



DRAFT MINUTES

Meeting: COUNCIL

Date: 6th June 2016

Time: 7.40PM

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

PRESENT:

Councillors (11) C Hawkins (Chairman), A Buckley, T Blanks, B Bartram
Mrs S Jackman MBE, R Spearman, B Clegg, A Tyler, Mrs A Grigg
B Eldridge, , Mrs E Godwin-Brown

Officers in Attendance (2)

Susan De Luca, Clerk
Adriana Jones – Principal Finance Officer

Members of the Public (0)

Members of the Press (0)

C16.021 APOLOGIES FOR ABSENCE (3)

NOTED that apologies for absence had been received from Cllrs Mulliner, Bedford and Stellan.

C16.022 OTHER ABSENCES (1)

Other absences of Cllr Mrs Adams was recorded. The Clerk confirmed that as Cllr Adams had now gone past her 6 month absence period, and she had also been given three months leave by members it was her understanding that a Casual Vacancy had arisen and the position of Casual Vacancy could now be advertised, however she would however confirm this with Simon Hill at EFDC.

C16.023 MINUTES

The Minutes of the Parish Council meeting held on 9th May 2016 were **AGREED** and duly signed as a correct record.

C16.024 DECLARATIONS OF INTEREST

The following declarations of interest were given:

- Cllr Spearman - Pecuniary interest in items referring to the Neighbourhood Plan and Local Plan.

C16.025 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

C16.026 CLERKS UPDATE AND COMMUNICATIONS REPORT

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

Date	Reported By or Action Initiated By	Regarding	Action Taken	Further Action Taken
MAY	CLERK	Personnel / HR Issues	Ongoing Continuing	Liaising with PERSONNEL CTTEE, CARETAKER AND EFDC MONITORING OFFICER
MAY	Clerk/PFO	Neighbourhood Area Plan	Ongoing	Various Actions

MAY	CLERK/PFO	HASTING VILL HALL	Ongoing	VAT/Liaising with Builder & Hall Committee
MAY	Clerk /Cllr Buckley	GARDEN	Ongoing	Various Actions
MAY	Senior Admin Officer	Various Env/ Highway Matters	Continuing	Ongoing .
MAY	PFO	INTERNAL AUDIT	Ongoing	Completed
MAY	PFO/CLERK	ACCOUNT/E XT AUDIT	Ongoing	End of Year Accounts/Internal & External Audit
MAY	Clerk	COMM CHURCH SERV	ONGOING	Various Actions
MAY	CLERK/SEN ADMIN OFFICER	VARIOUS CEMETERY MATTERS	ONGOING	Various Actions
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life, ICCM MAGAZINE				

The Clerk confirmed that notices had been received for a mini fete taking place at St Andrews Church on 11th June.

C16.027 MEMBERS REPORTS

The following reports were **RECEIVED**:

- a) **Chairman's Report** – The Chairman informed Members that around 20 Norwegians (both veterans and representatives) would be attending the EFDC Community Fete on 17th July, and that EFDC had approached the Parish Council with regard to providing some financial support for an event being held in the Squadron on the evening before the fete - Saturday 16th July. The event would be a reception/social evening with a buffet. All Parish Councillors, together with a number of other dignitaries would be invited to attend. Any financial contribution given would go towards the cost of the buffet and refreshments. The Chairman suggested that as the £500 earmarked for the Marquee was no longer going to be used, some of this amount could be used as the financial contribution. It was **AGREED** £500 could be used for this. Cllr Tyler fully supported the idea, and made a formal **PROPOSAL** as such. This was **SECONDED** by Cllr Bartram, and formally **AGREED** by Council.

The Chairman thanked Cllr Buckley and all his supporters of the work undertaken to create the garden outside the shops in North Weald.

- b) **Vice-Chairman's Report** – The Vice Chairman stated that there had been a good turnout of volunteers for the works to the Garden outside the shops in North Weald, specifically thanking Cllr Mulliner and his wife Margaret, Midi Deluca, Mrs Buckley, the representative from 'Epping in bloom', and Happy Grow. The work took approximately 3 hours to complete. Sponsorship has been obtained from 4 local companies, the income from which will go towards the maintenance of the garden for this year. The official opening ceremony would be taking place

tomorrow. The Vice Chairman also thanked the Clerk for her support with this project.

- c) **District Councillors Report** – Cllr Mrs Grigg reported that EFDC is currently sourcing legal advice regarding a concessionary contract for an operator for the airfield, and it is hoped that a report would be going to the Asset Management Committee meeting on 30th June 2016.
- d) **County Councillor Report** - None
- e) **Councillors Reports** – Cllr Tyler reminded Members that Cllr Stallan would be lighting the beacon at approximately 9.30pm on 30th June in commemoration of the Battle of the Somme, with representatives 'going over the trench' at 7.30am the following morning.

Cllr Eldridge reported that the problem with horses remains on the commons all around Hastingwood, and that he continues to liaise with Harlow Council to try and resolve the problem. Cllr Eldridge stated that he is also trying to establish the owner of a piece of land along Foster Street which has been used for many years by local residents, which now has a 'private property' sign erected.

- f) **Environmental Issues** – The Chairman reported that the Environmental Committee is considering closing Allotment Site B at Hastingwood. The two remaining plot holders on site B had been informally approached, and both had confirmed they would be happy to move to site A next year. It had also been agreed that a skip should be hired and a group of councillors visit site to assist with clearing the site, thus making it easier to manage going forward. The Chairman confirmed he would be looking for volunteers in the near future.

Cllr Blanks asked if the subject of access to the Queens Road allotments during works at Queens Road garages had been agreed. The Clerk confirmed that she would be sending an email to Paul Pledger tomorrow, as she had not received a response to date. Cllr Blanks suggested the leader of the Council should be made aware of the lack of response.

C16.028 FORTHCOMING EVENTS

Members **NOTED** the following forthcoming events:

- a) Celebratory Opening of Garden at Parade of Shops – Tuesday 7th June
- b) North Weald Airfield Air Fete / Celebrating 100 Years of North Weald Airfield 17th July
- c) Community Church Service – In conjunction with Father Rodley – St Andrews Church North Weald -10th July 2016.

Members **NOTED** the documentation regarding the Community Church Service as attached to the agenda. The Clerk confirmed that Father Rodley had stated that the services doesn't need to be a specific Civic service, but have more of a community feel, and that he was looking for a number of local people to take part:

- Young person to do a reading - *Poss Miss I Tyler and Miss I Bedford*

- Local person to give a different perspective - *Cllr Tyler confirmed he would write something for Cllr Buckley to read out*
- Local Councillor - *Cllr Mrs Jackman happy to do a reading*

Father Rodley may also ask St Andrews School to take part. The Clerk confirmed that the Parish Council were expected to do most, if not all, of the organising, including the service sheet (100 copies) and providing the refreshments. It was **AGREED** that the remaining £50 could be from the Airfield Budget should be spent on the Refreshments.

C16.029 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 income received and noted the bank balances for the period ending 31st May 2016.

b) Notice of Internal Audit

Councillors **NOTED** the Internal Audit report for 2015/2016 as attached to the agenda. Councillors asked that thanks were recorded to the office staff on this successful audit.

c) Approval of Accounts

Members **NOTED** the updated Parish Council Accounts for the financial year 2015/2016 as attached to the agenda. Members had been asked to review these accounts prior to the meeting, and if they had any queries or concerns to contact the Clerk or the Principal Financial Officer as soon as possible to enable the meeting to run swiftly. The updated accounts as attached to the agenda were **APPROVED** by **RESOLUTION**, **PROPOSED** Cllr Blanks, **SECONDED** Cllr Tyler.

d) External Audit / Annual Return 2015/2016

Members **NOTED** the Annual Return as attached to the agenda.

- i. Members **APPROVED** by **RESOLUTION** the Annual Governance Statement for 2015/2016, **PROPOSED** Cllr Blanks, **SECONDED** Cllr Tyler.
- ii. Members **APPROVED** by **RESOLUTION** the Accounting Statement for 2015/2016, **PROPOSED** Cllr Blanks, **SECONDED** Cllr Tyler.

e) Increase In Unity Bank Fees

Members **NOTED** that the Clerk had received correspondence from Unity Bank stating that effective 4th June 2016, the bank will be introducing a new Service Tariff, which includes changes to the Unity payment pricing and ceasing to pay credit interest on current accounts. The Parish Council has two Current Accounts with Unity, the main account and the Parish Hall account. A summary of the changes are as follows:

- No credit interest paid on account
- £6.00 per month account fee, paid quarterly (£72.00 annual fee)
- £0.15p per individual credit

The PFO suggested that as the Parish Hall account is not used, this account should be closed so as not to incur £72 of fees per year. This was **AGREED**. The PFO stated that she had completed an estimate of the likely costs per year based on the actual transactions for last year, and this was £136. Councillor Blanks stated that the majority of banks charged for their services, and that this was not unusual. Councillors **AGREED** to continue with Unity Bank for the foreseeable future.

C16.030 PRINCESS ALEXANDRA HOSPITAL HARLOW

Councillors recalled that the Clerk had been asked to write to Cllr Chris Whitbread, Leader of Epping Forest District Council regarding the possible relocation of the hospital to North Weald Airfield. A copy of the response was attached to the agenda. Cllr Mrs Jackman expressed her disappointment that North Weald Airfield was not even being considered as a possible suitable location for this relocation. Cllr Mrs Grigg stated that her understanding was that as Junction 7 is over capacity, a location around the new Junction 7a was deemed more appropriate. Cllr Mrs Godwin-Brown concurred, stating that she had been advised that Harlow hospital needed to be nearer the Hertfordshire border.

C16.031 M11 JUNCTION 7 UPGRADE SCHEME

Councillors **NOTED** the letter attached to the agenda giving details of information relating to the potential proposals for upgrading Junction 7 of the M11. Cllr Mrs Grigg confirmed that as a resident nearby, she had received a letter, and expected that local residents with ponds or a land interest nearby had also been contacted.

C16.032 EXCLUSION OF THE PUBLIC AND PRESS

As the Agenda contained Exempt (pink) pages, or an item needs to be discussed confidentially, the following motion was proposed by the Chairman - "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**.

C16.033 PARISH HALL AT THORNWOOD

Councillors discussed the recent issues concerning the Parish Hall at Thornwood, noting that one of those issues relating to personnel had now all but been resolved. Councillors discussed at great length the Alarm and how / whom is responsible for operating this and how often. After discussion, it was **AGREED** that the Chairman would arrange to meet with a representative of the Flower Club to confirm if they were now in a position to take on the responsibility of the alarm. Subject to this agreement, Members **AGREED** that the activation of the alarm would then be operated by the Regular Hall Hirers. The Clerk advised Members, that she had also put details in the report to them regarding the use of the hall by occasional hirers and the activation of the alarm during this time. That they also had to consider who would have responsibility for the activation of the alarm outside of the regular hall hirer use. Members also discussed this at considerable length and it was felt that on these occasions, ie weekends, then some addition remuneration would have to be considered.

Meeting closed 21.35

MINUTES

Date

Sign:.....