonnes shortfall - not the total amount of waste needed to be recycled (split between the 4 new proposed sites).

Councillors **NOTED** that the draft response to the Revised Preferred Approach Consultation would be on the 20th July planning meeting agenda.

#### **C15.047 NEIGHBOURHOOD AREA DESIGNATION**

The Clerk reported that a formal letter had been received from Mr Bean, Planning Policy Manager EFDC, confirming that EFDC had designated an alternative area to that proposed by the Parish Council. Members were reminded that the process for Judicial Review had begun, and that payment had been sent to the Barrister for the Letter Before Action.

#### **C15.048 EXHIBITIONS IN THE PARISH COVERING THE ABOVE**

Members **NOTED** that Exhibitions had been planned covering three items: EFDC Green Belt Review, ECC Replacement Waste Local Plan, North Weald Bassett Parish Council Neighbourhood Plan Area Designation, and would be held on the following dates and venues;

**Saturday 11<sup>th</sup> July – Hastingwood Village Hall – 10.30am to 12.30pm**

**Sunday 12<sup>th</sup> July – North Weald Airfield Community Day 10am – 3.30pm**

**Monday 13<sup>th</sup> July – North Weald Library – 4.30pm – 6.30pm**

**Wednesday 15<sup>th</sup> July – Parish Hall @ Thornwood 4.30pm -6.30pm**

Notices had been placed on the Parish Notice Boards and in the Bus Shelters in the Parish. The Clerk confirmed that the office staff were available to cover all the events, with the exception of Saturday which Jo was unable to do. Flyers have been delivered in Thornwood and North Weald, and a couple of Councillors had delivered to the shops in North Weald, however there were still many houses that needed to be leafleted in North Weald, and Councillors were asked to put themselves forward for this task. Members were reminded that these events were not consultations, but more of an information awareness event to ensure that residents were aware of these three important issues which may affect their future.

Cllr Blanks stated that the North Weald Residents Association had produced a flyer, and tabled a copy for members information.

**C15.049 EPPING FOREST DISTRICT COUNCIL HOUSING**

**a) Consultation Document Draft Homeless Strategy 2017-2018 & b) Review of the Councils Housing Allocation Scheme & Tenancy Policy**

EFDC is consulting all the relevant agencies and also those with particular interests in homelessness on the above documents. Members noted that copies of the document were available from the Parish Office for Members perusal.

Cllr Stallan summarised the main changes, stating that in order to get onto the Housing Register, you will now need to have been residents for 5 years. There were also additional changes in terms of the financial rule for assets or income, changing to £35k. Council **AGREED** that they supported these amendments.

Meeting closed: 9.48 pm

Signed .....  
Date .....