



MINUTES

Meeting: PARISH COUNCIL

Date: 5th October 2017

Time: 7.30PM

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

PRESENT:

Councillors (10) A Buckley (Acting Chairman), B Bartram, D Stallan, Mrs Grigg, R Spearman, Mrs S Jackman MBE, T Blanks, G Mulliner, B Eldridge Mrs E Godwin-Brown

Officers in Attendance (2)

Adriana Jones - Principal Finance Officer (meeting clerk)
Joanna Tyler - Senior Administrative Officer

Members of the Public (4)

Members of the Press (1)

Following the death of Cllr Cyril Hawkins, Chairman of the Parish Council, a 1 minute silence was observed by all present.

C17.077 APOLOGIES FOR ABSENCE (2)

NOTED that apologies for absence had been received from Councillors Tyler and Clegg.

C17.078 OTHER ABSENCES (2)

Cllr Bedford and Cllr Harris.

C17.079 MINUTES

Following one amendment made by Cllr Grigg, the minutes of the Parish Council meeting held on 4th September 2017 were *AGREED*.

C17.080 TO RATIFY THE ITEMS FROM THE MEETING TO DISCUSS ARRANGEMENTS FOR THE 2017 REMEMBRANCE SUNDAY EVENTS 

Cllr Mulliner stated that his apologies which were given for this meeting had not been noted. Subject to this amendment, Members *RATIFIED* the items agreed at the Remembrance Sunday meeting. *PROPOSED* Cllr Stallan, *SECONDED* Cllr Bartram. The meeting Clerk provided a very quick update as follows:

- *Wreaths Arrived*
- *Lieutenant Colonel Henning Hansen Homb, Commanding Officer of Bodo Group 132 Air Wing has confirmed his intention to attend this year.*
- *Dedication of bench - to be included in invite - Arthur Moreton dealing with*
- *H&S are underway to Jet wash pathway*
- *Provision of Plan B if debt of honour not available for use is to lay wreaths by Norwegian stone*
- *Shirley Hawkins community wreath*
- *Notice on bench belonging to Mrs Ramsay saying 'private property - not available for use*
- *Luncheon moved back to 1.30 due to dedication of bench*
- *Roast beef and Yorkshire pudding confirmed*

- *Hall booking confirmed*

Cllr Mulliner confirmed he would contact the Singer to advise that her services were no longer needed.

Cllr Stellan enquired as to if Cllr Buckley as Acting Chairman (and Vice Chairman) be able to wear the Chairman's chain at the event. The meeting Clerk stated that as Acting Chairman, Cllr Buckley will be asked to wear the Chain. The meeting Clerk confirmed that invitations would be sent out Friday 6th and Monday 9th October.

C17.081 DECLARATIONS OF INTEREST

Cllr Spearman declared a pecuniary interest in any items relating to the Local Plan. Cllr Stellan declared a non pecuniary interest in agenda item 10 - Citizen of the Year - stating he would abstain from any vote should there be a nomination put forward.

C17.082 QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman welcomed the members of public present, noting that three were present to discuss agenda item 13 - Defibrillator for North Weald. It was AGREED that this item could be brought forward for discussion.

C17.083 DEFIBRILLATOR FOR NORTH WEALD

Councillors *NOTED* that on 18th September, the Parish Office received a telephone call from a representative of The Healing Group based at North Weald Village Hall, regarding fund they have raised for a defibrillator. The Parish Office was informed that the Healing Group would like the Parish Council to purchase a defibrillator on their behalf, which they would then like to donate to the community. The representative of the Healing Group advised that the late Chairman of the Parish Council had verbally agreed that the Parish Council would take on board the administration associated with the purchase and installation of a defibrillator. It was the representative's understanding that the Chairman had received a verbal agreement from North Weald Veterinary Surgery to locate the defibrillator on the outside wall of the surgery. The Clerk to the Council was not aware that this discussion between the Chairman and the Healing Group had taken place.

The meeting Clerk read out the letter received. The Chairman invited the Healing Group to address the Council. The Healing Group representative stated that the donations received had all been from members of the local community, and that she had been in contact with Cllr Hawkins for around 16 months, and it was Cllr Hawkins who stated he had secured a place on the side of the Vets. The representatives confirmed the money for a defibrillator was now available and the group were willing to pass this over to the Parish Council to fund this defibrillator. Cllr Buckley thanked the representative for her address, and advised Councillors that following his conversation with the Parish Clerk, the Vets had now declined to offer to place said defibrillator on the wall due to need for a electricity supply to be drilled through the wall. Cllr Buckley confirmed that after going through the process with Thornwood, it was important for everybody to understand that there were a number of issues relating to securing a defibrillator, and that Councillors should consider this when voting on whether to move forward with this project. The meeting Clerk stated that it was not her intention to take away from the fantastic hard work, time and effort made by The Healing Group for raising the full funds needed to purchase a defibrillator, but that it

was essential the Council understood there were a number of responsibilities that come with purchasing a defibrillator, including staff time, ongoing financial cost, maintenance, training, and H&S legal responsibilities, and that this should be considered should the Council decide to progress this project.

Cllr Eldridge asked if there was any mention at all of a defibrillator for Hastingwood, stating that the Hospice probably already have one, or if not this would be suitable location.

The Chairman asked if the Council would like accept this donation from the Healing Group, and as such take on the responsibility for sourcing a location to site the defibrillator and accept all the responsibilities that go with it. Cllr Eldridge **PROPOSED** this donation be accepted and the Council takes on all the relevant responsibilities. This was **SECONDED** by Cllr Jackman. A vote was taken and all were in agreement.

The Chairman thanked The Healing Group for all their effort, confirming it was a great achievement on their behalf.

Cllr Grigg suggested a photograph of the cheque being handed over or at the time of publicity would be a good idea. This was **AGREED**.

C17.084 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

Councillors **NOTED** the Clerks report as attached to the agenda.

- Clerks and Councils Direct
- 24th June 2018 group of Thornwood residents planning Thornwood Village Open garden event to raise money for St Claire hospice, and would like to ask formal permission from the Parish Council that any visitors can use the hall car park between 11am and 4pm Sunday 24th June. This was **AGREED**.
- Email received from Ben Gibson, Youth Services Manager YMCA Chelmsford asking if he could attend a Parish Council meeting to discuss the youth provision they deliver in other parishes across Essex, confirming that they offer tailor-made Youth provision to meet with needs to each community. Councillors **AGREED** they were happy for Ben to achieve a future Parish Council meeting, stating that were a complete lack of youth facilities in the village and it would be interesting to hear what he can offer.
- Lorry at Vicarage Lane - The meeting Clerk advised that this issue had raised a lot of public concern, and that EFDC had advised it would cost between £6,000-£15,000 to remove the trailer which contained dumped asbestos, however no date for removal had been set. EFDC, ECC, Environment Agency, and the Police are all aware of this issue. Cllr Eldridge' expressed concern about the fly tipping in Hastingwood that seems to be being ignored.
- RCCE Village Hall community building conference Saturday 14th October 2017
- Data Protection training for Councillors would be organised over the next few months.

C17.085 REPORTS AND MEMBERS REPORTS

b) **Chairman and Vice-Chairman's Report** – Cllr Buckley asked that thank were recorded for the huge effort of the Parish Staff following the huge trauma suffered

over the past 3-4 weeks by both the Parish Council and the Clerks family bereavement.

- c) **District and County Councillors Report** – No reports, as covered elsewhere in the agenda.
- d) **Councillors Reports** – None
- e) **Environmental Issues** – No report.
- f) **Neighbourhood Plan Monthly Update** - had meeting 23rd September, very well attended, although the event was originally planned just for community groups and organisations, however a few days before the event there was concern that hardly any groups had confirmed their attendance. As such, the decision was taken to open this event up to the public, and this was publicised via EEF. Some misdirected anger at the NP for the housing numbers for the area (Local Plan) and the amount of affordable housing being proposed. Awareness was raised. Three further events later in the year. 19th November HW, 1st Dec Thornwood, 2nd December North Weald. Group getting together to organise these events. However, in light of the Government's consultation later in the agenda, and EFDC's decision to progress the NP, the NP SG will need to seriously consider how it wishes to progress in the short term.

C17.086 FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

Councillors **NOTED** and **AGREED** the statement of accounts and payments for the months of 30th September 2017.

b) Changes to Bank Signatories

- i. Councillors **APPROVED** the removal of Cyril Hawkins and Cllr Blanks as Signatories on the Unity account. **PROPOSED** by Cllr Stallan, and **SECONDED** by Cllr Buckley.
- ii. Councillors **AGREED** that Cllr Mrs Jackman and Cllr Mulliner would be new signatories on the Unity account.

c) Annual Return 2016/2017

Councillors **NOTED** the findings of the 2016/2017 Annual Return / External Audit as attached to the agenda. A copy of the notice of conclusion of audit has been published in accordance with the required guidelines. Council **CONSIDERED** any matters raised, noting that the issue raised had already been dealt with at a previous Parish Council meeting.

C17.087 EPPING FOREST DISTRICT COUNCIL - CITIZEN OF THE YEAR CIVIC AWARDS 2018

EFDC's Citizen of the Year Award recognises people in the community who make positive changes in the District. Councillors **CONSIDERED** if they wished to nominate an individual over the age of 18, or a team, who they feel make a real difference noting that each nomination will require a proposer and seconder. The closing date for applications was Friday 24th November 2017. The meeting Clerk advised that there had been one suggestion that Cyril Hawkins received a posthumous nomination for the work he has done for the community over the past 40 years or so, however clarification was needed as to if such nominations were acceptable. Cllr Mulliner stated that it was his understanding that Councillors could not be nominated. Cllr Stallan stated this was definitely the case for District Councillors, in that they could not be nominated. It was **AGREED** that the meeting Clerk would ascertain if

the nomination of Cyril Hawkins was acceptable to the terms of the awards, and if so that Cyril Hawkins be nominated for the EFDC Citizen of the Year Award by this Parish Council.

C17.088 EPPING FOREST DISTRICT COUNCIL LOCAL PLAN

a) INFRASTRUCTURE DELIVERY PLAN – MEMBER WORKSHOP REPORT

Councillors **NOTED** the short report following the Infrastructure Delivery Plan member workshop that was held on Saturday 8th July 2017, a copy of which was attached to the agenda. The event was well attended by District Councillors and representatives of all Parish and Town Councils across the district. The report provides a summary of the event and the findings. Cllr Blanks expressed his dismay at the content of the report, stating that it flies in the face of whatever will happen in the Local Plan in terms of the substantial expansion of the numbers of both housing and people expected in the Parish. It was well known that we are an aging population, and that the Parish demographic will change as such, however the suggested infrastructure to be implemented is for cycle paths and for people to ride bikes, and that car journeys should be limited. Cllr Blanks stated there were no other solutions in terms of infrastructure proposed. Cllr Mrs Godwin-Brown stated that she disagreed, in that if you have a good cycle infrastructure many elderly residents would enjoy riding a bike, and that this was good for your health. The meeting Clerk advised that it was her understanding that a new Masterplan would be completed for North Weald next year, and that as part of this the provision of cycling routes between and within 'places' would be considered, and that stakeholders would be consulted on this. Cllr Blanks expressed his concern and the number of consultations that have, or are, taking place, stating that people are simply fed up with them. Cllr Mrs Grigg reminded members that the responsibility for roads lies with Essex County Council and Highways England, but that doesn't stop EFDC saying we need a new road and this being recorded.

b) GOVERNMENT CONSULTATION - PLANNING FOR THE RIGHT HOMES IN THE RIGHT PLACES - DEADLINE 9 NOVEMBER 2017

Councillors **NOTED** a new consultation on the Governments proposals to introduce a standard method / approach to assessing 'local housing need'. Currently, the Local Planning Authority (in our case Epping Forest District Council) establishes this itself by assessing a number factors. In the Draft Local Plan, the District Council stated that its Objectively Assessed Housing need was 11,400 for the District which includes some development on the periphery of Harlow.

The government intends to introduce a standard method made up of three components.

- Demographic Baseline
- Market Signals
- Cap to limit increase

With this proposed new method, Epping Forest District Council would establish the demographic baseline by way of the Office for National Statistics growth projections. This would set the annual average household growth over a 10 year period. This would be regarded as the **minimum local housing need**.

The Government feels that projected household growth itself is an insufficient indicator of demand, and that assessing an appropriate level of housing must address the issue of affordability. It therefore intends to introduce a calculation (median affordability ratio) which is then used to adjust household projections. This compares the median house price (based on all houses sold on the open market in a given year in a local authority) to the median earnings (based on full-time earnings for those working in a local authority area).

Example

Average house price in a specific area - £400,000.

Average earnings in a specific area - £30,000

The average house price is 13 times higher than the average earnings.

The overall housing need figure would be calculated as follows:

Local Housing Need = (1+adjustment factor) x projected household growth.

This has been applied to Epping Forest, and the 514 houses per year that need to be built over the next 10 years (figure sourced by Epping Forest District Council) would be increased to 923. This is a 79.5% increase.

The Government does intend to cap the level of any increase according to the current status of the Local Plan. For those authorities that do not have an adopted local plan (such as EFDC) the new housing need figure would be capped at 40% above whichever is higher of the projected household growth (as detailed in the Office for National Statistics) or the annual figure set in their current local plan.

The Government also states that they intend to introduce this method for any authorities who fail to have an up-to-date plan in place after 31st March 2018. If this is the case for Epping Forest District Council, it would not be able to factor any land constraints (e.g. Green Belt) into the baseline for establishing their five year land supply. However, the Government also states that it intends to introduce a 'transitional' arrangement, and that if by 31st March 2018 a Local Plan has been published but not yet submitted, the Local Planning authority can continue with its current plan preparation.

Epping Forest District Council is fully aware of the potential impact these measures could have on growth in the District, and Eleanor Laing MP is actively engaging with the Secretary of State for Communities and Local Government to express her deep concern at how a 'one size fits all' approach is not suitable for the Epping Forest District. Epping Forest District Council has agreed to accelerate the delivery of the Local Plan to make sure it is submitted before 31st March 2018, as this is perceived as the best way to protect the loss of any further green belt or green open spaces.

Cllr Stallan stated that a meeting has been arranged for 14th December 2017 starting at 6pm at the District Council offices at which the Local Plan will be discussed and voted upon. Cllr Grigg stated it was a challenging timeframe, and if EFDC do manage meet the 31st March 2018 deadline, the Plan would still need to be passed as sound by an inspector. Cllr Stallan said that his wish is that all 58 members would have a chance to speak, and that he had indicated with officers that due to the expected length of the meeting, as much as possible he did not want any yellow supplements on the night.

The meeting Clerk asked if EFDC would be doing anything to publicise to local residents the importance of the Local Plan going through by 31st March 2018, and the consequences if it doesn't. Cllr Stallan stated he was unsure, but that he understood this was on the EFDC Cabinet Agenda for the following week and that he would raise that exact question.

C17.089 DOCTORS SURGERY IN NORTH WEALD

Members NOTED that the Clerk had received a letter from a local resident formally asking the Parish Council if it could obtain some clarity as to what is happening with the Doctors Surgery in North Weald. It is understood that earlier this year, patients of the Limes Medical Centre who are resident in North Weald had been advised that from May 2017 two full time doctors and a nurse would be housed in the North Weald Surgery and that North Weald residents could no longer be seen at the Limes Centre itself. This was in fact implemented, with the North Weald Surgery opening full time. However, in July residents were advised that the North Weald Surgery would be closed for 'a couple of weeks' for decorating/improvements. The Surgery remains closed at this time. The resident has tried to obtain clarification from The Limes Medical centre who simply state that 'nobody knows'. The website states that 'due to preparation for refurbishment, North Weald Surgery will be closed from 10th July until further notice'. It was **AGREED** that the Clerk take up this matter to try and establish what the future holds for the North Weald Surgery. Cllr Mrs Jackman suggested the Clerk should also write to the CCG regarding this.

C17.090 PETITION RECEIVED FROM RESIDENTS OF PRINCES CLOSE, NORTH WEALD

Members NOTED that the Clerk had received a copy of a letter and petition from residents of Princes Close, North Weald, regarding the resurfacing and maintenance of Princes Close. The letter and petition is also addressed to ECC Cllr Jackson and Essex County Council. Councillors **NOTED** that the responsibility of maintaining the Highway lies with Essex County Council as the Highway authority for Essex. It was **AGREED** that the Parish Council would support the residents with this issue, and that Cllr Jackson should be contacted and asked to advise the Parish Council of the outcome of this issue.

C17.091 DATA PROTECTION ACT – DATA PROTECTION AUDIT

As reported at a number of previous Parish Council meetings, the Office Staff have been working towards ensuring the Parish Council are fully and adequately prepared for the new General Data Protection Regulations (GDPR) that will come into force in the UK from 25 May 2018. To this end, the office staff have attended a number of courses on this matter, and a full Data Protection Audit was conducted on 9th-10th August 2017. A copy of the report following this audit was attached to the agenda. The report highlights a number of issues that will need to be addressed. The Information Commissioners Office has emphasised the need for public bodies to adequately plan and prepare to meet the requirements of the GDPR ahead of May 2018 and beyond. Councillors were asked to **NOTE** the content of the report at this time, and to **NOTE** that further work and action is required to ensure the Parish Council complies with the GDPR as at 25th May 2018, the details of which will be put to Council at a forthcoming Parish Council meeting.

C17.092 VEXATIOUS AND PERSISTENT BEHAVIOUR 

Councillors **CONSIDERED** adopting the following Vexatious and Persistent Behaviour policy:

We will always treat you with respect and we expect staff to be treated the same way. Rude, violent or abusive behaviour towards staff will never be tolerated. If we consider behaviour to be unreasonable or vexatious, we will explain why and request the complainant modifies their behaviour and warn them that contact will be restricted if it continues. This includes behaviour such as refusal to follow the appropriate process, an aggressive style of communication, repeatedly contacting officers and councillors unnecessarily, and refusing to accept a decision without providing any necessary or new evidence. If it appears to the Parish Council that a complaint continues to be trivial, vexatious, repetitive or frivolous, no further correspondence related to it shall be entered into by members of officers.

Cllr Stallan confirmed he supported the adoption of this policy, however suggested an amendment to include the provision for Parish Council members being made aware ASAP of any issues that have been deemed vexation under this policy, stating it was important councillors were made aware if such a decision is made by Officers. Councillors should be made aware in the first instance by email, and subsequently by post.

It was **AGREED** to adopt this policy, subject to the amendment suggested by Cllr Stallan being written into the Policy.

Meeting closed 9pm

Signed

Date