



**DRAFT MINUTES**

**Meeting:** COUNCIL

**Date:** 7th November 2016

**Time:** 7.30PM

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

**PRESENT:**

**Councillors (13)** C Hawkins, A Buckley, B Eldridge, A Tyler, D Spearman, G Mulliner, B Clegg, Mrs S Jackman MBE, T Blanks, B Bartram, Mrs A Grigg, D Stallan, 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 (1)**

**C16.086 APOLOGIES FOR ABSENCE (1)**

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

**C16.087 OTHER ABSENCES (0)**

None.

**C16.088 MINUTES**

The Minutes of the Parish Council meeting held on 3rd October 2016, and the Extraordinary Meeting held on 29th September 2016 were **AGREED** and duly signed as a correct record. The Minutes of the Parish Hall Thornwood Common held on 6<sup>th</sup> October, the Notes of the Remembrance Sunday Meeting held on 29<sup>th</sup> September, and the Notes of Local Plan Discussion Meeting held on the 16<sup>th</sup> October 2016 were **NOTED**.

**C16.089 DECLARATIONS OF INTEREST**

Cllr Spearman declared a Pecuniary interest in items referring to the Neighbourhood Plan and Local Plan. Cllr Stallan declared a Non Pecuniary part way through the meeting following Cllr Mulliner's suggestion of a nominee for the EFDC Citizen of the Year Award.

**C16.090 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None.

**C16.091 CLERKS UPDATE AND COMMUNICATIONS REPORT**

Councillors **NOTED** the following report from the Clerk:

Date	Reported By or Action Initiated By	Regarding	Action Taken	Further Action Taken
SEP/OCT	CLERK	Personnel / HR Issues	Ongoing/Continuing	REASSESSMENT OF STAFFING PRIORITIES
SEP/OCT	Clerk/PFO	Local Plan	Ongoing	Various Actions

SEP/ OCT	CLERK/PFO	Legal / Property Matters	Ongoing	Sourcing \information/research
OCT	PFO	Neighbourhood Plan	Ongoing	Meetings /Minutes
SEP/ OCT	CLERK	VARIOUS CEMETERY MATTERS	ONGOING	Various Actions
SEP/ OCT	CLERK/PFO	Training/Various Meetings	Attend where necessary	Various Actions
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life, Essex Playing Field Newsletter, Policing & Crime Plan. Chief Constables Challenge, EFDC 30 <sup>th</sup> Annual Report.				

The Clerk confirmed she had also received the RCCE Update, Essex Playing Fields Newsletter and the EFDC Countrycare report. In addition, the Clerk stated the Cllr Mrs Jackman had attended a Essex Police and Crime Commission meeting, and had passed various documents and presentations to the Clerk from this meeting, including the Chief Constables Challenge.

The Clerk confirmed that had been some interest in the Cemetery over recent weeks, with two plots being sold today. The Clerk also reminded members that due to the EFDC Local Plan and Remembrance Sunday, the Office Staff had been exceptionally busy.

#### C16.092 MEMBERS REPORTS

The following reports were **RECEIVED**:

- a) **Chairman's Report** – The Chairman thanked those Councillors who had assisted with the bulb planting, and would like to formally welcome the Senior Administrative Officer back after a period of absence due to ill health. The Chairman confirmed he had spoken with the John Barlycorn regarding the Burns Night, confirming the Parish Council collectively would not be attending this event, however individuals may wish to do so.
- b) **Vice-Chairman's Report** – Cllr Buckley reminded members of the suggestion to hold a 'Christmas' event perhaps on a Sunday in January, and members should approach Cllr Buckley if they wanted to support this.
- c) **District Councillors Report** – No reports
- d) **County Councillor Report** - No reports
- e) **Councillors Reports** – Cllr Mulliner suggested a nominee for the EFDC Citizen of the Year. The nominee was supported by the Parish Council (Cllr Stallan did not take part in this discussion).

Cllr Eldridge reported that had been an increase in litter around Mill Street / Hastingwood Road / Foster Street, and that he had contacted Epping Forest District Council who confirmed that litter was collected twice per month. Cllr Eldridge informed the representative that this did not take place in Hastingwood, and suggest EFDC arrange for individuals to walk the streets and actually collect

the litter rather than just sweeping it back in the ditch. Cllr Eldridge was awaiting a call from EFDC at this time. Cllr Eldridge also reported that the fences erected in both Hastingwood Road and Mill Street has been reported to EFDC Enforcement, who informed him they would investigate and come back to him. This had also been reported to the police, and the police had attended and spoke with the individuals erecting the fence.

Councillors **NOTED** the Written Report from Cllr N Bedford who attended the EFDC Joint Standard Committee and the Meeting of the EFDC Local Liaison meeting, at which the Clerk was also in attendance.

Cllr Clegg reported that the bus shelter at Upland Road should be installed by the end of November.

- f) **Environmental Issues** – Cllr Mulliner confirmed bulbs had been planted at various areas throughout the Parish, some of which went into the new flower bed by the shops which was also weeded at the same time. There have been a number of reports of glass in the Play Areas, and any glass seen has been removed at the time of the report. Cllr Tyler had attended one of these reports on a Sunday, however no broken glass was found. There has also been graffiti and litter issues at the play area.

#### **C16.093 FINANCIAL REPORTS**

The Clerk tabled a copy of the monthly accounts list, and Councillors **APPROVED** the payments made, income received and noted the bank balances for the period 1st September through to 31st October 2016. [following the meeting, Cllr Spearman confirmed that the invoice stated on the cheque sheet from Happy Grow was for the Bark, not the Bulbs]

#### **C16.093 SAFEGUARDING POLICY VILLAGE HALLS**

Members **NOTED** that the Clerk has been made aware that it is now necessary for Village halls to have a Safeguarding Policy in place. Coleen O'Boyle, the District Council's Senior Solicitor has drawn up a policy and has advised that this should be used by Village Halls within the Epping Forest District, and should be attached to the Halls Booking Forms. A copy of the policy was attached to the agenda. A copy of this policy was forwarded to the Chairman of both the North Weald Hall and the Queens Hall Charity with a recommendation that this policy be used. The implications for Parish Council appointed Trustees may be relevant if the Policy is not used and those trustees should seek advice from Coleen O'Boyle, directly. Members noted that this issue had been placed before the Parish Hall at Thornwood Management Committee on 3rd November, and the Committee fully supported the inclusion of the policy. Councillors **AGREED** this policy should be attached to the hall booking forms going forward.

#### **C16.094 INSURANCE MATTER**

At the Planning Committee Meeting held on the 17<sup>th</sup> October, the Clerk advised Members that she had been instructed by the Parish Council's Insurance Company to notify Members (at the earliest opportunity) that a letter and claim form had been received from a No Win No Fee company of solicitors. An accident allegedly

happened on land situated on the Memorial Playing Field which is covered by the Queens Hall Charity's Insurance. The Clerk confirmed that all the relevant papers had been submitted to the relevant companies. The Parish Council's Insurance Company confirmed that the claim would be highly unlikely to be successful as this land was not under the control of the Parish Council. No further action was necessary by the Parish Council. Cllr Bartram confirmed the Charity were in receipt of this paperwork, however there was no further information at this time.

#### **C16.095 CCTV AT WEALD COMMON PLAYGROUND**

Members **NOTED** that the Clerk has received an email from North Weald Mums confirming that they now have all the funding in place to go ahead with the CCTV at the Play Area – this will include the contribution agreed by the Parish Council. It was **AGREED** the PFO would confirm exactly what this contribution was, as it was not to hand at the meeting.

#### **C16.096 NEIGHBOURHOOD PLAN STEERING GROUP**

Members **NOTED** that at the 24<sup>th</sup> October 2016 meeting of the Neighbourhood Plan Steering Group, Steering Group members agreed that in light of the recent legislative changes, the Parish Council should consider applying to alter the Designated Neighbourhood Area to include the excluded Hastingwood Area, subject to this not delaying the Neighbourhood Plan process. The PFO gave members a brief update on this issue, and it was **PROPOSED** by Cllr Bartram that an altered designated area covering the entire Parish should be applied for. This was **SECONDED** by Cllr Blanks, and unanimously agreed.

#### **C16.097 REMEMBRANCE SUNDAY EVENTS**

The Clerk provided Members with a full update on organisation progress of the Remembrance Sunday events, with Councillors noting that there is no Norwegian Defence Attaché nor Norwegian Airforce representatives in attendance, however Sue Keane, daughter of Inge Ovstedal, has kindly accepted the Chairman's invitation to lay the wreath this year, on behalf of the People of Norway, so they will be represented. Councillors **NOTED** the sad loss of Lt Col. Per-Egil Rygg and Lt Gen. Wilhelm Mohr who had both recently passed away, however noted that a wreath on behalf of the Parish had been laid at the state funeral. Cllr Mrs Grigg suggested a personal card of condolence should be sent from the Parish Council to Lt Col Rygg's family, and the close links between North Weald Bassett and Norway have in some way been cemented by Lt Col. Rygg over recent years. This was **AGREED**.

Cllr Mrs Godwin-Brown stated that the war memorial in the grounds of St Andrews Church needed cleaning, and suggested the Parish Council should make arrangements for this. Cllr Mrs Grigg confirmed the Parish Council has a history of financial supporting this memorial, and it was agreed the Parish Councils grounds maintenance contractor would be asked to complete these works.

#### **C16.098 FORTHCOMING EVENTS**

Councillors **NOTED** the following forthcoming events:

- 1) St Andrews Church is having a Church Event at St Andrews School on 19<sup>th</sup> December – please contact Father Rodley for further details. Cllrs Buckley and Tyler confirmed they would both do a reading at this event.

- 2) There will be a Carol Service & Lighting of the Christmas Tree in Thornwood Common Parish Hall on Sunday, 4<sup>th</sup> December at 4.00pm - with mince pies and mulled one. North Weald tree lights will be on the same time.
- 3) Committee Fund Raising Lunch Event at the Parish Hall Thornwood Common Sunday, 20<sup>th</sup> November from 12.30pm 'first come – first served basis'. 3 course meal. £7. Profit goes towards Defibrillator for Thornwood.
- 4) Hastingwood Village Hall Open Day – Sunday, 20<sup>th</sup> November 2pm – 4pm – Celebrate the opening of the completion of the new Extension – Mince Pies & Mulled Wine will be served – The Parish Council will have a stand there advising on the local plan, and this would be staffed by the PFO as the Clerk will be away.

**C16.099 EXCLUSION OF THE PUBLIC AND THE PRESS**

It was **AGREED** that due to the agenda containing Exempt (pink) pages, or an item needs to be discussed confidentially, 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.

**C16.100 FIRST REGISTRATION OF LAND**

Following the requirements of the Transparency Code, the Clerk had liaised with the Parish Councils Solicitor regarding the first registration of various areas within the Parish. Council **NOTED** that it may be that time needs to be spent going through the archives to obtain relevant documentation if needed, or Statements of Truth obtained.

Meeting closed 20.26

Date .....

Sign:.....