



**MINUTES**

**Meeting:** ANNUAL PARISH  
COUNCIL

**Date:** 13 May 2013

**Time:** 7.30 PM

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

---

**PRESENT:**

**Councillors (8)** C Hawkins (Chairman), B Eldridge, B Bartram, B Clegg, G Mulliner, G McCormack, R Spearman, P Collins

**Also in Attendance (2)**

Susan De Luca – Clerk to the Council  
Joanna Tyler – Administrative Officer

**Members of the Public (0)**

**Members of the Press (0)**

**P13.001 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.

**P13.002 ELECTION OF VICE CHAIRMAN**

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

**P13.003 APOLOGIES FOR ABSENCE (7)**

**NOTED** that apologies for absence had been received from Councillors Stallan, Mrs A Grigg, Ms D Adams, Mrs E Godwin-Brown, Bedford, Blanks and Buckley.

**P13.004 OTHER ABSENCES (0)**

Members **NOTED** no other absences.

**P13.005 MINUTES**

Members requested that the following amendment be made to the Minutes of the Parish Council Meeting held on 8 April 2013:-

- Page 7, Item P12.165, third line down, the word 'Legionalla' has been spelt incorrectly and should be spelt 'Legionella'.

Subject to this amendment, the Minutes of the Parish Council Meeting held on 8 April 2013 were **AGREED** and signed as a true record. In addition, Members

**APPROVED**, as a corrector record, the Notes from the meeting held between the Council and Consultants, Drivers, Jonas Deloitte on 11 April 2012 and the Notes From the Citizen of the Year Meeting.

**P13.006 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**P13.007 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.

**P13.008 CLERKS UPDATE AND COMMUNICATIONS REPORT**

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

<b>From</b>	<b>Type of Document</b>	<b>Regarding</b>
EFDC	Letter	<i>Community Emergency Response Volunteering – Cllr Hawkins to report. NOTED</i>
Village Life	Newsletter	<i>Newsletter - NOTED</i>
North Weald Bassett Preservation Society	Newsletter	<i>Newsletter - NOTED</i>
EALC	Monthly Mailings	<i>Including Magazine &amp; Training – Chairman’s Course, Councillor Training, Village Halls Workshop, Cemetery Course - NOTED</i>
EFDC	Pamphlet	<i>More Questions than Answers - NOTED</i>
EFDC	Letter	<i>Advising that Moreton, Bobbingworth and The Lavers – Carrying out a Neighbourhood Plan. NOTED</i>
Mr & Mrs Crick	Card	<i>Thank You Letter - NOTED</i>
Essex Heritage News	Newsletter	<i>Newsletter - NOTED</i>

Members **NOTED** the following updates on previous matter:-

<b>From</b>	<b>Regarding</b>	<b>Current Situation</b>
McDonalds	Meeting Regarding Litter and Other Matters – McDonalds have requested Meeting.	<i>Confirming Meeting Date Tuesday 21<sup>st</sup> May @ 10am – Please Meet at McDonalds at 9.55am - NOTED</i>
Ahmadiyyua Muslim Association	Email	<i>Chasing Up Invitation – Clerk is still awaiting responses from 9 Councillors</i>

		– Possible Dates: 1 <sup>st</sup> , 15 <sup>th</sup> or 22 <sup>nd</sup> June. Please contact Clerk by 20 <sup>th</sup> May to confirm <b>NOTED</b>
Previous Meeting	Dog Bins – Bluemans & Skips Corner and a request for a Dog Bin at Woodside, Thornwood.	<b>Clerk to give verbal updates.</b>

### P13.009 MEMBERSHIP OF COMMITTEES

The Clerk had distributed, with the Agenda, a copy of the Committee Members list. The Clerk asked whether or not Members wish to continue as members of the same Committee for the current Municipal Year.

- a) **Planning Committee** (14 Members) – to meet 1<sup>st</sup> and 3<sup>rd</sup> Mondays (usually) subject to plans being available. No change.
- b) **Environmental Committee** (10 but Open to all Members) – to meet monthly during the day. No change, however, Councillor Mulliner asked whether the Committee Meetings could be held following the Planning Meeting held on the third Monday of the month. Members **AGREED** to discuss this request at the Environmental Meeting scheduled to be held on Friday, 17 May 2013.
- c) (i) **Allotments Sub Committee** (4 Members) – to have the delegated power to act on all matters relating to the allotments, to meet weekly during the day. Following discussion, Members **AGREED** to appoint 5 Members, namely, Councillors Hawkins, Mulliner, Eldridge, McCormack and Bartram, who will meet, initially, on a weekly basis.
- d) **Finance and General Purpose Committee** (Open to All Members) – to meet once or twice a year. No change.
- e) **Personnel Committee** (5/6 Members) - to meet four times a year. Councillor Collins stated that he wished to be removed from this committee. Councillor McCormack stated that he would be willing to be a member of this Committee, if nobody was willing to take up this position. Councillor Clegg also advised that he would be willing to serve.
- f) (i) **Emergency Personnel Working Group** (3 Members) – to be able to meet at short notice. The Chairman said that this is a new group. The Clerk stated that, following advice received from Colleen O’Boyle, this would enable 3 Members of the Personnel Committee to be called upon to meet, at short notice, without a statutory agenda being circulated 3 days prior to the meeting. All Members **AGREED**.
- g) **Forward Planning Committee**  
The Clerk asked Members if they wished to continue with this committee. All Members **AGREED** that it should be discontinued.

### P13.010 DATES OF MEETINGS FOR THE MUNICIPAL YEAR

The Clerk had distributed with the Agenda a schedule detailing meeting dates for the current Municipal Year, these were duly **NOTED** by Members.

**P13.011 REPRESENTATION ON OUTSIDE BODIES**

Members were asked to **DETERMINE** the Council's representatives on outside bodies, as follows:-

Outside Body	Council Representatives During 2012/2013
Parish Passenger Transport Forum	Position Vacant – <b>Clerk to check if Cllr Bedford is a member.</b>
Neighbourhood Action Panel	Councillor Hawkins Councillor Eldridge – <b>wishes to be removed.</b> Councillor Collins – <b>wishes to be removed.</b> Councillor Bartram Councillor Mrs A Grigg Councillor Mulliner Councillor Bedford Councillor McCormack (also sits on this committee but as an Independent Resident).
Norway House	Councillor Hawkins Councillor Mrs E Godwin-Brown
North Weald Village Hall	Councillor Bedford Councillor McCormack
EFDC Local Council's Liaison Committee	The Clerk and the Chairman are automatically Members of this Committee
Bassett Memorial Charity <i>It is the Clerk's understanding that the Charity has not registered change to the number of Trustees appointed by The Parish Council to the Charity Commission*.</i>	Councillor Mrs E Godwin-Brown Councillor Bedford Councillor Bartram There are currently 5* Trustee positions vacant. <b>Councillor Bartram stated that he has requested copies of documentation dating back to 2010.</b> <b>The Clerk stated that there are two other possible Trustees (Sheila Jackman and a lady who resides in Elm Gardens has expressed an interest). The Clerk stated that she is also considering becoming a Trustee.</b>
Emergency Planning	2 Positions <b>Councillor McCormack</b> <b>Councillor Bedford (Clerk to check)</b>

### **P13.012 REGISTRATION OF COUNCILLORS INTERESTS**

Members *NOTED* that they are encouraged to review their Interests on a Regular basis and that the Clerk holds copies of a Revised Declaration of Interests Form. EFDCs Monitoring Officer had requested that the Clerk asks Members to review their current Declaration and, if necessary, complete a new form which needs to be submitted to EFDC within 28 days of any change. The Clerk reminded Members that this is a legal requirement. Councillor Collins requested a new form, due to a change of employment. Councillor Spearman asked the Clerk about shares. The Clerk said that she would need to contact the Monitoring Officer and would report back directly to Councillor Spearman.

### **P13.013 REPORTS & MEMBERS REPORTS**

#### **a) Chairman's Report**

The Chairman stated that he and the Finance and Administrative Officer had recently attended a Forward Planning Disaster Meeting at the airfield. Present at the meeting were four top fire officers, three top police, three members from other parish councils, Essex Highways (regarding salt distribution) and a gentleman from Cornwall who relayed how they dealt with the floods in 2009). The Chairman and the Finance and Administrative Officer did not find that the meeting was relevant to the parish and therefore decided to leave prior to lunch and did not return for the afternoon session.

The Chairman informed Members that he had attended a tour of the airfield with a lady who was a Norwegian Naval Commander who had brought her uncle and aunt to North Weald. Following the tour they had lunch and then visited the museum.

#### **b) Vice Chairman's Report**

Councillor Eldridge reported problems with litter and suggested that the two garages should be contacted. Doreen Lodge was contacted regarding a footpath in Hastingwood which is not way marked. An ex councillor was knocked onto a cattle grid and suffered injuries which included a broken leg. Doreen has walked the footpath and is to investigate further.

#### **c) District Councillors Report**

None.

#### **d) Highways Reports**

Members *NOTED* that the Clerk had been contacted by Essex County Councillor Anthony Jackson regarding the issue of the Section 106 monies and the bus stops (relating to Lysander Court and the Queens Head Public House) and hopes to give a further update at the next meeting.

Councillor Eldridge reported that the GBN site is now clear. Councillor McCormack reported that the hole in the footpath on the corner of Thornhill has

finally been repaired.

The Chairman advised Members that the Finance and Administrative Officer had approached him regarding an idea to contact other town and parish councils and arrange a meeting with a view to approaching Essex County Council about the pothole problems. The Clerk stated that she had heard on Essex Radio that Essex needs two billion pounds to resolve the problem. The matter could be raised at the EFDC Local Liaison Committee. The Chairman will give a further update at the next meeting.

**e) Councillors Reports**

Councillor Clegg reported that the van advertising scrap metal is parked again at Woodside, behind the new green telephone box and near to the new 30mph sign. It has also been seen parked on the M11 bridge. The Clerk stated that the matter would need to be taken up with Highways and also requested that Councillor McCormack should raise the matter at the next NAPs meeting. Councillor McCormack requested that the Clerk email details to him, following this meeting.

**f) Environmental Issues**

Councillor Mulliner reported that the monthly visits to the allotments were underway. Members had met with the allotment warden for Queens Road and agreed works to be undertaken to ensure that the Queens Road and Wheelers Farm Gardens sites remain separate. Money from their allowance is being used to tidy up unused plots.

Councillor Mulliner reported that he had received an email from the Finance and Administrative Officer regarding damage to one of the wooden stepping stones at Weald Common. On investigating, Councillor Mulliner found the play area to be full of litter, including a smashed bottle. He cleared the litter and picked up over 50 shards of glass.

Councillor Mulliner reported that the play group that uses North Weald Village Hall has been observed putting nappies into the dog bin in the car park area.

The Chairman reminded Members that the next meeting of the Environmental Committee is to be held at Thornwood Common Village Hall on Friday, 17 May 2013 at 10am.

**g) Neighbourhood Action Panel**

Councillor McCormack reported that the next meeting is to be held on 30 May 2013 at North Weald Village Hall. A couple of crimes have recently been noted. Five garages at Queens Road were broken into. At Weald Common, it was reported that the wooden bridge handrails were cut through. Countrycare were informed and the Clerk confirmed that the rails had now been repaired (Andy Cook has been made aware). Councillor Bartram stated that the parking on the

zigzags outside the shops is still an ongoing problem. A suggestion had been made that the police pay for a camera on top of the pole to catch people parking on the zigzags.

#### **P13.014 FINANCIAL REPORTS**

##### **a) List of Cheques & Monthly Statement of Accounts**

Members **APPROVED** the list of cheques, which were signed up to 30 April 2013 and **NOTED** the summary of income received and the account balances.

##### **b) Internal Auditors Report**

Members **NOTED** that the Internal Auditor is to carry out a final report on Monday, 3 June 2013 and **AGREED** that no action will be taken until the final report has been received.

#### **P13.015 YOUTH ORCHESTRA**

The Chairman stated that he had been in conversation with Kay Twitchen, Chairman of Essex County Council, and Nick Dorras, Chairman of North Weald Village Hall, when attending the Muslim Event, regarding the possibility of the Essex County Council Youth Orchestra attending North Weald. Local young people would be invited to attend an Event to play music with them. A contribution of approximately £100 would be required to cover transport etc. It is understood that the event would be held in North Weald Village Hall, which would be provided free of charge. The Chairman asked Members if they would be willing to **SPONSOR** the event. Councillor Collins asked if the event would be a one off. The Chairman stated that he understood that if the event was a success, it may be held three or four times a year. Councillor Clegg asked whether the sponsorship money would come out of the precept. The Clerk stated that there was a Community Fund available and the contribution would be taken from there. Councillor Clegg **PROPOSED** that the Parish Council should sponsor the event and this was **SECONDED** by Councillor Eldridge.

#### **P13.016 COMMUNITY DAY EVENT NORTH WEALD AIRFIELD – SEPTEMBER 2013**

Members **NOTED** that, following the comments made by a Member at the previous meeting, the Clerk had received a number of communications from EMAS/Weald Aviation and a Member of RAFA, regarding last year's Community Day event and the proposed event to be held in September. It appears that there has been some misunderstanding regarding the donations for the Community Day event and the donations for the Hangar Dance event. Donations had been received for the Community Day event, as agreed by EMAS/Weald Aviation and their commitment was fulfilled. Councillor Collins stated that the Clerk had raised the point that £50 had not been paid to the Parish Council in respect of the distribution of leaflets and asked the Clerk whether it had been paid. The Clerk stated that she could not confirm whether or not payment had been received. The Chairman asked Members whether or not they wished to have a stand at the event, which is to be held on the second Sunday in September. Following discussion, it was **AGREED** that the Clerk

would put together a rota for Members to provide cover for the gazebo.

### **P13.017 COUNTRYSIDE WALKS MAGAZINE**

Members **NOTED** that the Council had been approached by a local resident, who has produced a sixteen page A4 colour booklet of local walks. The resident had asked if the Council would **CONSIDER** covering the cost of the printing and staff time in the production of the booklet. The Clerk stated that the resident is looking at 100 copies, in colour, which would be distributed around the village. Councillor McCormack asked how much would it cost. The Clerk stated that it would be approximately £100, she added that the booklet was very good and advised that the Parish Office often has residents requesting information about local walks. Councillor McCormack stated that he thought it was a very good idea, however, it should be publicised that the booklet is sponsored by the Parish Council. The Clerk suggested that the Council agrees to provide a maximum of 100 copies. Councillor Mulliner stated that a note could be placed in Village Life publicising the booklet and informing members of the public that the booklet could be collected from the Parish Council Office/Library, rather than being offered at other outlets. The Chairman agreed that the booklet should be distributed via the Parish Office. All Members **AGREED**.

### **P13.018 PLAY AREA QUOTATION**

Members **NOTED** that a quotation had now been received in respect of the essential Remedial work to be carried out to the safety surfacing, under Health and Safety Regulations, around the Playshell area at Thornwood Common Play Area. To carry out repairs to this safety surfacing would cost £5485.00 (the Clerk has negotiated a further discount of £500, which would bring this figure down to £4985.00), this would be guaranteed for five years. Alternatively, a repair could be carried out to this area at a cost of £3000, however, this would only be guaranteed for one year.

The Chairman asked the Clerk if she had any further news on this item since the agenda had been produced. The Clerk stated that she had not, however, reminded Members that the Parish Council is required to repair the safety surfacing under Health and Safety and that Members are now asked to decide which option they wish to proceed with, adding that the funds were available to carry out the repair. The Clerk stated that, with regard to the grant money for the new play equipment, there was a shortfall, the original amount applied for was deducted by £1200 and the Council had to agree to contribute some money towards the equipment. The Chairman asked how the company could say it would guarantee the repair for one year for a certain amount and then charge more money for five years. The Clerk stated that the depth of the safer surfacing material was different for five years. Councillor Collins asked whether or not this is something the Council needs to precept for every year and could it be possible that the surface could be a problem again in five years time. The Clerk stated that Members have to remember that the play area is 25 years old. Councillor Mulliner asked whether the surface repair would be carried out by the same company who installed it, to which the Clerk replied no. The Clerk stated that if Members agreed to the five year option, it would cost £4985 for the surfacing,



with the Parish Council having to find a total of £2965 in respect of the balance of the new play equipment. Councillor Mulliner stated that he had a concern about the installation of the new play equipment, when a member of the public had approached the Parish Council about the equipment at Weald Common Play Area and may want to know why the equipment cannot be located there. The Clerk stated that the grant funding was specifically for new play equipment at Thornwood Common Play Area. Councillor Clegg stated that the Parish Council needs to find a way to tell the public what has been done, for example a sign stating that the new safer surfacing has been sponsored by the Parish Council for the sum of £..... The Clerk suggested that the amount of money spent could be incorporated into the safer surfacing in different coloured tarmac. Councillor Spearman stated that he would email the Clerk details of a company who may be able to put down the surface. Councillor Mulliner asked whether or not the funds could be reduced to £8000 to cover both the safer surfacing repairs and the new play equipment. The Clerk reiterated that the grant funding was for the play equipment only. Members **AGREED** that the Clerk should investigate the possibility of having the amount of the repair displayed in large coloured numbers incorporated into the safer surfacing.

#### **P13.019 PARISH ASSETS**

**The Community Right to Bid, Right to Build and Right to Transfer is now in force. It aims to keep valued land and buildings such as your local pubs, shops, library, open spaces, areas of community or historical interest or football ground in community use.**

The Clerk briefly mentioned the Localism Course that she had recently attended and referred Members to the schedule that had been attached to the agenda, which detailed ways that these rights can be utilised. The Clerk stated that Members need to look at the assets in the parish. For example, a right to bid could have been put on the pub in Thornwood, the Parish Council may not have had the money, however, the community may have got the funds together, the same could have applied to the land at Woodside. Members need to identify open spaces, amenities, pubs, shops, with the airfield as a central point and then go back to DCLG and provide them with a list of assets. Councillor Clegg asked the Clerk to make a recommendation. The Clerk stated that she would recommend that Members go round the parish and list the assets as soon as possible. It was agreed that this matter would be further discussed at the Environmental Meeting to be held on Friday, 17 May 2013.

#### **P13.020 LARGER LOCAL COUNCILS FORUM**

Members **NOTED** that the next meeting of the LLCF would be on 21 June at 10am – 12 noon at The Murray Hall in Loughton. The guest speaker would be Nick Alston, the new Police and Crime Commissioner for Essex. The Clerk stated that normally only larger councils such as Epping and Loughton were invited, however, all parish councils have been invited and all Members are welcome to attend. Councillor McCormack stated that there is another meeting on 23 May which is in the evening. The Chairman asked Members to let the

Clerk know if they are interested in attending.

**P13.021 FLYING THE FLAG**

Members *NOTED* that, in the past, either a member of the public or a councillor has had responsibility for ‘flying the flag’ on relevant appointed Official days, including UK and Norwegian. The Clerk stated that Councillor Collins had been kind enough to undertake this previously and asked if he would be willing to continue to do this, to which Councillor Collins *CONFIRMED* that he would.

**P13.022 EXCLUSION OF THE PUBLIC AND THE PRESS**

It was *AGREED* that as there was one exempt item, 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.

**P13.023 COMPLAINT REGARDING ABUSIVE LANGUAGE FOLLOWING ALLOTMENTS COMMITTEE MEETING**

Following on from the two complaints that the Clerk received regarding the incident that had occurred in the Thornwood Village Hall following the Annual Allotment Meeting. Members *AGREED* that the Clerk may send a reply to the complainants, in order to bring the matter to a conclusion.

Meeting closed: 9.01 pm

Signed .....

Date .....