



MINUTES

Meeting: PARISH COUNCIL

Date: 3rd July 2017

Time: 7.30PM

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

PRESENT:

Councillors (10) C Hawkins (Chairman), B Clegg, B Bartram, Mrs Grigg, Mrs Godwin-Brown, R Spearman, B Eldridge, Mrs S Jackman, T Blanks, M Harris

Officers in Attendance (2)

Susan Deluca - Clerk

Adriana Jones - Principal Finance Officer

Members of the Public (3)

Members of the Press (1)

C17.038 APOLOGIES FOR ABSENCE (4)

NOTED that apologies for absence had been received from Councillors Buckley, Tyler and Mulliner. Cllr Stallan has also given his apologies due to having to undertake EFDC Chairman's duties.

C17.039 OTHER ABSENCES (1)

Cllr Bedford.

C17.040 MINUTES

Cllr Eldridge reported that the wording in the 1st paragraph on page 3 should read 'sprit'. Subject to this change, the minutes of the Annual Parish Council meeting held on 5th June 2017 were **AGREED**. The following minutes were **NOTED**:

- The Minutes of the Environmental Committee held on the 14th June 2017
- The Minutes of the Queens Hall Charity – held on the 16th May 2017

C17.041 DECLARATIONS OF INTEREST

Cllrs Mrs Grigg declared a non pecuniary interest in agenda item 16 North Weald Airfield by virtue of being the Portfolio Holder for Asset Management.

C17.042 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were six members of the public present, a number of which were present to discuss agenda item 15 - Local Highways Panel - and it was **AGREED** to move this agenda item forward.

C17.043 LOCAL COUNCIL HIGHWAYS PANELS

It was **NOTED** that following a number of requests from residents, the Clerk was in the process of compiling five reports to go forward for the LHP:

- Speed of Traffic High Road North Weald – VAS Sign Request
- Speed of Traffic, Upland Road, Thornwood Common
- Speed of Traffic & HGVs Church Lane, North Weald
- Speed of Traffic High Road Thornwood Common
- Parking in Wheelers Farm Gardens, North Weald

The Clerk had advised those residents who had contacted her that they would need to provide the Parish Council with a report detailing evidence of the problems before this meeting, and that neither the Thornwood High Road residents nor the Church Lane residents had provided this evidence. Therefore, at this time the Clerk would not be progressing these LHP reports.

With regard to the Parking at Wheelers Farm Gardens, the Clerk confirmed that Essex County Councillor Anthony Jackson had visited both the Parish Council office and Wheelers Farm Gardens that morning, and was intending to speak with the Doctors Surgery regarding this issue. Two of the residents had spoken to the Clerk, and a further member of the public was invited to address the Council. The resident advised that the Doctors Surgery was now open full time as opposed to being a part time satellite of the Limes, and that this has caused parking to double in and around Wheelers Farm Gardens to the point where residents are no longer able to park at the own homes. Residents do not want to take their cars out for fear of not being able to park it when they return. This has in some instances led to a number of confrontations. There are only six allocated parking spaces at the doctors, which is simply not enough for a full time surgery. The resident also stated that there had been concerns regarding the parking of an 'advertising van' in Wheelers Farm Gardens which had exacerbated the problem. The Clerk confirmed this had been reported to the relevant authority. The resident stated that there were 19 parking bays provided by Hannover, and that local residents were in discussion with Hannover regarding the possibility of providing some more, however this would undoubtedly encroach on the green spaces. There are 69 flats at this location, and 39 vehicles. In addition, Hannover are now taking in residents at age 55 which will mean more vehicles requiring parking. The Clerk and Chairman thanked the residents for attending, stating that the next Parish Council meeting would be in September, but that the Clerk would stay in touch.

A local resident was then invited to address the Council with regard to issues at Upland Road. The local residents stated that there had been a further fatal accident on the High Road that weekend, this after a crash involving 3 buses recently, and that he wanted to enquire if anybody was following this up with trying to reduce the speed limit of the road. In addition to this, the bus shelter had also been damaged by a speeding motorist some time back. The Clerk confirmed she was liaising with residents regarding issues along Upland Road, and that a local resident stated he was going to canvas everybody and bring in a report, however this had not materialised. The local resident advised of the missing sign to which Cllr Clegg confirmed he had been reporting this for over two and a half years. The Clerk stated that ECC's funds were limited. Cllr Clegg stated that there were a number of problems around this area, none less so than the fact that the speed limit changes from 30 to 40 to 50 to 60 and drivers are never really that clear about the speed limits along these different stretches.

The Clerk stated that she would be more than happy to include a LHP report for Upland Road / High Road Thornwood if the resident present was able to provide a report.

Cllr Eldridge stated that the issues in Hastingwood should also be included as one of the LHP reports, and it was agreed Cllr Eldridge would liaise with the Clerk following the meeting regarding this matter.

The Clerk confirmed that the VAS sign request information has been received, and the LHP form is ready for submission.

C17.044 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

Councillors **NOTED** the Clerks report as attached to the agenda.

Date	Reported By or Action Initiated By	Regarding	Action Taken	Further Action Taken
JUNE	CLERK/SENIOR ADMIN OFFICER	Cemetery	Ongoing/Continuing	VARIOUS ADMINISTRATION
JUNE	Clerk/PFO	Neighbourhood Area Plan	Ongoing	Various Actions
JUNE	PFO/ SENIOR ADMIN OFFICER	QUALITY COUNCIL	Ongoing	Preparation of Documentation - DATA PROTECTION
JUNE	SENIOR ADMIN OFFICER	PARISH HALL	Ongoing	ADMIN
JUNE	PFO	ACCOUNTS	Continuing	Preparation of Documentation
JUNE	CLERK	ALLOTMENTS	ONGOING	Safety Matters
JUNE	CLERK	SOLICITORS	ONGOING	FIRST REGISTRATION OF LAND
JUNE	CLERK/SENIOR ADMIN OFFICER	DEFIBRILLATOR	INSTALLATION	VARIOUS ADMIN
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life, RCCE AGM DOCUMENTATION,				

The Clerk advised members the Cllr Buckley had asked her to report on the 'Pull a Weed' initiative, and that a press release on this had been sent out. Sponsors are also being sought for the garden outside the shops for this financial year. It was noted that many residents had commented positively on the garden and offered assistance.

The Clerk advised members of the Epping Forest Re-Use event on Friday 7th July.

C17.045 REPORTS AND MEMBERS REPORTS

- a) **Chairman's Report** –The Chairman thanks those Councillors who had attended the recent Upper Clapton Rugby event at Upland Road. The Chairman also advised that the Defibrillator was now up and running at the Parish Hall in Thornwood.
- b) **Vice-Chairman's Report** – No report.
- c) **District and County Councillors Report** – No reports
- d) **Councillors Reports** – Cllr Eldridge advised that there were now around 40 horses on Harlow Common, and that he continued to try and press this matter with Harlow Council.
- e) **Environmental Issues** – No report.
- f) **Neighbourhood Plan Monthly Update** - Meetings are held every two weeks. There had also been a meeting with David Coleman at EFDC which was quite an eye opener for Steering Group members that attended. The RFO confirmed she

had written to the SG Chair expressing her concern that there was a desperate need for more manpower / members of the Steering Group, and that there were two Steering Group members who were extremely active however the others not as much. The Clerk confirmed that she agreed, saying there were two members who really actively trying hard to ensure the NP was a success, however most of the burden of work subsequently falls to them and Adriana. The Clerk confirmed there was a further meeting of the SG this week at which they would be discussing the airfield event. It was also noted that due to the changes in the Local Plan with regard to a new Masterplan Study being announced, the SG focus could possibly change tack over the coming months. The Chairman asked for a full report at the September meeting, and updates in-between if necessary. The Clerk confirmed that the Steering Group were aware they need more people actively involved, and that they were trying to source these individuals, however this was proving extremely difficult. Cllr Mrs Jackman stated that if the community were not behind it, and not willing to get involved, then there wasn't much point in carrying on, as this was the whole reason for Neighbourhood Planning - that it's a community lead initiative. Cllr Harris stated that he believed that residents needed to be made aware of what a Neighbourhood Plan is so they can fully understand, and that perhaps Councillors should get more involved and canvas everybody in the community.

Cllr Clegg stated that he was the first person to support this, and that it wasn't until he attended a number of meetings, including the one with David Coleman, that he started to understand the magnitude of the problem, stating that the he felt the Steering Group Members who attended felt the same. Cllr Clegg had spoken to Adriana after the Clerk had, and said she cannot do over the 14 hours work per week allocated to her for Neighbourhood Planning.

Cllr Clegg stated that with regard to getting other people on board, hopefully Thornwood will have two people happy to sit on the Steering Group, and hopefully Hastingwood will follow. With regard to the letter drop, you simply cannot do it as the Steering Group don't have the foot soldiers to do it.

Cllr Harris suggested the Scout Group could be asked to assist with delivering leaflets, however Councillors expressed concern at this, stating that this needed to be the responsibility of residents and adults in the Parish who were willing to take part and support the Neighbourhood Plan. Cllr Clegg suggested you needed a minimum of 10 Steering Group Members, and 20 back up ancillary members to assist. Cllr Clegg asked how long we have been canvassing the local community to get involved in the NP process, to which it was confirmed roughly 18 months, with adverts being placed in village life, on notice boards, as well as leaflets delivered to every home in the village. Cllr Mrs Jackman said it's not only people, but it's qualified people that you need to push this on.

Cllr Blanks agreed it is disappointing, however it is a classic British trait, in that people will only take an interest when the number of houses is agreed and development has started, and then people will wonder why nobody did anything.

Adriana stated that after the meeting with David Coleman, one of the SG members had said 'this is bigger than us' and that we may need to employ a

professional communication company to get this message across. Adriana stated that North Weald Parish are in a unique position, in that one masterplan has already been done, another is on its way, and with the Local Plan and Neighbourhood Plan being progressed at the same time, people are going to get confused. The Steering Group are having to consider where their focus should be - should it be in sourcing good feedback to input into the evidence base for the new masterplan, should it be on the NP, and how are you going to get these messages across without having a 20 minute conversation with everybody that you meet.

Cllr Clegg stated that our area is extremely complicated, mainly because the largest land holding in the area is the Airfield which is owned by EFDC. Cllr Clegg stated that EFDC must have an idea of where development is going as they are already thinking about the infrastructure options.

Cllr Harris stated that a Neighbourhood Plan is legal policy document that has statutory weight, and something that has to be considered as part of any planning application (once adopted), and the Parish would be much better with a plan that without one.

Cllr Mrs Jackman stated that she had been involved with Neighbourhood Planning since its conception, and was concerned that this Parish Council was late in the process. Anything that we consider has to be in line with the local plan.

The PFO said it's concerning from a public perception point of view that the Masterplans that are being created are being done so by the developers of those sites. It was noted that a further meeting with David Coleman would be taking place on 1st August 2017 at which time they would update NP SG members on the site selection process and the sites that area being considered. Cllr Blanks suggested that the Parish Council write to EFDC asking them when they are going to confirm which sites are being allocated. Cllr Harris summarised the sites that are being considered as part of the local plan process, plus the Ongar Park and Peer Group proposed developments, stating that in total these totalled around 2,500 homes, and asked if all of these sites were being considered. The Clerk stated that this question had already been asked at the meeting with David Coleman, the response to which was that both these sites had been put forward to EFDC and that they had to be considered alongside all the other new and amended sites that had been put forward, but that at present they are not included in the Draft Local Plan allocated sites.

Cllr Godwin-Brown suggested that perhaps the Parish Council should take more of an active role in the process. Cllr Clegg stated that the two SG Members who were playing the most active role in the process should not have to do all the work, and that he believes they accept and realise this. Cllr Harris said a whole selection of people in the village are needed - young and old - and that sometimes you need to ask these people to get involved, not wait for them to come forward.

Cllr Clegg suggested that the two new SG Members should be allowed the opportunity to get involved, and that progress on the NW Flying Event and the next two SG Meetings is fed back to Council in September. This was **AGREED**.

Cllrs Mrs Grigg and Mrs Godwin-Brown confirmed they were happy to leaflet if needed.

C17.046 FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

Councillors **NOTED** and **AGREED** the statement of accounts and payments for the months of May and June 2017. It was **NOTED** that in future these cheque lists would be slightly different with certain information redacted - this was as a result of the data protection course recently attended. Cllr Mrs Jackman asked the RFO to confirm that cheques must be posted to Unity, in that they had heard some cheques had been lost in the post for other Councils.

b) Internal Audit

Members **NOTED** the report from the Internal Auditor attached to the agenda. The Clerk went through each of the recommendation contained within the report.

C17.047 REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS

The Clerk advised that the Standing Orders had been forwarded to the Council's Internal Auditor – Stuart Pollard – under Corporate Governance for his comments in the first instance, and that no further comments had been received from him. Therefore, these were now in front of Council for formal adoption, and a copy attached to the agenda. Council **RESOLVED** to **ADOPT** the Standing Orders. It was **NOTED** that the Financial Regulations with expected amendments would be on the September agenda for adoption.

C17.048 FIRST REGISTRATION OF LAND

Members **NOTED** that the Clerk had been corresponding with Whiskers Solicitors, and that a financial statement had been received totalling £92, which showed the amount of work that had actually taken place. The Clerk stated that after looking into this further, she felt possibly that herself and one member of staff may be able to do this work under the Land Registration Act 2002. The land would need to be valued, and there is certain criteria that would need to be fulfilled, but that it may be possible she could do the work. The Clerk had spoken to Mullock Wells and they are able to value the land for a cost of £1,500. Cllr Spearman suggested Abbots in Epping also value land. The Chairman expressed his concern that the staff were already pushed to the limit in terms of workload, stating that there was only so much they can do, and suggested a Personnel meeting should be held to look at this further. Cllr Clegg stated that he didn't doubt that the Clerk and the staff could deal with this task, however agreed that this should be looked at further, and if they did complete the work they should be adequately compensated.

C17.049 AUTHORIZING SALARIES & FINANCIAL PAYMENTS

Staff Salaries are due to be in Staff Bank Accounts by the 18th of the month, however Councillors **NOTED** there had been a problem with the June payments in that it was not authorised by one of the Councillor Signatories on time. Therefore it did not appear in the Staff bank accounts until after 12 noon on the 19th. In order to ensure that this does not happen again, it was **AGREED** that staff salaries would be passed for approval and sign off 7 days before the 18th of each month.

C17.050 DATA PROTECTION ACT – BESPOKE COURSE FOR COUNCILLORS

Members *NOTED* that the Clerk was still looking for an appropriate date for this and Members will be advised accordingly, probably at the September meeting. The Clerk advised that the Parish Office and other aspects of how the Parish Council operates have Data Protection issues that will need to be addressed. The Chairman stated that gone are the days when you can just do a bit of good for your community - now such people are having to deal with so much bureaucracy and red tape. The Chairman states that in his mind, it was a priority that that Parish Council finds a suitable location (and the necessary funding) at which to site a proper Parish Office.

C17.051 PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Further to the Internal Auditors comments, the Financial Risk Assessment as attached to the agenda was *APPROVED*.

C17.052 BUS SERVICES

It was *NOTED* that The Parish Council had been advised of changes to the 418,419 & 420 Services that go through North Weald – these services are changing from hourly to two hourly, they are run by Trustybus.

C17.053 RURAL COMMUNITY COUNCIL OF ESSEX – AGM

To be held on Wednesday 5th July.

C17.054 NORTH WEALD AIRFIELD MEMORIAL TRUST

The Clerk advised that she had received a copy letter from the above, the original being addressed to Epping Forest District Council - a copy was attached to the agenda. Members *NOTED* that the Clerk had a conversation with Derek Macnab, Director of Neighbourhoods at EFDC, who has advised that he is looking at this matter and will contact the Clerk further when any decisions have been made by EFDC Members. The Chairman suggested this was the sort of issue that a 'fund' needed to be built up for in case of any repairs.

C17.055 CCTV AT NORTH WEALD PLAY AREA

It was *NOTED* that the Clerk had been advised by EFDC Safer Communities that there was a small refund that will be made available to the Mums and Tots Group, it is understood that this will be put aside for a future project. The Clerk liaised with members of the Mums and Tots, and they want to set aside a fund for new play area equipment and they are looking at getting a kick wall over on Weald Common. Cllr Mrs Grigg asked how robust a kick wall was, to which the Clerk stated that the on eat Thornwood was still going strong. Cllr Grigg stated that in principal she supported this idea.

Meeting closed: 9.30pm

Signed

Date