



MINUTES

Meeting: COUNCIL

Date: 1st October 2018

Time: 7.30PM

Venue: North Weald Library, North Weald

PRESENT:

Councillors (11) A Buckley (Chairman), G Mulliner, R Spearman, T Blanks
B Bartram, A Tyler, Mrs A Grigg, Mrs M Crosby, Mrs S Jackman
B Eldridge, B Clegg

Officers in Attendance (2)

Susan Deluca - Clerk
Adriana Jones - Principal Finance Officer

Members of the Public (3)

Members of the Press (1)

C18.095 APOLOGIES FOR ABSENCE (3)

Apologies from Cllrs Bedford, Stallan and Mrs Godwin-Brown.

C18.096 OTHER ABSENCES (0)

None.

C18.097 MINUTES

The minutes of the Parish Council meeting held on 3 September 2018, and the Extraordinary Meeting on 20th August were **AGREED**. Councillors **NOTED** the Minutes of the Meeting of the Parish Hall at Thornwood held on 6th September 2018. Even though a copy of was tabled, it was **AGREED** that the notes from the Meeting between District & Parish Councillors held on 24th September 2018 would be placed on the November agenda.

C18.098 DECLARATIONS OF INTEREST

Cllr Spearman declared a discloseable pecuniary interest in any item concerning the Local Plan or Neighbourhood Plan. Cllrs Mrs Grigg, Bartram, Buckley, Blanks and Mulliner declared non pecuniary interests in agenda item 11 - Remembrance Sunday - by virtue of being members of the Royal British Legion. Cllrs Bartram and Eldridge declared non pecuniary interests in agenda item 14 - Hastingwood Village Hall - by virtue of being members of Village Hall Committee.

C18.099 QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman welcomed those members of the public who were present. Mr Buttle from Quinn Estates advised he was happy to qualify any issue concerning the Local Plan.

C17.100 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

Members **NOTED** the following Clerks Report:

Date	Reported By or Action Initiated By	Regarding	Action Taken	Further Action Taken
JULY & AUG	PFO	NPSG	QUESTIONNAIRE – Numbers Analysis, Character & Heritage Assessment	CONTINUING
JULY & AUG	CLERK & SENIOR ADMIN OFFICER	FIRST REGISTRATION OF LAND	Ongoing/Continuing	SOLICITORS & RESEARCH
JULY & AUG	SENIOR ADMIN OFFICER /CLERK	PARISH HALL	Various Actions	Including Maintenance Issues/Various Matters
JULY & AUG	ALL STAFF	PLAY AREAS	VARIOUS ACTIONS	MAINTENANCE ISSUES & Annual Inspections
JULY & AUG	PFO/CLERK	ALLOTMENTS	Queens Road & WFG Thornwood	Various Matters
JULY & AUG	CLERK & PFO	DEFIBRILLATOR	Deployment in North Weald	VARIOUS ONGOING ADMIN & INSTALLATION – EXPECTED END OF SEPTEMBER
JULY & AUG	CLERK/SENIOR ADMIN OFFICER	MEETING	EFDC procedures	Death of a Prominent Person - Ongoing
JULY & AUG	PFO	ACCOUNTS	ONGOING	ONGOING
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life, Various Periodicals, RCCE OYSTER, EALC NOTICE OF AGM				

The Chairman asked if there would be an opening ceremony for the new defibrillator, to which the Clerk advised one would be arranged probably in November. The actual installation date for the defibrillator had been set for 16th October, however it would not be available to use that date as it needs to be registered with the ambulance service. The Chairman asked that a letter of thanks should be sent to the Methodist Church for allowing this defibrillator to be located there. The Clerk advised that thanks would also go to the Minister for his support with the matter, as well as Cllr Clegg and his wife.

Cllr Mrs Crosby suggested an article could be placed on North Weald Village Life regarding how to use the defibrillator, as you don't actually use it where it is situated, but instead are given a code to unlock the unit and take the defibrillator away to where it is needed. The Clerk stated she was unsure if this was wise due to insurance purposes, stating that the code couldn't be publicised as this was given to somebody over the phone by the ambulance service. Cllr Mrs Crosby stated that guidance on how to use the defibrillator was on the British Heart Foundation website, and she was concerned that many people wouldn't be aware of how the Defibrillator is both deployed and used. The Clerk stated that she could speak to the organisation who provide the defibrillator and ask for guidance and perhaps a copy of an article that

could placed in a magazine. Cllr Mrs Crosby stated this information was already on the British Heart Foundation website. The Clerk understood this, however stated she would prefer to obtain the guidance for this specific defibrillator from the supplier. Cllr Eldridge stated that in an emergency the defibrillator will actually talk you through the process, stating there is different guidance for different age groups. Cllr Blanks advised that in practice the 999 representatives will arrange for the first responder to ask if there is a defibrillator in the location and that he/she would deal with it. Cllr Tyler stated he would like to put himself forward for any training if it is arranged. After discussion, it was **AGREED** that the Clerk would contact the organisation from whom the defibrillator was sourced, to ask for an article for both the North Weald Village Life and perhaps the Thornwood magazine also. Cllr Blanks reminded the Clerk that the First Responder whom he met when his wife was unwell had volunteered his services to train people, and he would be happy to give this information to the Clerk.

Councillors **NOTED** that the Parish Hall at Thornwood booking secretary had become unwell on 29th September. Thankfully, the medical care received was first class and she was sitting up and eating that same day. It was understood she was being well cared for. Until such time as the booking secretary was fully fit and well, the Parish Council would be taking over the hall bookings.

C18.101 REPORTS AND MEMBERS REPORTS

- a) **Chairman's Report** – The Chairman reported that he attended a Norway House meeting last month, and updated members on the following three points. The works to replace the sky lights has now been completed and they looked great. The Children's Christmas Party will take place in Decembers, dates to be confirmed. Derek Tringham had agreed to be father Christmas again this year. The Chairman advised that at the next meeting, he will put out an envelope for donations towards the cost of the Christmas party events. The Chairman also reported that himself and Cllr Mulliner had visited Cllr Stallan earlier in the day, and was pleased to report he was doing very well.
- b) **Vice-Chairman's Report** – Cllr Eldridge reported that the Hastingwood Village hall recently hosted a number of guests including Cllr Kane and Lewis Walton from EFDC who wanted to see what work had taken place with the money that was granted to the Committee for works to the hall. In addition, flowers that have been laid around the hall have been provided by the next door neighbour, and they look great. The horses had returned along Mill Street.
- c) **District Councillors Report** – Cllr Mrs Grigg advised she wanted to add to what Cllr Bedford had said at the meeting concerning the NAS. Their full occupation of the airfield has been delayed as they require the Secretary of State's financial approval.
- d) **County Councillors Reports** – None
- e) **Parish Councillors Reports** - Councillors **NOTED** Cllr Mrs Crosby's written report which was attached to the agenda. Cllr Mrs Jackman advised she was very concerned when reading the report, asking with regard to Thornwood News, were Councillor's

aware that there was already a North Weald Bassett newsletter, and did the Clerk know about the launch of this newsletter. Cllr Mrs Crosby advised that the newsletter was nothing to do with the Council whatsoever and that as a resident of Thornwood she had started this newsletter as a communication tool. Cllr Mrs Jackman stated that she felt Councillors should be made aware of what's included in the newsletter, stating that she hadn't seen a copy, and advised that press releases already go out from this Council on business transacted. Cllr Mrs Jackman asked if Cllr Mrs Crosby would be using these press releases in this newsletter. Cllr Mrs Crosby advised that it was local news, and was no secret by any means. Cllr Mrs Crosby confirmed the Council were aware of the Newsletter and that she had initially spoken to the Clerk about it. Cllr Mrs Jackman asked if the Clerk was aware of all the content of the newsletter, to which the Clerk advised she had seen the first copy. Cllr Mrs Jackman stated she hoped this would happen as it could be very embarrassing for the Council if things came out in the public domain and the office staff were not aware of it. The Clerk asked how many newsletters had been completed, to which Cllr Mrs Crosby advised there had been three. Cllr Mrs Jackman stated that within the report, it was stated that Cllr Mrs Crosby had requested information/advice of District Councillors and the Corporation of London, asking if this had been done without the consent of the Clerk. Cllr Clegg stated that he felt Cllr Mrs Jackman was going off on a bit of tangent, stating that what Cllr Mrs Crosby had been doing was quite admirable from the point of view that it is to do with Thornwood Village, and that she was doing this on a private basis and not in her capacity as a Parish Councillor. Cllr Clegg continued, stating that all the printing has either been volunteered or at Cllr Mrs Crosby's own cost, and that the Newsletter is intended to keep Thornwood residents fully informed about what Cllr Mrs Crosby wants to happen in Thornwood. Cllr Clegg stated that this was nothing to do with North Weald Parish, and it was stated very clearly at the end of each newsletter that this is nothing to do with the Parish Council or District, but purely from a personal point of view as a resident. Cllr Clegg stated that with regard to speaking to the Corporation of London, anybody could pick the phone up and do this, and it doesn't always need to be on behalf of the Parish Council.

Cllr Mrs Jackman stated that things that affect the whole parish, and Thornwood is part of it, are of interest to the Parish Council who are a corporate body, and decisions made by the Parish Council are what are implemented by the Staff who are knowledgeable and experienced. Cllr Mrs Jackman stated that as she read the report, she was worried that a Councillor was going off and doing things which the Parish Council was unaware of. Cllr Mrs Crosby clarified that when she first joined the Council she put together a list of all the areas that she thought needed attention, and she had brought them to the office and used the guidance of the Clerk. Cllr Mrs Crosby stated that she was advised who to contact and what to do, and this is what she had done. Cllr Mrs Crosby stated that she was a very active Councillor, and it is for the benefit of everybody. Cllr Mrs Jackman stated that Councillors should be made aware of what actions Cllr Mrs Crosby was taking. Cllr Mrs Crosby advised that this was why she had completed the written report, and asked Cllr Mrs Jackman if she was suggesting that Cllr Mrs Jackman's permission should be sought before Cllr Mrs Crosby completed any work. Cllr Mrs Jackman stated it would be nice to know what Cllr Mrs Crosby's thoughts were so that as a Parish Council, Councillors could have a

view, as Councillors may agree or disagree with what work was being undertaken, but as a corporate body it was important to be aware of what Councillors were doing.

The Clerk stated that Cllr Mrs Jackman had a lot of experience in the public sector, including work through the Essex Association of Local Councils. Cllr Mrs Crosby advised she would truly welcome any guidance or assistance because she is a new Councillor, but if Councillors don't get out there and do things then nothing will get done, stating that she was perhaps a more proactive Councillor, but that she was not objecting in any way to any guidance or wisdom that Cllr Mrs Jackman could offer. Cllr Mrs Jackman stated that she simply wanted all Councillors, as a Corporate Body, to be fully informed about what work Cllr Mrs Crosby was doing.

Cllr Clegg stated that he had a diverse opinion to that of Cllr Mrs Jackman.

Cllr Mulliner stated that so far as he could see from Cllr Mrs Crosby's report there were only two items that really needed to be brought to the attention of the Council, both of which would come via the Parish Hall at Thornwood Committee meeting - items 13 and 14. The rest of the report detailed actions that can be completed by any resident whether they are a Councillor or not. Cllr Mulliner stated it was nice to be informed, but we didn't really need to know about it. Cllr Mrs Crosby stated that her report was meant as an update as she is a new Councillor, and wanted to let other Councillors know what she had been doing.

The Chairman stated that he felt the updates were good, and didn't want to quell Cllr Mrs Crosby's enthusiasm, however what should be avoided is any duplication from what Cllr Mrs Crosby is doing and what the Parish Council or other Councillors may be doing. The Chairman advised it was not that permission should be asked of anything Cllr Mrs Crosby was doing individually for Thornwood, but if it starts to fall into the realm of what the Parish Council is doing then it will need to be considered. The Chairman asked Cllr Mrs Crosby to keep the Council updated by way of Members reports.

The Clerk asked if she could have copies of the Thornwood magazine so she could make sure a copy goes out to all Councillors. Cllr Mrs Crosby agreed she would provide these.

Cllr Eldridge asked Cllr Mrs Crosby to clarify what a Community Champion was, to which Cllr Mrs Crosby stated this was an EFDC initiative to find members of the public to get more involved, and as this was raised at a recent Parish Council meeting, she had been out and spoken to people about doing this.

Cllr Mulliner gave a report as Chairman of the Environmental Committee advising that he had visited the Cemetery the prior week, and confirmed that the painting of the gates, picket fence and benches had all been completed.

f) Queens Hall Report - The Clerk advised that she had almost completed the Grant application which she was now able to do as accounts for the last two years had been completed by the office staff. The time spent on working by office staff was around 90 hours. This did not include the time spent by Cllr Blanks, who was hoping to

finish his work on Thursday. There remain a number of issues that are not clear, including issues of gas and water. The next meeting is on Wednesday evening, and there are 9 Trustees whom, it was hoped, would be able to push the Committee forward. The Clerk confirmed that she was hoping to obtain a further grant award from EFDC.

Cllr Bartram confirmed that he had now received all the paperwork from the Charity Bank CAF which meant that the account could be moved away from the current treasurer, and once this has taken place this could be passed to the new trustees in order obtain new signatories, mandates and internet access. The Clerk stated that some of the trustees had suggested moving from CAF to another local bank for ease of administration. It would be up to the trustees to decide how they wished to move forward. The Clerk advised that she was still waiting for copies of all the minutes, to which Cllr Bartram confirmed he would bring these in. The Clerk advised that when Cllr Bedford visited the filing cabinets originally there were no files contained within them, however following a further visit, files had appeared, albeit empty files. Cllr Mrs Jackman asked that thanks were recorded to the office staff and Cllr Blanks for the work they had completed. Cllr Tyler asked that in order to protect the Parish Council, were the Parish Council going to report this to the Charity Commission. The Clerk advised she would do this after the grant funding had been applied for. Cllr Blanks stated that it would be better to report to the Charity Commission once the Parish Council was 100% happy that there were no other outstanding matters that needed to be dealt with, as many of the problems had been difficult to get to the bottom of due the disinterest or incapability of the previous treasurer.

g) Neighbourhood Plan & Local Plan – Update

The PFO advised that on 22nd September the first round of meetings with developers, land owners and site promoters who had expressed an interest in the Neighbourhood Plan took place. As a pro-development document, a neighbourhood plan should consider the proposals put forward by such parties to be considered as part of the overall evidence base. The purpose of holding these meetings was to establish what plans the developers had for their specific area, and to start the process of communication. The data analysis of the questionnaires was ongoing, and was not expected back for some time. Once this feedback is received, this will also be used as evidence for consideration. Cllr Tyler confirmed he felt the meeting was very worthwhile.

The PFO advised that the Neighbourhood Plan Steering Group, the Clerk and herself were invited to attend a meeting at EFDC with officers of the District Council and the developers / site promoters who are included within the Masterplan area for North Weald Bassett. The purpose of this meeting was to try and ensure a joined up approach to the masterplan process. The meeting was for all parties to meet and for each to state their expectation of the process. During the meeting, both the Clerk and Cllr Blanks made it very clear that the Parish Council expects to be part of that process. The Steering Group also made this clear. Cllr Blanks expressed his concerns about the previous masterplan, and the fact there is a new masterplan, and wondered how many masterplans there would be.

Cllr Mrs Grigg confirmed that David Coleman at EFDC had contacted her and asked to meet concerning the Masterplan. Cllr Mrs Grigg continued stating that her understanding of the Masterplan exercise is that this one is for one area in North Weald, and that the Airfield masterplan is on hold at this moment in time.

The Chairman invited Mr Buttle to address the Council. Mr Buttle thanked the Steering Group for their invitation to attend the meeting, stating that they found it very worthwhile and that he had copies of the information that he had handed out at the meeting if Councillors wanted a copy. Mr Buttle confirmed that the comments made at the meeting would be reviewed as part of the continuing consultation process for the current planning application. This was also the case for the meeting that was held on 8th September with EFDC. Mr Buttle confirmed there was also a review panel meeting held the prior week, and that he would like the opportunity at some point to come back and present this information at this forum. The Chairman mentioned an article in Village Life regarding the proposed development at the golf club, and mentioned Mr Quinn's comments about parish housing, in which Mr Quinn suggested the Parish Council could make decision as to who should be considered for these homes. Mr Buttle stated that in terms of the Parish Council, this would form part of the overall affordable housing on the site and the suggestion of parish housing would be in response to any Local Needs Survey completed by the Parish Council. It was noted this may/would be dealt with by the Neighbourhood Plan process. The PFO clarified that these would be houses that would be held in perpetuity for the local people, but that no such discussions had taken place by the Steering Group. Cllr Mrs Jackman stated that at the public meeting on 8th September, Mr Quinn actually stated that houses would be available for the Parish, and that she appreciated that as a housing association you can complete such a development, however this has never been discussed at the Parish Council in those terms and it was quite a shock that it should be discussed in the public domain when it hasn't been discussed or considered by the Parish Council. Mr Buttle noted this, and would feed this back to Mr Quinn.

The PFO confirmed that the District Council had now submitted the local plan for examination.

C18.102 FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

The Cheque list for September 2018 was **APPROVED**, and the bank balances **NOTED**. It was noted that the '£50' section 106 monies was actually £50,000. Cllr Mulliner queried the £144 pest control cost, and it was confirmed these costs would continue. Cllr Tyler confirmed that the Cinnamon restaurant in North Weald had agreed to sponsor Remembrance Sunday for 2018. Cllr Blanks asked if the Solicitor fees for land registry has concluded, to which the Clerk confirmed this was still ongoing at this time.

b) General Data Protection Regulations (GDPR) - Standing Item

Copies of questions and answers from the Training Session held on Monday 10th September were attached. Councillors **NOTED** that work will be carried on GDPR on Thursday 4th October on files held in the Parish Council Archives the Parish Hall.

c) EXTERNAL AUDIT

Councillors **NOTED** the report received from the External Auditor, details of which were attached to the agenda. Notices had also been erected on to the Parish Council website and notice boards. Councillors **NOTED** the 'except for' matters, both of which were due to the Public Works Loan Board (PWLB) sending out and incorrect statement at the year end. An amended copy had been received by the PWLB however this was done so after the accounts and audit information had been approved by Council.

C18.103 DEFIBRILLATOR

As noted earlier in the meeting, the installation of this in North Weald is scheduled for 16th October. It is to be installed on the wall of the Methodist Church, subject to confirmation from the electrical contractors that the installation site agreed is the best place for the Defibrillator. North Weald Healing Group and the Methodist Church have been kept updated throughout the process. Once installed, a small opening ceremony will be arranged with publicity for both the North Weald Healing Group who donated the funds for the cost of the Defibrillator and the Methodist Church who have agreed the use of site for the Defibrillator.

C18.104 TELEPHONE BOXES - NORTH WEALD HIGH ROAD

Members **NOTED** that after two years, one of the two modern telephone boxes in the High Road had now been removed by BT. In order to enhance the new garden, a wooden Planter is being considered by the Environmental Committee to be installed in its place. Members **CONFIRMED** they were happy for this to be sited within the Garden complex, and it was suggested something similar to the box located at the flag pole would be good.

The Chairman advised that volunteers were still needed to assist with the weeding and planting. The Chairman also stated that the appointed contractor was looking at a more fixed solution to help shore up the wall at this location. The Clerk confirmed that a request had gone to EFDC to review the cameras to see if there is footage of who knocked the wall over.

C18.105 REMEMBRANCE SUNDAY EVENTS

Members **NOTED** the notes from the Remembrance Sunday Meeting held on the 26th September. It was also noted that wreaths had been ordered, the Norwegian Embassy and Air Force had responded, and a representative of RAF 58 Squadron will be attending. Greenacres and the Cinnamon had kindly offered to sponsor the event for £100 each. Invitations had gone out this week, service sheets arranged, advert arranged for Village Life, and an event poster for the website completed. Agreement has been received from EFDC to use the Debt of Honour, however a risk assessment had identified a number of issues that need to be considered. The ATC have been contacted as it may be that support is needed again this year with wreath laying. Arthur Moreton had confirmed that the Airfield will offer some assistance in terms of security, and that he will ask the Airfield Manager if walkie-talkie's can be made available to the staff on the day. Orange barriers will need to be brought back from the Queens Hall. The bugler and minister had been confirmed. Mitchell Tassie and Doreen Lodge had agreed to lay the community wreath. Car park, chairs, PA system were all covered. Lunch had been confirmed by Mrs Walker.

With regard to the RBL, the Parish Council will organise the service sheets. Mr Tringham was trying to get hold of Edwin Gilmore to change the service sheets for the Church. Cllr Bartram stated all had been confirmed except for the organist and bugler. It may be that a CD player is needed. Cllr Mulliners wife had agreed to the do all the extras. Cllr Bartram would be unlocking the car park on the day.

Members **NOTED** that the Clerk had secured a grant from the Armed Forces Covenant Fund for life-size silhouettes - two would be in the church, two at the Debt of Honour, and two for the lunch. Councillors were asked to advise the Clerk ASAP if they would be attending the event.

C18.106 GARAGES AT THE REAR OF THE PARISH HALL AT THORNWOOD

Members **NOTED** that the precast concrete garages at the rear of the Hall at Thornwood have reached the end of their useful life, are starting to crumble and are very damp. It should be noted that the planning permission which is held for the for the garages has always been a temporary one (10 years – from approximately 1998). The Chairman stated that the container would be decked out and shelved, and that both himself and Cllr Clegg had met with a local company who supplied these, and a 20ft Container, brand new, with plywood lining, damp proof, electricity supply would cost around £6,200. The cost to supply a container with simply a plywood floor would be £3,000. Cllr Spearman had offered free standing shelving for the unit. A cost to dispose of the two garages had been obtained at approximately £900 and it is thought the base would be suitable upon which to locate the new container. Some consideration needed to be given to access and delivery of the unit to site, and the Chairman was liaising with Cllr Spearman to assess this. Three posts would need to be removed for access. This would need to take place on a dry day. Once the container was in place, all the files could be removed from the Committee room after a good sort out, leaving us with an extra room. The office staff would need to do this. Cllr Eldridge asked if there was asbestos within the garages, to which the Clerk advised that this has been checked and there was not thought to be any.

Cllr Mrs Crosby asked if any consideration had been given to some fencing around the container, as it will be visible to people hiring the hall. The Clerk advised that possibly through the kitchen this could be seen. Cllr Mrs Grigg stated that potentially the unit could be attractive for graffiti. After discussion, it was **AGREED** that the Clerk would obtain a cost for fencing, and that this could be considered if it was felt unsightly further down the line. It was also **AGREED** the colour of the unit should be green. Cllr Mrs Crosby asked if planning permission was needed for the container, to which the Clerk confirmed temporary planning permission was already in place for the garages from 1999, which technically you would now get a lawful development certificate for, however this was being investigated. Cllr Tyler felt this was a cost effect way of dealing with the issue of storage, and after seeing the Garages, they are in an extremely poor state.

Cllr Blanks suggested that anti-vandal paint should also be requested on the unit. It was **AGREED** that a maximum cost of £8,000 should be spend on removing the garages and replacing with a fully lined and heated 20ft Container. It was **AGREED** the cost of this should come out of the Brent House Farm S106 monies.

**C18.107 ADVERTISING BOARD ON THE PLAYING FIELD / COMMON
THORNWOOD**

Members **NOTED** that Cllr Mrs Crosby had organised an Artisan Sale in the Parish Hall on the 6th October. Cllr Mrs Crosby confirmed this was a community event, and was also to raise funds for the hall. Cllr Mrs Crosby was asking consent from the Parish Council to erect an Advertising Board on the Playing Field / Common advertising the sale. Cllr Mrs Crosby confirmed that she had enquired as to whether or not planning permission was needed for such as advert, and had been advised by EFDC that permission was not needed in this particular instance as it has deemed consent. As there wasn't a Parish Council meeting prior to the event on the 6th, Cllr Mrs Crosby had checked with the Chairman if he was happy that a board was erected and it be brought to the full council for ratification after the event.

Cllr Mrs Crosby stated that for the future she wanted to propose that a more permanent solution be found, which would allow for a permanent board to be erected on the common, adjacent to the main High Road, with the Parish Logo on, but advertising only placed on the board for an event. This would help bring more people in to the events at the hall, and the organisers of these events to pay to advertise on the board. Cllr Mrs Crosby stated that the hall needed to bring in more money, and this was a way of hopefully generating such funds. The Chairman asked if Cllr Mrs Crosby had any idea of costings for such a board, to which Cllr Mrs Crosby stated that she had suggested this should be taken to the Village Hall committee to obtain people's views and ideas about this suggestion, and then it be brought back to Parish Council at which time costings could be obtained. Cllr Bartram advised that there were already two parish notice boards in the area, however it was confirmed that this would not be a notice board, but an advertising board specifically to advertise events at the hall, and Cllr Mrs Crosby referred Councillors back to the reason stating this would be beneficial to the hall.

Cllr Bartram expressed his concern that this would involve charging charities and small groups / social events a fee. Cllr Mrs Crosby stated that if it was felt that the Council should support the charities and pay for their advertising then that could be an option. Cllr Mrs Crosby stated that she felt the Council needed to look forward on issues like this, but if anybody else came up with a better idea or suggestion then please go ahead. Cllr Mrs Grigg stated she would like to support this idea, so long as there is no hazard to the traffic on the High Road, advising that there did use to be a sign up for Village Day which was very successful, and that advertising such events along the main road could be a pull for people to visit these event. It was noted that if passing in a car, you would be unable to read any notices that were placed on the Parish notice boards. Cllr Clegg **PROPOSED** the Council moved forward with this idea. The Clerk advised that the size of the board would need to be checked to ensure that any planning permission was not needed, and that in the past the Parish Council has often completed consultation on such matters asking if members felt that perhaps a community consultation should take place before a structure is erected on the Common. The Clerk suggested that perhaps such a consultation could be included in the Thornwood News magazine, with responses coming back to the Parish Office. The Clerk confirmed the Council was aware that it was a village green, but most people locally see it as a playing field. It was **NOTED** that the Parish Hall at

Thornwood committee only manage the hall, and not the common which was the responsibility of the Parish Council. The Chairman stated that he felt it would be a good idea to use the Thornwood News to complete this consultation. Cllr Mulliner suggested costs should be obtained first as it could go into the thousands of pounds. Cllr Mrs Crosby reminded Councillors that the adverts could only be placed temporarily in accordance with the restrictions of deemed consent. Cllr Blanks stated he felt this was a good idea, and likened it to the Essex Young Farmer signs. Cllr Tyler and Cllr Eldridge agreed.

The Clerk suggested that Cllr Mrs Crosby could obtain a costing for the board, and suggested that as Clerk she would provide some text to be used within the Thornwood News for the consultation, which was agreed by Cllr Mrs Crosby.

C18.108 HASTINGWOOD VILLAGE HALL

Members recalled there were still outstanding items to be carried out at Hastingwood Village Hall. Members previously agreed that they would re-visit this item once the balance of the Legal Agreement Monies had been received from the Brent House Farm, which had now been received. At a recent meeting with the Hastingwood Village Hall Committee members of the Parish Council who were present were advised that there was still approximately £10,000 worth of works still outstanding to be completed. The Clerk tabled a list of outstanding works for Councillors consideration, which detailed the cost of works needed was £11,150. The Chairman asked if the dado rail would go all around the internal hall in order to stop chairs scuffing the wall, which it was confirmed this would be the case. The heater's are located in the new extension, with one by the fire door and one in the disabled toilet. Councillors **AGREED** that the S106 funds should be used to complete these works. Official thanks were recorded to members of the Hastingwood Village Hall for all their hard work and effort involved in bringing the hall to its current state.

C18.109 CHRISTMAS EVENT

Councillors discussed if a Christmas event should be held for Parish Councillors and staff. It was noted that there did used to be a Burns night, however this no longer took place. Cllr Tyler suggested that rather than having a specific Christmas event, the pantomime at the North Weald Village Hall should be supported, and any additional money left over should be given to Norway House. The Chairman suggested it should be more of a social event. Cllr Mulliner felt that for some, attending a specific Christmas event may be too costly. Cllr Mrs Jackman stated that Christmas time was a very busy time for all of us. The Chairman suggested that perhaps February would be a better time, and reminded members that in the past interest in holding such an event was poor. Cllr Mrs Crosby suggested a show of hands to see who would be interested, stating that it would be nice to actually meet and talk to fellow Councillors in an informal environment. Cllr Mulliner suggested a takeaway in the Village Hall bar would be a good idea. It was **AGREED** that Councillors should put forward any suggestions - a suggestion box - with Councillors able to put forward their ideas before the next Parish meeting.

Meeting closed

Signed

Date