



DRAFT MINUTES

Meeting: COUNCIL

Date: 9th May 2016

Time: 7.30PM

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

PRESENT:

Councillors (11) C Hawkins (Chairman), A Buckley, T Blanks, B Bartram
G Mulliner, Mrs S Jackman MBE, R Spearman, B Clegg, N Bedford,
D Stallan, A Tyler

Officers in Attendance (2)

Susan De Luca, Clerk
Adriana Jones – Principal Finance Officer

Members of the Public (6)

Members of the Press (1)

C16.001 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 Spearman. 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.

C16.002 ELECTION OF VICE CHAIRMAN

Councillor Eldridge **PROPOSED** Councillor Buckley as Vice Chairman, the proposal was **SECONDED** by Councillor Tyler. 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.

C16.003 APOLOGIES FOR ABSENCE (3)

NOTED that apologies for absence had been received from Mrs Grigg, Mrs Godwin-Brown, and Stallan.

C16.004 OTHER ABSENCES (1)

Other absences of Cllr Mrs Adams was recorded. The Clerk confirmed that she had spoken with EFDC, and that as Cllr Adams had a leave of absence towards the end of 2015, the 6 month absence period would end in June 2016, after which time a Casual Vacancy would arise.

C16.005 MINUTES

The Minutes of the Parish Council meeting held on 4th April 2016 were **AGREED** and duly signed as a correct record. The Minutes of the Extraordinary Meeting held on 18th April 2016 were **AGREED** and duly signed as a correct record. The Minutes of the Personnel meeting held on 21st April 2016 and the notes from the 100 Years of North Weald Bassett meeting on 13th April were **NOTED**.

C16.006 DECLARATIONS OF INTEREST

The following declarations of interest were given:

- Cllr Spearman - Pecuniary interest in items referring to the Neighbourhood Plan, and the Garden Project by the shops.
- Cllr Tyler - Pecuniary interest agenda item 15 regarding the Neighbourhood Plan and future staffing resources

C16.007 QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman welcomed the six members of the public present, and introduced Mr McDaniel who was present to address the Council regarding the possibility of outdoor gym equipment. Mr McDaniel stated that he had read in Village Life on a number of occasions issues concerning the youth in the village and associated anti-social behaviour, and believed that an outdoor gym could provide one of the answers to this problem. Mr McDaniel stated he was unaware of any facilities in the Parish for the 12-17 year old age range of children, and felt that it was very easy to discriminate against the youth when you are not offering any alternatives for them to do. Mr McDaniel summarised his history, and that he had supported other local communities around the UK with setting up such outdoor facilities that can be used by both the youth and adults alike. These types of facilities tend to be self policing as many adults use the gyms.

Mr McDaniel stated that he had received great support over the North Weald Village Life Facebook group for such a project, and his proposal was to raise enough funds to fully complete this project. There were two possible areas suggested by Mr McDaniel that could be suitable for an outdoor gym - the Memorial Playing Fields Basketball Court and Weald Common old Play Area. Mr McDaniel also cautioned about using substandard equipment, stating that it was important any equipment purchased conformed to the appropriate British Standards, and that in his experience British manufactured equipment had the most longevity.

A member of the public also present stated that she, as an adult, would support this project and would use this equipment if installed, and that after speaking with some of the youths in the village, they too would use it.

Cllr Tyler asked who would be responsible for the Health and Safety of the equipment and the subsequent inspections, to which the Clerk stated that the Parish Council would be responsible for the equipment and the relevant health and safety measures and inspections that would need to be conducted.

Cllr Bedford commented that it was nice to see a proposal for something positive for the youth, and suggested the Weald Common site would be a better option. Cllr Bedford asked Mr McDaniel if he was planning on heading up the project, to which Mr McDaniel stated that he has had a lot of support from the public, and that he is aware of people who have offered to assist with training residents on how to use the equipment. Cllr Bedford asked for clarification in terms of was Mr McDaniel asking permission from the Parish Council for a location onto which to place such equipment, and the ongoing funding to manage the maintenance, to which Mr McDaniel confirmed this was the case. Mr McDaniel stated that it was important to

do this project properly - not with just a couple of pieces of equipment, but something substantial that would last.

Cllr Buckley queried liability in terms of if somebody was injured using the equipment. The PFO stated that this type of equipment had clear notices and instruction erected detailing how the equipment should be used, and that the only liability in terms of the Parish Council would be to ensure the equipment is safe and fit for purpose.

The Clerk stated that the Parish Council could possibly assist with sourcing funding.

Cllr Bedford stated that in principal he felt it was a good idea and **PROPOSED** an agreement in principal. This was **SECONDED** by Councillor Tyler. After discussion, it was **AGREED** this looked like a good project, and that it should be passed to the Environmental Committee to look at more detailed options.

A member of the public expressed concern that this wouldn't follow the same pattern as the funding secured by the Parish Council for a skate park that had to be returned, to which the Clerk stated this would not be the case as the suggested area of land for a skate park was not owned by the Parish Council.

Cllr Mulliner added that the Office Staff had a list of all the activities within the Parish available for all ages.

C16.008 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
APRIL	CLERK	Personnel / HR Issues	Ongoing/C ontinuing	Liaising with PERSONNEL CTTEE, CARETAKER AND EFDC MONITORING OFFICER
APRIL	Clerk/PFO	Neighbourhood Area Plan	Ongoing	Various Actions
APRIL	CLERK/PFO	HASTING VILL HALL	Ongoing	VAT/Liaising with Builder & Hall Committee
APRIL	Clerk /Cllr Buckley	GARDEN	Ongoing	Various Actions
APRIL	Senior Admin Officer	Various Env/ Highway Matters	Continuing	Ongoing .
APRIL	CLERK	APPRAISALS	Ongoing	Completed
APRIL	PFO	ACCOUNTS/ AUDIT	Ongoing	End of Year Accounts/Internal & External Audit
APRIL	Clerk	ALLOTMENTS	ONGOING	Various Actions
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life, ECC Making the Links, EFDC Training Bulletin, ECC Challenge Prizes.				

C16.009 MEMBERSHIP OF COMMITTEES

Members **AGREED** the membership of Committees for the 2016/2017 municipal year, details of which are attached to the minutes.

- **Planning Committee** (14 Members) - to meet 1st and 3rd Mondays (usually) subject to plans being available.
- **Environmental Committee** (10 but Open to All Members) - to meet monthly during the day, usually four times a year.
- **Allotments Sub Committee** (4 Members of The Environmental Committee)- to have delegated power to act on all matters relating to the allotments to meet weekly during the day (usually Wednesday Mornings).
- **Finance and General Purpose Committee** (Open to All Members) - to meet once or twice a year
- **Personnel Committee** (Usually 5 Members) - to meet as and when necessary.
- **Emergency Personnel Working Group** (3 Members of the Personnel Committee) to be able to meet at short notice
- **Forward Planning Committee** – Members to consider if they still wish this committee to go ahead – or should it be replaced by Members to part of a Neighbourhood Area Plan Committee.

C16.010 DATES OF MEETINGS FOR THE MUNICIPAL YEAR

Councillors **NOTED** that the dates for this Municipal Years meetings as attached to the agenda.

C16.011 REPRESENTATION ON OUTSIDE BODIES

The following representations on outside bodies were **AGREED**.

Outside Body	Current Council Representatives During 2014/2015
Parish Passenger Transport Forum	Position Vacant
Norway House	Cllr Hawkins as Chairman of Council Cllr Mrs E Godwin Brown as Reserve
North Weald Village Hall	Cllr N Bedford
EFDC Local Councils' Liaison Committee	The Clerk and the Chairman are automatically Members of this Cttee, Buckley vice chair, Cllr Godwin Brown, Cllr Bedford, Cllr Bartram
Queens Hall Charity	There are currently 5 Trustee positions Vacant

C16.012 REGISTRATION OF COUNCILLORS INTERESTS

Members were reminded that they should review their Interests on a regular basis, as advised by EFDCs Monitoring Officer. This needs to be done within 28 days of any change. This is a legal requirement.

C16.013 MEMBERS REPORTS

The following reports were **RECEIVED**:

- a) **Chairman's Report** – The Chairman thanked the office staff and other Councillors for their support over the past 12 month, specifically thanking Cllrs Buckley and Eldridge for their roles as Vice Chairman. The EFDC Community Day at the Airfield will be taking place on 17th July, and he has received notification that potentially up to 20 Norwegian veterans will be in attendance, however at this stage the Parish Council has not been asked to contribute financially or to organise any specific events. The 100year pictorial working group recently met to collate pictures showing the last 100 years throughout the Parish that will be ready to be shown at the event on 17th July. In addition, the Chairman confirmed that he had secured a Television and a Generator so that these pictures should be shown on a 'reel', together with music throughout the years. There will be a 'mock' run of the exhibition in the first week of July, and all Councillors are welcome to attend and participate.
- b) **Vice-Chairman's Report** – The Vice Chairman confirmed that the Garden Project in the centre of North Weald was nearly finished, with the sleepers having been installed, filled with soil, and the plants selected with delivery due to take place this Wednesday. There are a number of volunteers in place, however all Councillors are very welcome to join in. With regard to sponsorship of the Garden, there were two sponsors already confirmed - The Estate Agents in North Weald, and Greenacres Woodland Burials. The cost of sponsorship is £100 per annum. The Vice Chairman was trying to source two more sponsors, the income from sponsorship going towards the maintenance of the garden for the year, with the hope the garden itself will be self funding. With regard to the wall, the Vice Chairman confirmed he had received confirmation from the owners that the repairs to the wall would take place.
- c) **District Councillors Report** – None.
- d) **County Councillor Report** - The County Council has received, and continues to receive, a number of requests for Traffic Calming Measures and Yellow Line Requests. In order to look at these in a pragmatic and realistic manner, Cllr Jackson has asked for the Parish Councils to report as to any areas that they feel, within the Parish, would benefit from either Traffic Calming or Yellow Lines, and that could be investigated by the Local Highways Panel, if any of those areas were brought to the County Councils attention.

Cllr Bedford asked for an update regarding the Bollards by the Garden area, to which the Clerk confirmed she had been chasing. Cllr Buckley stated that the scheme has been given the green light, however a response was awaited from Mr M Valentine at ECC Highways.

Cllr Buckley reported on the installation of the Cameras outside the shops in North Weald, stating that the concrete base had been laid and the cameras would be up within the next 14 weeks. The Cameras would cover the garden area.

- e) **Councillors Reports** – Cllr Godwin-Brown has been conversing with June Bevan, Community Agent, regarding the role of Community Agents in the Parish. It was **AGREED** that the Council would be happy to received a short presentation at the September meeting.

Cllr Bedford summarised the email as attached to the agenda regarding the possibility of the relocation of Princess Alexandra Hospital to North Weald Airfield, stating that he proposed the Parish Council considers putting forward a recommendation to EFDC to approach Harlow regarding this possibility. Princess Alexandra Hospital are short of money, and are applying for emergency funding, and there is concern that the hospital is not fit for purpose. Cllr Bedford stated that two possible alternative sites had been identified - one near Hertfordshire, and one near the new Junction 7a of the M11, however it is understood the North Weald Airfield had not been considered as a possibility. Cllr Bedford stated that this would be a good use of the airfield, and would assist in securing the airfields operational future. Cllr Blanks stated he supported this proposal, as did Cllr Tyler. Cllr Bedford confirmed that a meeting was being held on Wednesday 11th May at 10am to discuss proposals for junction 7a, and he would like to be in a position to state that this council supported the possibility of North Weald Airfield as an alternative location.

After discussion, Council **AGREED** to support this proposal in principal, for Cllr Bedford to raise this issue at a meeting he was attending later this evening, and that the Clerk should formally write to EFDC requesting they approach Harlow with this possibility.

- f) **Environmental Issues** – None
- g) **Highways Matters** - This will be on the June agenda.
- h) **Thornwood Common** - The Clerk reported that two requests had been received for the use of Thornwood Common:
- a. a request had been received by the Thornwood Festival Committee to use Thornwood Common for 1 day on 26th June, stating that as this is a community event raising money for charity, the Parish Council do not normally charge. It was **AGREED** the hall could be used by Thornwood Festival for their event on 26th June.
 - b. a request had been received by a private individual to use the Common on either the 10th-12th June or 8th-10th July inclusive. The Clerk stated that the Common would need to be closed to the public for 3 days. Councillors asked if this was a charitable event, to which the Clerk stated her understanding was this was not, and that it was a commercial hire. After discussion, it was **AGREED** that it would be inappropriate to hire out the Common for such an event, for the duration stated.
- i) Members **NOTED** that Mr T Drane would be completing a sweep of the Thornwood Common with a metal detector prior to the Thornwood Festival event to ensure there were no small piece of metal causing a H&S risk.

- j) **Letter from Local Resident** - The Clerk stated that a letter had been received requesting permission to include reference to parking at the Parish Hall in Thornwood for visitors in a book he is writing regarding interesting places within Thornwood. Councillors expressed concern regarding including this within a publication, however suggested that the Parish Councils contact details should be included within the book suggesting interested parties should contact the Parish Council should they wish to park.
- k) **Vacancies on the Parish Hall Committee** - Councillors *NOTED* there had been two resignations from the Parish Hall at Thornwood Committee. The Chairman confirmed he would be speaking with a couple of regular hall hirers to see if they would be interested in joining the Committee.

C16.014 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 30th April 2016.

b) **Notice of Internal Audit** 🙌

Members are *REMINDED* that the Internal Auditor will be in attendance on the 11th May.

c) **Approval of Accounts**

Members *NOTED* the Parish Council Accounts for the Municipal Year 2015 – 2016 as attached to the agenda. Members had been asked to review these accounts prior to the meeting, and if they have any queries or concerns to please contact the Clerk or the Principal Financial Officer as soon as possible to enable the meeting to run swiftly. The PFO stated that the accounts had already changed due to an error identified by Councillors Blanks, and that there was also an additional query raised by the Internal Auditor which could not be rectified in time for this meeting. As such, the final 2015/2016 accounts would be on the June Parish Council agenda for formal approval.

d) **Notice of Audit**

Members *NOTED* that the Council has been called to Audit by the External Auditor on the 13th June. The Statutory Notices advertising the Audit will be affixed to the Council's Notice boards at the appropriate times.

e) **LGA EMPLOYER DISCRETIONARY POLICY** 🙌

On 1st April 2015, the Local Government Pension Scheme (LGPS) was amended so that benefits accruing for service after 31st March 2014 will accrue on a Career Average Re-valued Earnings (CARE) basis rather than on a final salary basis. As a result of these changes, scheme employers (of which North Weald Bassett Parish Council are one) will have to formulate, publish and keep under review a Statement of Policy on certain discretions which they have the power to exercise in relation to members of the CARE Scheme. This relates to employees (and former employees) pension benefits. The reason employers have the discretion in these matters is because if they exercise a discretion (i.e. say yes) then there is

usually a cost payable by the employer (referred to as the financial strain). The reason the Parish Council needs to have a policy statement is in case one of its employees, or former employees, asks it to exercise one of the discretions.

The LGPS Regulations 2013 stipulate this requirement in five areas, namely:

- Voluntarily contributing, via a Shared Cost Additional Pension Contribution (SCAPC) contract, towards extra annual pension a member wishes to purchase (either by regular ongoing contributions or a one-off lump sum);
- Flexible retirement;
- Waiving all or part of any actuarial reduction when a member chooses to take their benefits prior to their normal pension age;
- Award of additional pension (at whole cost to the employer) to an active scheme member (or within 6 months of leaving to a member whose employment is terminated on the grounds of redundancy or business efficiency); and
- Switching on the '85 year rule' for members who would otherwise be subject to it but who choose to voluntarily draw their benefits (other than on the grounds of flexible retirement) on or after 55 and before age 60.

The Employer (NWBPC) needs to ask itself what decision it would make if one of its employees asked it to exercise its discretion. Attached to the agenda was a draft policy statement, which members considered and duly **ADOPTED**.

C16.015 NEIGHBOURHOOD PLAN

Following on from the March Meeting an extension of time was given so that further advertising of the Neighbourhood Plan throughout the Community could be undertaken. This has now taken place and the current number of residents and local people who have registered an interest in the Neighbourhood Plan is in excess of three hundred. The Personnel Committee had looked at this matter at considerable length at their recent meeting and considered staffing resources if the Parish Council went forward with the Plan, details of which were within the Minutes of the Personnel Committee attached to the agenda. Members **CONSIDERED** the responses to date, and **AGREED** for formally progress a Neighbourhood Plan.

Cllr Clegg asked for a summary of the recommendation by the Personnel Committee with regard to the staffing for the expected three year period of the plan to ensure all Councillors present were clear on the recommendation. The Clerk confirmed both herself and the PFO would be happy to leave should Councillors wish to discuss this in private. Cllr Clegg stated that the Personnel Committee deliberated long and hard regarding how the Neighbourhood Plan should be resourced, and the recommendation as included within the Personnel Minutes was unanimous. After discussion, it was **AGREED** that the staffing resources would alter as per the recommendation of the Personnel Committee.

P16.016 LICENSE TO INSTALL A DOG BIN ON LONDON AND CONTINENTAL LAND (PEER GROUP) LAND AT SKIPS CORNER.

Councillors **NOTED** that Peer Group has requested that the Parish Council move the dog bin, owned by the Parish Council, from its current location, to a new suggested

location, as per the letter, photos and subsequent emailed plan as attached to the agenda. The License which is issued by London & Continental enables the Company to terminate the original License and issue a new one, at no cost whatsoever to them. Members **AGREED** that the bin should be moved, and that the Councils Grounds Maintenance Contractor should be asked to complete this.

P16.017 BUS SHELTER THORNWOOD COMMON

Following the knocking down of the bus shelter by a vehicle over the Easter Period, the Council has now received quotations from the Parish Councils preferred installer. Cllr Clegg met with a representative of the Company on site last week regarding the installation of a different style of Shelter, and a copy of the email from the Company was attached to the agenda. Cllr Clegg stated that after discussion with the installer, it was suggested the installation should take place on a Sunday, thus avoiding the need to traffic control measures to be applied for which would increase the cost. In addition, a more appropriate bus shelter (with protection at the front) had been quoted for, which may cost an additional £1,000, however it is hoped this would go through the insurance company. There was concern that as it is a flat roof, children or youths could climb up on top, however this has never been an issue at this location due to its proximity with the main road. Councillors **AGREED** that if the additional £1,000 couldn't be reclaimed via the insurance, it would be considered at a later meeting if needed.

C16.018 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." All public and press left the meeting.

C16.019 OFFICE ACCOMMODATION

Councillors **AGREED** that Cllr Blanks and the Clerk should continue to consider any other alternative options for accommodation that may present themselves going forward.

C16.020 PARISH HALL AT THORNWOOD

Members **NOTED** that the Clerk was liaising with all the appropriate parties regarding Caretaking at the Parish Hall, and the responsibility for managing the alarm.

Meeting closed 21.35

Date

Sign:.....