



**MINUTES**

**Meeting:** PARISH COUNCIL      **Date:** 6th November 2017      **Time:** 7.30PM

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

**PRESENT:**

**Councillors (12)**      A Buckley (Chairman), B Bartram, D Stallan, Mrs Grigg, Mrs S Jackman MBE, T Blanks, G Mulliner, B Eldridge, Mrs E Godwin-Brown, N Bedford, B Clegg, A Tyler

**Officers in Attendance (2)**

Susan De Luca - Parish Clerk  
Adriana Jones - Principal Finance Officer

**Members of the Public (3)**

**Members of the Press (1)**

**C17.093 ELECTION OF CHAIRMAN**

Following the death of the previous Chairman, Cyril Hawkins, a new Chairman was needed for the remainder of the municipal year. Cllr Eldridge **PROPOSED** Cllr Buckley as Chairman. The proposal was **SECONDED** by Councillor Mulliner. There being no other nominations, Councillor Buckley was duly elected as Chairman of North Weald Bassett Parish Council, following which the declaration of Acceptance of Office of Chairman of the Council was duly executed.

**C17.094 ELECTION OF VICE CHAIRMAN**

As Cllr Buckley was Vice Chairman, Councillor Stallan **PROPOSED** Councillor Eldridge as the new 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.

**C17.095 APOLOGIES FOR ABSENCE (2)**

**NOTED** that apologies for absence had been received from Councillors Harris and Spearman.

**C17.096 OTHER ABSENCES (0)**

None.

**C17.097 MINUTES**

The Minutes of the Meeting of the Parish Council held on 5th October 2017 were duly **AGREED**. Councillors also **NOTED** the Minutes of Environmental Meeting held on the 18<sup>th</sup> October 2017, and the Minutes of the Queens Hall Charity held on the 19<sup>th</sup> September 2017. Cllr Mulliner enquired as to why the Queens Hall Charity minutes were down for noting, to which the Clerk advised that as the Parish Council appoints Trustees to sit on the Charity, the minutes should be formally noted.

**C17.098 DECLARATIONS OF INTEREST**

Cllr Bartram declared a non pecuniary interest in agenda items 9 and 13 by virtue of being Chairman of the RBL and the Queens Hall Charity. Cllr Bedford and Cllr Mrs

Godwin-Brown declared non pecuniary interests in agenda item 9. Cllr Mrs Grigg declared a non pecuniary interests in agenda item 13 as she is a member of the RBL, and agenda item 14 as a District Councillor. Cllr Stallan declared a non pecuniary interest in agenda item 14 as a District Councillor. Cllrs Mulliner and Buckley declared non pecuniary interests in agenda item 13 as members of RBL.

### C17.099 QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman welcomed the three members of the public present, however there were no questions forthcoming.

### C17.100 COUNCILLOR VACANCY

Councillors **NOTED** that the Clerk had been advised by EFDC that following the death of Cllr Cyril Hawkins, Thornwood Common Ward, the relevant Notices of Vacancy had been posted and no request for an election had been received. The Council is therefore in a position to Co-Opt, and this would be an agenda item on the December agenda. Cllr Eldridge queried how long Cllr Harris had been absent, to which the Clerk had advised that she had liaised with Cllr Harris regarding his attendance, and due to a change in personal circumstances Cllr Harris was considering whether or not he was able to continue as a Councillor, and he would advise the Clerk before the 4th December meeting.

### C17.101 VACANCIES ON PARISH HALL COMMITTEE & QUEENS HALL CHARITY COMMITTEE

Members **NOTED** that there were a number of vacancies on the following committees:

- 3 on the Parish Hall at Thornwood Committee
- 3 on the Queens Hall Charity

Any Member who wished to be appointed to either was advised to contact the Clerk.

### C17.102 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

Date	Reported By or Action Initiated By	Regarding	Action Taken	Further Action Taken
OCT	CLERK/PFO	LOCAL PLAN	Ongoing/Continuing	Various Actions
OCT	Clerk/PFO	Neighbourhood Area Plan	Ongoing	Various Actions
OCT	CLERK/ SENIOR ADMIN OFFICER	REMEMBRANCE SUNDAY EVENTS	Ongoing	VARIOUS ACTIONS
OCT	SENIOR ADMIN OFFICER /CLERK	PARISH HALL	Ongoing	ADMIN
OCT	SENIOR ADMIN/CLERK	CEMETERY	Ongoing	Various Cemetery Matters
OCT	CLERK	SOLICITORS	ONGOING	FIRST REGISTRATION OF LAND
OCT	CLERK	DEFIBRILLATOR	INSTALLATION	VARIOUS ADMIN
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life, RCCE OYSTER MAGAZINE				

The Clerk advised that the Police, Fire and Crime Commissioner was holding a public meeting on 20th November 6.30pm to 8pm at Epping Forest District Councils offices in Epping. This had been advertised on the Parish Councils website and Twitter page.

The meeting was for members of the public to give their views on policing in the area. In addition, the Police, Fire and Crime Commissioner was completing a survey to establish how Essex residents felt about upping the precept for more policing.

Members were advised that Greenacres would be doing a Christmas Service on a Sunday in December (date TBC).

### C17.103 REPORTS AND MEMBERS REPORTS

a) **Chairman's Report** - The Chairman advised that historically at this time of year, Cyril Hawkins would undertake the task of gaining support for the Children's Christmas Party at Norway House, and with Councillors approval he would like to continue this. This year's Christmas Party would be on 19th December late afternoon, and the Chairman would be attending. Over the next few weeks, the Chairman would be inviting Councillors to contribute towards this event, and he would liaise with Norway House regarding how the support should be received. As usual, Farther Christmas would also be present and the Chairman had already made these arrangements.

Councillors **NOTED** that the Chairman's name board had been removed in order that it could be updated, however an additional board would be needed which the Clerk was organising.

b) **Vice-Chairman's Report** – Cllr Eldridge reported that the horses on Mill Street seemed to have disappeared.

c) **District and County Councillors Report** – Cllr Mrs Grigg advised that there have been some discussions with Officers and Members regarding the housing allocation for North Weald, however she would not be taking any questions on this. Cllr Mrs Jackman asked about the revision of the housing allocation policy, to which Cllr Mrs Grigg stated she would not be taking any questions, however Cllr Stellan stated this was referring to a different agenda item.

Cllr Bedford advised that he had just come back from a safeguarding meeting, and two issues came up which he wanted to report. The first was that vulnerable persons had been identified at Epping Car Wash, and the second was an issue at North Weald Airfield and that somebody has been arrested in France for running an operation backward and forward transporting people illegally into the Country charging £10,000 per person.

d) **Councillors Reports** – Cllr Mulliner reported that each year the Environmental Committee plant daffodils, and this year planting will take place at various locations within Hastingwood. Planting will take place next week, and volunteers to assist would be welcomed. Cllrs Tyler, Eldridge, Grigg, Bartram, and Buckley offered to assist.

e) **Neighbourhood Plan Monthly Update** - Councillors **NOTED** that the North Weald Bassett Neighbourhood Plan website was now live, and a copy of the leaflet entitled 'What's it all about' was tabled for members. In light of the Governments current consultation, the Neighbourhood Plan Steering Group focus has shifted at this time, and their current focus is to try and raise awareness about the Local Plan, and the importance of the Local Plan being found sound. Some interesting articles had already been placed on the website. The Neighbourhood Plan Steering Group

has decided that they will be speaking to developers, however this won't be until after 14th December. The Clerk advised that both herself and the PFO had met with Officers and Councillors at EFDC during which the Clerk passed on the urgent need for infrastructure in North Weald, and that the feedback to date from the Neighbourhood Plan Steering Group was that getting the appropriate and much needed infrastructure was of prime importance when allocating land for development in North Weald Bassett. Also at this meeting, the Governments current consultation was discussed, as was EFDCs need to get the Local Plan through to examination in public prior to 31st March 2018, and EFDC members were advised that the Neighbourhood Plan Steering Group website was up and running and that this was acting as an information tool for local residents.

The Clerk advised that all members should take the time to watch the Chancellors budget on 22nd November as it may include possible changes to the Green Belt, and if so this would have an effect on the Neighbourhood Plan. Members **NOTED** that this is a fast moving subject, and the 14th December meeting at EFDC was an extremely important meeting and the Clerk urged as many Councillors as possible to attend (meeting start time 6pm).

#### **C17.104 FINANCIAL REPORTS**

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

Councillors **NOTED** and **AGREED** the statement of accounts and payments for the months of 31st October 2017.

##### **b) Internal Audit**

Members **NOTED** that Stuart Pollard – the Council's Internal Auditor - will be in attendance on Wednesday 29<sup>th</sup> November to carry out the Council's Interim Audit for 2017/2018.

#### **C17.105 REMEMBRANCE SUNDAY EVENTS**

Members **NOTED** that all organisation was on schedule for the Remembrance Sunday events. There will be 35 wreath layers in total, and a Dedication of the Bench at the rear of the Debt of Honour will take place immediately following the event. Mrs Shirley Hawkins was laying the community wreath this year. There is one Airman from the Royal Norwegian Air force in Bodo who would be flying over specifically for this event. Three Norwegian veterans would be joining Arthur Moreton for the event. It was also expected that Alex Burghart MP would also be attending the meal, however could not stay for the duration. The event will be sponsored by Greenacres. Cllr Stallan asked if a plan B was in place should the Debit of Honour not be able to be used, to which the Clerk advised that if this was the case the wreaths would be placed in front of the stone.

#### **C17.106 EPPING FOREST DISTRICT COUNCIL LOCAL PLAN**

It was **NOTED** this was covered earlier in the agenda (minute number C17.103(e)).

#### **C17.107 DEFIBRILLATOR**

It was **NOTED** that the Clerk had received notification from the Vets in North Weald that they were not willing to place the defibrillator outside their property. As such, the Clerk had written to the Chemist asking if they would be willing to consider this, however no response had been received as yet. Cllr Bedford stated that if this fails,

perhaps the telephone box outside the shops could be a good possibility, and it may be worth contacting BT to find out. The Clerk advised that the Defibrillator that had been suggested (if outside) may need to be housed in a heated cabinet and as such this would not be possible in this BT phone box. Cllr Tyler suggested the Methodist Church opposite. The Chairman agreed this may also be a good location. Cllr Eldridge asked if the Hastingwood area was covered by the one in the hospice, to which the Clerk stated she was unsure, however in the future it was hoped that a Defibrillator could be sourced for the Hastingwood area if needed. Cllr Eldridge advised he would check with St Clare's. Cllr Clegg stated that if needed he was more than happy to see if he could liaise with the Elders at the United Reform Church regarding a contact for the Methodist Church. There was discussion as to whether or not the Methodist Church was covered by the CCTV, to which it was confirmed it was not, however the Chairman stated that it may be possible that the camera angle could be altered slightly.

#### **C17.108 LIMES SURGERY AT WHEELERS FARM GARDENS**

Members **NOTED** the response from the Limes Medical Centre to the Clerks letter asking what was happening with regard to the closure of the Surgery at Wheelers Farms Gardens, and as to when it was going to re-open. Cllr Mrs Jackman stated that she objected to the response stating it was inadequate and quite pathetic, and that she didn't believe the surgery had no idea as to how long the works would take. Cllrs Mrs Jackman suggested a further letter should be written stating that the residents of North Weald want the surgery back up and running as soon as possible. Cllr Tyler stated that it was his understanding that the surgery was closed because of the level of objection by local residents to the parking problems in this area, and that he supported Cllr Mrs Jackman as this was a services needed by local residents. Parking was never really an issue, however since the surgery opened full time, parking became a problem. Cllr Bedford suggested the letter should ask for information in terms of timings, stating that the Parish Council was not happy with the response asking for a breakdown on what works are being carried out, the timescale, what contractor has been appointed, and a contact for the NHS Trust. Cllr Mrs Godwin-Brown stated that in the letter they were blaming NHS England, and the letter should suggest that the Limes should put pressure on NHS England and state the reason why. It was **AGREED** that the Clerk would write back stating that the Council were very concerned at the length of time it is taking to complete the works, and ask for an update on how long works were expected before the surgery would reopen. Cllr Stallan suggested the letter should invite the representative who wrote the letter to attend a future Parish Council meeting to answer members concerns.

#### **C17.109 GARDEN AT THE PARADE OF SHOPS**

Members **NOTED** that the Clerk was concerned that the removal of the Telephone Box by BT which is adjacent to the new garden which was expected to be removed in October 2017 had not yet been carried out. Following lengthy research, it is now understood that the Parish Council will need to make an official complaint to OFCOM. Members **AGREED** the Clerk should start the official complaints process.

#### **C17.110 DATA PROTECTION ACT – DATA PROTECTION TRAINING – DATE SUITABLE FOR ALL MEMBERS 2018**

Members were advised that following the Data Protection Audit which was carried out on the 9<sup>th</sup> August, the results of which were advised to Members at the October

meeting, it was necessary for training to be undertaken by all Councillors together with anyone from the Council Committees who handled sensitive information. The Clerk advised that members of the Parish Hall at Thornwood committee had also expressed a desire to attend. It was **AGREED** that a date should be arranged on a Saturday in either February or March 2018.

#### **C17.111 PARLIAMENTARY BOUNDARY CHANGES**

Members **NOTED** that details of the proposed Parliamentary Boundary change from Brentwood and Ongar to Harlow could be seen via the following link. <https://www.northweald-pc.gov.uk/news/parliamentary-constituency-mov/>. A copy of the map showing the proposed boundary change was also attached to the agenda. It was **NOTED** this would be a move back to Harlow. It was **NOTED** that Thornwood Parliamentary constituency would not change.

#### **C17.112 INVITE TO ATTEND A MEETING WITH ALEX BURGHART, MP ON 17<sup>TH</sup> NOVEMBER AT JUBILEE PARK PAVILION ONGAR**

Members have been invited to attend this event on Friday 17<sup>th</sup> November between 9.30am 11.00am, and were asked to advise the Clerk if they wished to attend.

#### **C17.113 REQUEST FROM ROBERT HALFON MP, FOR AN ITEM TO BE SUPPORTED BY THE PARISH COUNCIL AND TO GO FORWARD TO ESSEX COUNTY COUNCIL LOCAL HIGHWAYS PANEL**

Members **NOTED** the email from Robert Halfon, MP's Office. An email had been received from a local resident, and a number of other residents had expressed their concern about Hastingwood Road being used as a rat run. Councillors **AGREED** they wished to support this item as a Local Highway Panel item for consideration. It would also be extremely helpful if Robert Halfon would support it. Cllr Eldridge advised that Mr Halfon had been very supportive of Hastingwood. It was also suggested that funds via the Latton Priory development could be sourced towards traffic calming measures. The Clerk advised that money had been asked for towards a pathway following the Darlington Development, however this had not been agreed.

#### **C17.114 SPEEDING THROUGH THE LOWER FOREST**

Councillors **NOTED** that the Clerk had received a number of requests from local residents in relation to getting the speed limit through the Lower Forest and along Woodside lowered. This area was also supported by County and District Cllr Chris Whitbread. Cllr Stallan stated that this was raised at Overview and Scrutiny when the Corporation of London attended concerning why certain areas had reduced speed limits imposed and not others, and suggested that should the Council support this proposal, the Corporation of London should also be written to asking them to support the reduction as it would be them who need to put the pressure on for reduction. Councillors **AGREED** they wished to support this being put to the Local Highways Panel for consideration.

#### **C17.115 EFDC CONSULTATION – REVIEW OF THE COUNCIL'S HOUSING ALLOCATION SCHEME**

Councillors **NOTED** that EFDC was consulting on the above, a copy of which was attached to the agenda. Also attached was a letter which detailed the six main changes to the scheme. The deadline for comments is Tuesday 2<sup>nd</sup> January 2018. Cllr Buckley advised that there was a fair amount to go through, however in his opinion the

changes seemed to tighten up the criteria for people getting local housing which he supported. Cllr Mrs Jackman expressed her concern at the penalty for refusing two offers of accommodation, suggesting that this should perhaps be qualified on the specific reason for refusal. Cllr Stallan stated that there were many reasons why people would refuse an offer of what would be deemed suitable accommodation as per their banding, and it should be remembered that housing was in short supply. Refusing an offer of suitable accommodation delayed the process of a property being let, and not only did this mean an empty property, but also depriving the HRA of receiving income for that property. Cllr Stallan advised that it was extremely hard to justify what a reasonable excuse would be.

### **C17.116 NORTH WEALD BASSETT PARISH COUNCIL CEMETERY – OPENING OF SECTION TWO**

Members **NOTED** that this had been agreed by the Environmental Committee that the formal opening of section two of the Cemetery would take place on Wednesday 10<sup>th</sup> January 2018 at 11am. This would be an informal opening, with invites to be sent to all Councillors and the Vicar of St Andrews. Cllr Stallan stated that as Parish Councillors this asset should be fully promoted, and suggested this should in fact be a formal opening and a recognised event to which people are formally invited to attend.

Cllr Mrs Grigg suggested the area should in fact be named, rather than it being called section 2. After discussion, it was **AGREED** that the area should be named the Meadow-Brook section. It was **NOTED** that the area was already consecrated ground. Cllr Mulliner advised that this area would be strictly enforced as a Lawn area so no permanent markers or objects were permitted to be placed on graves at this section. It was **AGREED** that the following should be invited to the formal opening:

- All the funerals Directors the Parish Council deals with
- Lord Lieutenant
- Chairman of both EFDC and ECC
- Burial Park
- All District Councillors
- All County Councillors
- Robert Halfon MP
- Farther Rodley
- The Press
- Various North Weald Bassett groups and societies, such as the WI

There would be a small reception after the event, however in light of the now formal nature of the event, a different venue and time would need to be agreed. The Clerk would establish if the Parish Hall at Thornwood was available for 1pm on that day.

### **C17.117 FIRST REGISTRATION OF LAND**

The Clerk advised that the process was almost completed, with two statements of truth signed by her as Clerk the previous Friday. These need to be logged with Land Registry when everything has been finalised.

### **C17.118 EVENTS FOR COUNCILLORS DIARIES**

- Celebration Evening and Talk affordable Counselling 7th November
- Afternoon Tea event Hastingwood Village Hall 19th November
- Christmas Tree Lighting North Weald 10th December

- Extraordinary Council meeting EFDC 14th December 6pm
- Thornwood Christmas Tree Lighting and carol service 16th December

**C17.119 CLOSURE OVER CHRISTMAS AND NEW YEAR PERIOD**

It was **AGREED** that the Parish Council Office will close at 1.15pm on Wednesday 20<sup>th</sup> December 2017 and re-open on Wednesday 3<sup>rd</sup> January 2018. Staff will take the relevant annual leave over this Period. However the Clerks mobile phone will be on for emergencies and for Funeral / Cemetery purposes. Notices will be placed in Village Life and on the library doors / Parish Council Notice Boards giving these detail including the Clerks Emergency Contact Number. Details will also be on the Parish Council answer phone.

**C17.120 EXCLUSION OF PUBLIC AND PRESS**

As proposed by the Chairman, it was **AGREED** that 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.

**C17.121 ALTERNATIVE NAME FOR NEW HOUSES AT QUEENS ROAD**

The Clerk directed councillors to the report attached to the agenda received by Paul Pledger, Assistant Director of Communities and Housing at EFDC. Councillors recalled that this Parish Council had put forward the suggestion that the new Queens Road development should be called Elizabeth Court. The Clerk showed a short 4 minutes video to Councillors regarding the naming of other Council properties in the District, for example the newly named John Scott Court. Councillors supported the suggestion as per the documents attached to the agenda for an alternative name. Cllr Stallan stated that any name should be clearly marked at the top of the entrance to the new houses (at its point with Queens Road), and that the Parish Council should write a formal letter to the Chairman of the Councils house building committee asking her to withdraw what was originally agreed. It was **AGREED** that the Clerk would liaise with Paul Pledger in the first instance expressing this Councils support for the amendment.

Meeting closed

Signed .....

Date .....