



MINUTES

Meeting: COUNCIL

Date: 3rd June 2013

Time: 7.45PM

Venue: NORTH WEALD LIBRARY, HIGH ROAD, NORTH WEALD

PRESENT:

Councillors (12) C Hawkins (Chairman), D Adams, B Bartram, N Bedford, T Blanks, A Buckley, B Clegg, 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 (0)

Members of the Press (0)

P13.024 APOLOGIES FOR ABSENCE (3)

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

Councillors **NOTED** that due to a family bereavement, Cllr Godwin-Brown will be taking a leave of absence for one month. Councillors requested their condolences were passed to Cllr Godwin-Brown and her family for their loss.

P13.025 OTHER ABSENCES (0)

Members **NOTED** no other absences.

P13.026 MINUTES

Members **NOTED** that the minutes were not attached to the agenda, and a copy was tabled. Cllr Bedford stated that he confirmed the note on Page 4 in terms of his appointment as Passenger Transport representative. Members **NOTED** that the Finance and Administrative Officer would be attending the next Passenger Transport meeting on 18th June, and she will ensure they have Cllr Bedford's contact details. Cllr Bedford also confirmed he would no longer be on the Environmental Committee, and would be going onto Emergency Planning.

The Minutes of the Parish Council Meeting held on 13th May 2013 were **AGREED** and signed as a true record.

P13.027 DECLARATIONS OF INTEREST

Cllr Grigg declared an interest in agenda item 12 by virtue of being a member of the Bowls club, however at this stage she was unsure what type of interest as this was dependent on the nature of the discussion, however confirmed she would leave the meeting if necessary.

P13.028 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

P13.029 CLERKS UPDATE AND COMMUNICATIONS REPORT

Members **NOTED** the following Communications and Correspondence:-

From	Type of Document	Regarding
EALC	Monthly Mailings	<i>Various Including Notice of AGM to be held on Thursday 26th September 2013 - NOTED</i>
Village :Life	Magazine	<i>Monthly Newsletter - NOTED</i>
EFDC	Agenda & Minutes	<i>Various - NOTED</i>
EFDC	Booklet	<i>Council Housing Tenancy Policy - NOTED</i>
Clerk	Notification	<i>New Mobile Telephone Number - NOTED</i>

Members **NOTED** there was an article in Village Life concerning District Council and the lack of desire to have anything ‘pretty’ in the Village. Even though this article was directed at District Council, it was **AGREED** that Cllr Mulliner would respond by way of Village Life detailing the actions taken by this Parish Council to improve the village scene, including the planting of daffodil bulbs and trees. Cllr McCormack suggested that details of Cllr Bedfords clean up day, Mr Jackson clearing up of his own accord, and the flower bed at the flag pole should also be included, along with giving members of the public the opportunity to volunteer to get involved in activities to improve the village. This was **AGREED**.

The Clerk confirmed she had circulated details of the larger local councils forum, which detailed that Nick Alston, the Police and Crime Commissioner, would be present. The Chairman stated at a recent meeting of NAPs, it was mentioned that Nick Alston had met at a residents house at which 9 people were in attendance. It was **AGREED** to invite Mr Alston to meet with the Parish Council. The Clerk to type an invite and give to the Chairman who will be attending the larger local councils forum to pass to Mr Alston.

Members **NOTED** that the Clerk had received a phone call from Weald Aviation who stated that they were meeting with Glenn Chipp, Cheif Executive of Epping Forest District Council on 17th June, and asked if they could meet with the Parish Council on this date to ensure they were both ‘singing from the same hymn sheet’. The Chairman stated that the Finance and Administration Officer should attend any such meeting as she has been so heavily involved in the local plan process and she could take notes. It was **AGREED** that Councillors would meet with Weald Aviation on 17th June, and that the Clerk would contact Weald Aviation to confirm a time.

P13.030 REPORTS & MEMBERS REPORTS

a) Chairman’s Report

The Chairman confirmed that a meeting had taken place with McDonalds Restaurant near the Harlow Roundabout to discuss the issue of rubbish, with McDonalds suggesting the way to tackle the issue was to attend local schools and educate young people not to throw litter. Cllr Grigg stated she supports this idea,

however all of their efforts so far seem to be within Harlow. It was noted that McDonalds hadn't made contact with the Parish Council so far in order to obtain contact details for the local schools. The McDonalds representative had stated that litter patrols further than 100m would not be taking place due to H&S and risk, however concern was raised that it was a condition of planning approval that this takes place. The Chairman understood these concerns, however stated that ultimately the issue is caused by members of the public throwing the rubbish.

Cllr Blanks stated he feels it would be good if the Parish Council could support McDonalds with their litter initiative in some way. Cllr McCormack asked if EFDC have any litter enforcement patrols, as any such patrols may be more effective than litter picking.

b) Vice Chairman's Report

Councillor Eldridge reported that he was still in contact with Doreen Lodge regarding the Footpath, and is still awaiting the results. There are still horses in Hastingwood on the meadows causing a significant decrease in the fauna and flora.

c) District Councillors Report

No report.

d) Highways Reports

The Clerk reminded members of the £25,162 section 106 monies that were being held by Essex County Council for specific works within the vicinity of the Lysander Court. She confirmed that after much discussion and pressure from both the Parish Council and Cllr Anthony Jackson, ECC had confirmed that the Parish Council would receive these funds by way of three replacement bus shelters which would be located opposite the entrance to School Green Lane on the High Road, outside the Kings Head public house, and on the High Road adjacent to Emberson Way. It will be the responsibility of the Parish Council to source quotes and arrange for the works.

Members **NOTED** that the Clerk and Financial Officer would be attending the Epping Forest Branch of the EALC meeting on 12th June at which the issue of potholes would be discussed, in the hope of trying to gain support of the other Parish Councils in the area to address this issue.

Cllr Bedford stated that he had not heard anything from Cllr Waller with regard to his suggestion to relieve the parking issues in Epping, as the current problem of commuters using the Bakers Lane car park is having a very detrimental effect on Epping Market. Cllr Grigg confirmed that EFDC are currently reviewing their car parking charges, but it's also a case of determining cost against length of stay as traders are stating it is important for business.

e) Councillors Reports

Cllr McCormack confirmed that a local resident had recently attended a meeting of the Environmental Committee to discuss the possibility of new play equipment at the Weald Common play area. The Environmental Committee have encouraged the resident to form a committee of local residents in an attempt to raise funds for any play equipment, and agreed that the Environmental Committee would support them in this. Cllr McCormack invited all councillors to join this project if they so wished, as any committee formed may need assistance in terms of direction.

Cllr Clegg confirmed that the van was parked again on the corner of Woodside obstructing the view of the exit from Woodside onto the main Epping Road. The Clerk confirmed that this had already been reported.

f) Environmental Issues

Members **NOTED** that copies of the minutes of the Environmental Committee meeting held on 17th May were attached to the agenda. Councillor Mulliner reported that the first meeting of the Allotment Sub Committee had taken place. An email regarding allotments has come in, and responses are being kept as short as possible. There will be a visit to the allotments on Wednesday.

Cllr Mulliner continued stating that if you go over the railway crossing there used to be a sunken footpath which is now terribly overgrown. It was **AGREED** that the Clerk would write to ECC asking if this footpath could be reinstated. Doreen Lodge is aware.

It was **NOTED** there are still a number of lorries advertising the metal yard along Woodside and this is causing traffic problems. Local residents have written to the relevant authorities regarding this problem.

g) Neighbourhood Action Panel

Councillor McCormack reported that there was a NAPs meeting on 30th May, however much to his disappointment the police did not turn up. Because of this, Cllr McCormack had taken the decision not to remain at the meeting. The meeting did go ahead, however there is no mention of the fact that the police did not attend other a short line at the bottom of the minutes. Cllr McCormack expressed his concern and disappointment at the lack of commitment from the police, and that they failed to give a reason for their non attendance. There are a number of issue within the village including damage to the bridge on Weald Common which has now been fixed, and the continuing parking problem near the shops. Cllr Bedford stated that there had also been a major break in at a residential property in the village. Cllr McCormack stated that he recalls writing a letter previously regarding the police not attending the NAPs, and being as this has happened again, he is extremely disappointed.

P13.031 FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

Members **APPROVED** the list of cheques, which were signed up to 31st May 2013

and **NOTED** the summary of income received and the account balances. Cllr Bedford asked if the water from the Thornwood Village Hall goes into a soakway drain, as if so you don't need to pay the full sewage rate. It was **AGREED** that the Finance and Admin officer would investigate this.

b) Approval of 2012/2013 Accounts

It was **RESOLVED** to agree the accounts as submitted for the year 2012/2013. Unanimous vote.

c) Notice of Audit

Members **NOTED** that the council had been called to Audit on 10th June 2013, and that a copy of the audit paperwork was attached to the agenda. The F&A Officer read out for members the questions included within the Statement of Assurances, and these were duly completed by Members. The F&A Officer stated that there was one minor amendment to the Statement of Accounts relating to the Asset Register which should actually read £838,698.

Subject to this amendment, it was **RESOLVED** to agree the Annual Return / Audit for period 2012/2013.

**P13.032 CODE OF CONDUCT AND PARTICIPATION AT MEETINGS –
DISPENSATIONS**

Members **NOTED** that Epping Forest District Council had issued Guidance for Members regarding disclosable pecuniary interests relating to business to be considered at meetings of the council. Copies of the guidance together with a flowchart were attached to the agenda. Members were advised that they will need to follow this guidance and the procedure in it should they wish to apply for a dispensation.

P13.033 EPPING FOREST DISTRICT COUNCIL TRAINING

Members **NOTED** that Town / Parish Councillors were invited to attend a Member Training day on Saturday 15 June. Details of the courses were attached to the agenda. The Clerk confirmed she had sent out an email, and a number of councillors had stated they were unable to attend. It was noted that Cllr Stallan was attending as a District Councillor, however no other Councillors were attending at this time.

P13.034 QUEENS HALL CHARITY

a) Fields in Trust

Cllr Bartram confirmed that a copy of the Charities Fields in Trust application together with a written report were attached to the agenda. He was reporting this on behalf of Cllr Godwin-Brown who has pushed passionately for this for many months now, and he was delighted to announce that the Memorial Playing Field has now been classed as suitable to be designated as a Fields in Trust. The legal documents to formalise this are in the process of being drawn up. This legal document has to be signed by the Queens Hall Trustees, but as Custodian Trustee and as owner of part of this land, the Parish Council will also have to sign the document. Cllr Bartram asked members if they would give the authority to the

Chairman to sign these papers on behalf of the Council to change the annotations on the deeds that the piece of land as indentified by an outline on the map becomes a playing field to be held in perpetuity, and any changes to it other than it being used as a playing field or field, would need the consent of the Fields in Trust. Cllr Blanks asked who was drawing up the legal documentation, to which Cllr Bartram confirmed it was the Fields in Trust legal department. Cllr Bartram confirmed that these changes were only applicable to the area outlined in the map, which was effectively just the playing field.

It was **NOTED** that the name of the playing field would need to change with the words 'Queens Diamond Jubilee' being added to it. Cllr Clegg asked if this field would now be classed as an asset. The Clerk confirmed that there was no financial amount that could be attributed to it, however it could be classified as a Community Asset. It was **AGREED** that the Chairman could sign the legal document on behalf of the Parish Council, that the name change should include 'Queens Diamond Jubilee', and that it should be classified as a Community Asset.

b) Appointment of Trustees

It was **NOTED** that the Clerk had spoken to individuals who may well be interested in becoming Trustees on the Queens Hall Charity, however it is essential that we provide them with the following information (at the request of one of the interested parties) :

- b) Up to Date Full Set of Accounts for the Year Ended 2011-2012*
- c) Draft Accounts for the Year Ended 31st March 2013*
- d) Hiring Fees for All Users of the Hall Since 2010 to include any special arrangements that are in place with regular hirers*
- e) A copy of the Insurance Documentation for the Hall including Public Liability*

The Clerk has asked for this information by the first week of June so that the trustees could be in place before the AGM which is due to take place on 18th June.

One of these individuals had met with Cllr Bartram and has some secretarial experience. The Clerk confirmed she may also be interested in becoming a trustee, plus one other person. This would bring the number of Parish Council appointed Trustees to 6.

In addition, it will also be necessary to provide Indemnity Insurance for the Parish Council appointed Trustees. The Clerk has investigated and this is available at a cost of approximately £190 annually, and would indemnify the trustees from claims arising from any illegal activities of the charity or fellow trustees, and is essential for them to have in place. Currently the Charity does not have this insurance in place. Cllr Bedford confirmed that he had completed some investigations, and had sourced the same insurance for £42.40. Cllr Bartram asked if the Parish Council would be willing to pay 100% of these insurance costs. Cllr Spearman **PROPOSED** that the Parish Council pay the full fee of £42.40. This was **SECONDED** by Cllr Eldridge. Cllr Grigg recalled that this had been an issue a number of years ago, and the charity did not support this payment at that time. A

vote was taken and it was agreed unanimously that the Parish Council would pay the full amount of the Indemnity insurance.

Cllr Mulliner asked how many trustees the Parish Council could appoint. Cllr Bartram confirmed 8, however there was a reduction to 6 but this was never confirmed with the Charity Commission.

c) Queens Hall Charity Meetings

It was **NOTED** that the AGM of the Queens Hall Charity will be held on Tuesday 18th June at 8.00pm at the Queens Hall Community Centre. The Meetings of the Queens Hall are normally held on the 3rd Tuesday of the month (with no meetings held in August).

P13.035 NORTH WEALD WIRELESS BOWLS CLUB – REQUEST FOR ASSISTANCE WITH REPAIRS TO ROAD.

The Clerk stated that she had received an email from North Weald Wireless Bowls Club requesting assistance in helping with repairs to potholes along the access road from the High Road to the Bowls Club. The Clerk had advised that the Parish Council have no financial liability for this road, and has asked the Bowls Club to put the request in writing, advising what type of assistance they are looking for and to give further details. Copies of the correspondence which had been received has been sent to Peer Group, the land owners and Nick Dorras, Chairman of North Weald Village Hall, an organisation which has *some* liability for the upkeep of the road. It was **NOTED** that the Clerk was still awaiting the further more detailed correspondence from the Bowls Club.

Cllr Grigg stated that she doesn't think the Bowls club would have had a meeting yet to discuss this. In the past the Bowls club have filled some potholes themselves, and the only cars visiting the Bowls club are those associated with playing Bowls. The farmer said that no HGVs go up this road. Councillors noted that Cllr Grigg was instrumental in getting the Parish Council's liability for the road removed as part of the original Section 106 agreement. Cllr Bedford confirmed that Nicky Dorras had produced an agreement which states that the Bowls club, the Farmer and the Village Hall all have liability for repairing the road. The Peer Group own the road, however there is something in the lease which states that interested parties have a responsibility for a fair proportion of the cost to repair it. It was **NOTED** that the Clerk would await a response from the Bowls Club.

P13.036 EPPING FOREST LIGHTHOUSE PROJECT

Councillors **NOTED** that Cllr Janet Whitehouse had provided information regarding the Lighthouse Project whose aim is provide local residents with quality re-used furniture, appliances, nursery and household goods. It is a not for profit Social Enterprise and is open to everyone. Pamphlets were attached to the agenda for members information, and Members are noted that volunteers are also needed.

P13.037 THE VILLAGE SIGN FLOWER BED

Members **NOTED** the content of a letter received from Mrs Chris Collins advising that at the end of May she will no longer be able to continue with tending the Flower Bed which she has undertaken on a voluntary basis and at her own cost for the last eight years. Members requested the Clerk writes to Mrs Collins thanking her for her time, effort and commitment over the past 8 years with this task, and that their thanks be recorded in the minutes.

The Chairman confirmed he had met with a resident, George Jackson, who has confirmed he would be only too pleased to take on this task. This was **AGREED** by members.

Meeting closed: 9.10 pm

Signed
Date