



MINUTES

Meeting: ANNUAL PARISH
COUNCIL

Date: 8 May 2017

Time: 7.30PM

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

PRESENT:

Councillors (14) C Hawkins (Chairman), A Buckley, B Clegg, B Bartram, G Mulliner, Mrs Grigg, Mrs Godwin-Brown, R Spearman, M Harris, D Stallan, Mrs S Jackman, T Blanks, A Tyler, B Eldridge

Officers in Attendance (2)

Susan Deluca - Clerk

Adriana Jones - Principal Finance Officer

Members of the Public (4)

Members of the Press (1)

C17.001 ELECTION OF CHAIRMAN

The Clerk explained that there is no Parish Council until a new Chairman is elected. Councillor Eldridge **PROPOSED** Councillor Hawkins as Chairman, the proposal was **SECONDED** by Councillor Buckley. There being no other nominations, Councillor Hawkins was duly elected as Chairman of North Weald Bassett Parish Council for the current Municipal Year, following which, the declaration of Acceptance of Office of Chairman of the Council was duly executed.

C17.002 ELECTION OF VICE CHAIRMAN

Councillor Mulliner **PROPOSED** Councillor Buckley as Vice Chairman, the proposal was **SECONDED** by Councillor Eldridge. There being no other nominations, Councillor Buckley was duly elected as Vice Chairman of North Weald Bassett Parish Council for the current Municipal Year, and signed the declaration of Acceptance of Office.

C17.003 APOLOGIES FOR ABSENCE (1)

NOTED that apologies for absence had been received from Councillor Bedford.

C17.004 OTHER ABSENCES (0)

No other absences were recorded.

C17.005 MINUTES

The Minutes of the meeting of the Parish Council held on Monday 3rd April 2017 were **AGREED** and duly signed as a correct record.

The Minutes of the Parish Hall at Thornwood Common Committee held on the 6th April 2017, the Neighbourhood Plan Steering Group mediation meeting held on the 20th April 2017, and the notes of the Remembrance Sunday Meeting held on 10th April 2017 were all **NOTED**. The Clerk stated that with reference to the Remembrance Sunday meeting notes, she hoped Members would be able to agree the points in bold, details of which the Clerk duly read out. Cllr Stallan asked when

these items would formally come before the Council for consideration, to which the Clerk stated June.

C17.006 DECLARATIONS OF INTEREST

Cllr Stallan declared a non pecuniary interest in agenda item 19, being held in closed session, however confirmed he would be voting if necessary.

C17.007 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were four members of the public present. The Chairman invited the first residents to address the Council. The resident confirmed she had visited the Parish Office and had briefly spoken with the Clerk concerning the speed of both cars and lorries going through the village, stating that very often they have mounted the pavement on the bend to Wheelers Farm Gardens which is an area housing many elderly and disabled residents. The Clerk explained that this is a very tricky issue to manage, as it poor driving which causes the problem, and there isn't a quick fix for such problems. Cllr Eldridge explained that this has been an issue for many years in Hastingwood. The resident suggested perhaps some traffic calming measures could be introduced. Cllr Tyler stated that he too had noticed an increase in speeding, and suggested some form of solar sign could be introduced. The Clerk explained these were called Vehicle Activated Signs (VAS) and suggested perhaps this issue could be passed to the Local Highways Panel (LHP) for consideration and review. Cllr Buckley stated that a similar exercise was conducted last year with the LHP when they placed wires across the road, however these were very close to the entrance the co-op which is where people have to naturally slow down anyway, however he would support further traffic calming measures.

The resident also stated that there were issues with both horse riders and quad bikers cutting through an area in Watermans Way - again, this is an area housing many elderly and disabled residents. The Clerk confirmed she had made some enquiries, and the issue of horses along Watermans Way was discussed a few years ago by Cllr Collins with the suggestion that a barrier was placed, however this was not taken any further. Cllr Grigg asked for confirmation that the path in question was the one from the main road leading to Watermans Way, to which the resident confirmed this was correct. Cllr Mulliner suggested a zigzag barrier could be placed at the end of the path, to which the resident stated that there was one already in place however due to one of the bungalow walls being removed, there is now a much larger space. After discussion, it was **AGREED** that the Environmental Committee would visit site and see if they could find a solution, and that a letter was written to EFDC Housing, cc Cllr Stavrou explaining the problem.

Cllr Clegg asked to pick up on the comment regarding quad bikes, stating that such problem are occurring all over the Parish, with quad bikes tearing up our open green spaces. The Clerk confirmed she had printed off some information for the resident concerning to support her with her quest to resolve these problems, and this information would be passed to her to enable her to contact the District Council.

The Clerk advised that she had received an email from another local resident (who was in the public gallery) concerning the youths on motorbikes and their reckless driving along Wellington Road. The residents expressed his deep concern at what is

becoming a regular and prominent problem in the village. The Clerk advised that she had collated some information for the resident concerning antisocial behaviour, and details of the next Community Policing meeting, which she would pass on to the resident.

C17.008 RECORDING OF MEETINGS

Members noted that NALC detail in their Standing Order (in bold type) that anyone can Audio Record Meetings of the Parish Council for future use. Therefore for the avoidance of doubt, it is now prudent for the Parish Council to audio record meetings themselves. Details of this matter are explained in the Standing Orders within your pack under Meetings Generally 1 (a). Members **AGREED** their consent to the recording of this, and all future meetings.

C17.009 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
APRIL	CLERK	Cemetery	Ongoing/Continuing	VARIOUS ADMINISTRATION
APRIL	Clerk/PFO	Neighbourhood Area Plan	Ongoing	Various Actions
APRIL	SENIOR ADMIN OFFICER	Quality Council	Ongoing	Preparation of Documentation
APRIL	PFO	QUALITY COUNCIL	Ongoing	Website
APRIL	PFO	END OF YEAR ACCOUNTS	Continuing	Preparation of Documentation
APRIL	CLERK	ALLOTMENTS	ONGOING	Safety Matters
APRIL	CLERK	SOLICITORS	ONGOING	FIRST REGISTRATION OF LAND
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life, EALC – Various Items, Preservation Society Newsletter,				

The Clerk confirmed she had received an email from Quinn Estates concerning the proposed development on the land at North Weald golf course with regard to dates for the public consultation. The email states that Quinn Estates have decided not to consult at this time due to the election, however plan to complete a public consultation in mid June after the election. In addition, Quinn estates will come back to the Clerk with dates for a visit to a previous development completed by Quinn Estates. Cllr Clegg confirmed that he had been advised that Quinn Estates would be conducting a leaflet drop of 2,500 leaflets around the village.

The Clerk confirmed that confirmation had been received from Thames Water verbally that it is up to individual tenants if they wish to eat any food cultivated on their plots, however written confirmation had been received that the plots were now safe to tend. All affected allotment tenants had been advised.

The Clerk confirmed there is a new process for works to be completed by the Highway Rangers. Eligible works included cleaning of road signs, weeding at side of road, small scale works, etc. A new form needed to be completed for any such work requests.

The Clerk stated that a request had been received from a football team in Epping looking for a football pitch to use, however the Parish Council do not own such a facility. The Clerk had looked to see if some land could be utilised somewhere, however could not see anything that would be suitable, especially when considering the need for parking and relevant facilities. The Thornwood Common was not suitable due to the drainage issue that would mean the field is left very muddy and pitted.

The Clerk advised Members of an email received inviting Parish councillors to attend a Sports Facilities and Open Spaces workshop at the District Council as part of the EFDC Playing Pitch Strategy on the evening of 18th May. As this was the same night as the Neighbourhood Plan Steering Group meeting, neither the Clerk or PFO are able to attend. Cllr Tyler confirmed he would like to attend. Cllr Bartram advised that he would let the Clerk know if he was able to attend.

The Clerk stated that she had received a letter from a local resident concerning the parking at the North Weald Village Hall, and read out the content of this letter to Councillors. Cllr Mulliner, Chairman of the North Weald Village Hall, stated that the village hall always seems to be shown in a negative light, and that a letter has gone to Village Life to advise local people that other than the 8 spaces owned by the Parish Council, the remaining spaces are owned by North Weald Village Hall, and are for use connected with the village hall, and it is effectively a private car park. Cllr Mulliner stated that it is only twice a month when the car park is restricted to hall users only, which they are perfectly entitled to do, and that people fail to recognise and appreciate the remaining 29 days per month when the Village Hall Committee allow local residents to use their car parking spaces. It was **AGREED** the Clerk would write to the resident advising of the situation concerning car parking and ownership of the spaces.

Cllr Blanks stated that this did raise an issue in that there is very limited car parking for local residents who visit the shops, and his understanding was that the parking in front of the local shops was also privately owned. This was only going to get worse going forward.

The Clerk advised that she had received an email from EFDC stating that as part of the Parish falls within the Brentwood and Ongar Parliamentary constituency, Brentwood Council were responsible for dealing with election matters, and that Brentwood did not send out official election notices to be placed on notice boards. EFDC had sent out notices for the Thornwood area.

C17.010 MEMBERSHIP OF COMMITTEES

Councillors reviewed the membership of committees, and made alterations as necessary. It was **NOTED** that there were two vacancies on the Parish Hall at Thornwood Committee, and four vacancies on the Queens Hall Charity for Parish Council appointed Trustees. It was **NOTED** that Mr Hudson would no longer represent this Parish with the Forest Liaison. A copy of the **AGREED** Committee listing is attached to these minutes.

C17.011 REPRESENTATION ON OUTSIDE BODIES

Members **AGREED** the Council's representatives on outside bodies as follows:

Outside Body	Council Year 2017/2018
Parish Passenger Transport Forum	Position Vacant
Norway House	Cllr Hawkins & Cllr Mrs E Godwin Brown {Reserve}, George Mulliner as second reserve.
North Weald Village Hall	Cllr Bedford
Queens Hall Charity	Cllrs Bartram, Bedford & Godwin Brown – Jean Juniper
Epping Forest District Council Committees <ul style="list-style-type: none"> • Epping Forest Branch of the Association of Local Councils – two reps (clerks may also attend these meetings) • Local Councils’ Liaison Committee – two reps – (clerks may also attend these meetings) • Joint Standards Committee – one rep (but only if your council is a member of this) 	<p>Cllr Mrs Jackman, and the Clerk</p> <p>Cllr Mrs Jackman. The Clerk advised that these meetings are normally held on the same nights as PC meetings. Cllr Mrs Jackman stated she would see if this could be varies.</p> <p>Cllr Bedford</p>

C17.012 REGISTRATION OF COUNCILLORS INTERESTS

Members were reminded that they should review their Interests on a regular basis, and as such the Clerk advised Members on behalf of EFDCs Monitoring Officer that *Members are asked to review their current Declaration and that if necessary a new form be completed* and submitted to EFDC this to be done within 28 days of any change. This is a legal requirement.

C17.013 REPORTS AND MEMBERS REPORTS

- a) **Chairman’s Report** –The Chairman reported it had been a relatively quiet month, however was looking forward to a positive push this coming year.
- b) **Vice-Chairman’s Report** – Cllr Buckley stated that last year this council discussed the removal of the phone box by the parade of shops, however BT stated that this was required. following a recent visit to the phone box, Cllr Buckley noticed a note stating that as the phone box was very rarely used, a consultation was in place concerning its use no longer being as an active phone box, giving a 42 day period during which residents were able to express their opinion. This notice was dated October 2016. Cllr Buckley confirmed he would bring a picture in.

- c) **District and County Councillors Report** – No Reports
- d) **Councillors Reports** – Cllr Eldridge reported that after many years a fence has now been erected to cut out the noise from the M11.
- e) **Environmental Issues** – Cllr Mulliner stated that a query had been raised by the Preservation society concerning the sponsorship of the garden outside the shops, asking if this was an annual sponsorship, and would it be for £100 each time. Cllr Buckley confirmed it was an annual sponsorship but that the fee would need to be agreed. Cllr Buckley will be looking at this after 1st June 2017. The sponsorship covers the cost of the maintenance and upkeep of the garden.

C17.014 FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

The Clerk tabled a copy of the monthly accounts list, Councillors **APPROVED** the payments made and income received and **NOTED** the account balances for the period ending 30th April 2017. Cllr Stallan raised the issue of Data Protection, to which the Clerk confirmed this was an issue that was being looked at in the Parish Office at present.

Cllr Mrs Jackman asked what the rate of interest received on the Unity account was, to which the PFO confirmed she would find out and report back.

Cllr Blanks advised Councillors that he had spoken with the PFO with regard to closing the remaining Barclays accounts, as these were effectively no longer needed.

- b) **Internal Audit** – Councillors **NOTED** that the Internal Auditor would be in attendance at the Parish Council Office on the 9th June.

c) Approval of Accounts

Members noted that there had been one alteration to the Accounts Report for 2016/2017 in that the current status of the Public Works Loan Board balance was reported. Councillors **RESOLVED** to **AGREE** the Accounts for 2016/2017.

Cllr Blanks stated that the main differences in figures was the Section 106 monies for Hastingwood which has now been paid out. In addition, Cllr Blanks reported that he was aware that at present the PFO's time spent on the NP was not being recorded against the agreed NP costs, and that this cost analysis should take place and be recorded as it may be that a movement of costs is needed.

d) Notice of Audit

Members **NOTED** that the Council has been called to Audit by the External Auditor on the 12th June. The Statutory Notices advertising the Audit will be affixed to the Council's Noticeboards at the appropriate times.

C17.015 REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS

Members recalled that at the March meeting the Clerk was instructed to look at the differences between the NALC Standing Orders / Financial Regulations and those

currently used by the Parish Council. This has been a fairly difficult process in comparing the two. Therefore comparisons of the two documents have been made to the best of the staffs ability, and it is now necessary for Members to decide how they wish to proceed in this matter. The recommendation from EALC (in order to proceed with the Local Council Award Application) is to **ADOPT** the NALC Documents. These can be 'tailored' to suit the Parish Council – ie adding the relative dates and quorate numbers and financial amounts. Members found in their pack six documents, three for Financial Regulations and three for Standing Orders. The first sheet of each was a Comparison Sheet which needs to be read in conjunction with both sets of Standing Orders and Financial Regulations. Members need to be aware that everything in the NALC document in **Bold Type** cannot be removed or altered. Members had been asked to review these documents prior to the meeting.

a) REVIEW OF STANDING ORDERS

Council received the Standing Orders, and agreed to adopt the basic template of the Standing Orders, but that these should be tailored to this Councils needs, and an updated version submitted with the June agenda for formal adoption.

b) REVIEW OF FINANCIAL REGULATIONS

Cllr Bartram pointed out that the new NALC template regulations referred under 2.2 to cheque signatories not being authorised to sign off monthly reconciliation sheets, and that this should potentially be changed. Council received the Standing Orders, and agreed to adopt the basic template of the Standing Orders, but that these should be tailored to this Councils needs including an alteration to 2.2, and an updated version submitted with the June agenda for formal adoption.

C17.016 FIRST REGISTRATION OF LAND

Members **NOTED** that the Clerk had met with the Councillors Solicitors on 21st April, and that there was concern at the time taken and organisation undertaken in order to carryout the Parish Councils request to register certain parcels of land. This was first given to the solicitors over a year ago, and there have been a number of 'mix ups' and 'misplaced files' which had led the Clerk to be concerned. Councillors were asked to consider how they wanted to progress this matter. Cllr Blanks stated that this it was his belief that many solicitors do this as a way of charging more money, and he was tempted to suggested a warning and deadline should be given to the solicitors. Cllr Tyler stated that because of the sensitivities of the areas being looked at, there was an urgency with getting this done, and would suggest that another company are tasked within completing the works. Cllr Eldridge concurred with Cllr Blanks. Cllr Mrs Jackson stated that another company was approached, they would need to be given a clear timescale of works.

Cllr Mrs Grigg expressed her concern that they were unable to have all the information given to them in public session, and suggested this was moved to the closed part of the meeting when all the information could be supplied. This was **AGREED**.

C17.017 EXCLUSION OF THE PUBLIC AND PRESS

It was **AGREED** that due to the Agenda containing Exempt (pink) pages, or an item

needs to be discussed confidentially, the public and 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.

C17.018 QUEENS ROAD ALLOTMENTS

Councillors noted the paperwork, including a full copy of the letter from the local resident, as attached to the agenda concerning the access to Wheelers Farm Gardens and the problems reported to the police. Cllr Stallan confirmed he had received a letter directly to him from this resident also. Cllr Stallan confirmed he would be liaising with the monitoring officer at EFDC the following morning. It was **AGREED** the Parish Clerk would respond to the resident confirming the content of his letter had been noted, and that the Clerk would ascertain details of this Councils formal legal rights over the land.

C17.019 FIRST REGISTER OF LAND

It was **AGREED** the Clerk would write to the current solicitors asking for a timescale for works to be completed, and details of costings to date.

Meeting closed: 9.24pm

Signed
Date

Committee List 2017/2018

	Spearman	Eldridge	Clegg	Jackman	Blanks	G-Brown	Grigg	Mulliner	Tyler	Stallan	Hawkins	Buckley	Bedford	Harris	Bartram
Planning	Y	Y	Y	Y	Y	Y		Y	Y		Y	Y		Y	Y
F&GP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Emergency Planning		Y											Y		
Environmental		Y	Y			Y		Y			Y	Y	Y		Y
Allotment Sub		Y						Y			Y				Y
TWVH	Y		Y								Y				
Queens Hall Charity						Y							Y		Y
Forest Liaison															
Transport Liaison															
Local Liaison											Y				
NWVH													Y		
Personnel	Y	Y	Y				Y				Y	Y - Ex Of			
Neighbourhood Plan			Y		Y				Y				Y - sub		
Local Liaison Committee - Usually Chairman or Vice Chairman and Clerk															
Chairman and Vice Chairman are Ex Officio Member of All Council Committees															