



MINUTES

Meeting: COUNCIL

Date: 3 September 2018

Time: 7.30PM

Venue: North Weald Village Hall, North Weald

PRESENT:

Councillors (8) B Clegg (meeting Chairman), G Mulliner, R Spearman, T Blanks
B Bartram, A Tyler, Mrs M Crosby, Mrs S Jackman

Officers in Attendance (2)

Susan Deluca - Clerk

Adriana Jones - Principal Finance Officer

Members of the Public (2)

Members of the Press (1)

C18.076 APOLOGIES FOR ABSENCE (5)

Apologies from Cllrs Buckley, Mrs Godwin-Brown, Mrs Grigg, Stallan and Eldridge.

C18.077 OTHER ABSENCES (1)

Cllr Bedford.

C18.078 MINUTES

The minutes of the Parish Council meeting held on 2nd July 2018, and the Extraordinary Meeting on 16th July 2018, were **AGREED**.

C18.079 DECLARATIONS OF INTEREST

Cllr Spearman declared a discloseable pecuniary interest in any items concerning the Local Plan or Neighbourhood Plan.

C18.080 QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman welcomed those members of the public who were present. A member of the public asked for an update on the opening of the doctors surgery in North Weald. The Clerk advised her understanding was that asbestos had been found during renovation works which had delayed the process, and that after she had sent an email on 6th August for update, she was advised the contractors were back on site and a further update should be expected in September. With regard to the North Weald Surgery, Cllr Mrs Jackman stated that there was a rumour that Virgin Health would be taking over the North Weald Site, and it was **AGREED** the Clerk would ask the Limes if this was true, and if not establish who would be running the site once it was opened.

The same resident asked for an update on the activity taking place on the land at the rear of Queens Road, to which he was advised that this was possibly works to map the land prior to development works that are expected to take place in the future, however this could not be confirmed.

C17.081 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 Assessments	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 Clerk reported that she had sent an email out regarding the EFDC Homelessness Strategy, and she was aware some Councillors had responded directly to EFDC.

C18.082 REPORTS AND MEMBERS REPORTS

- a) **Chairman’s Report** – No report
- b) **Vice-Chairman’s Report** – No report
- c) **District Councillors Report** – No reports
- d) **County Councillors Reports** – Councillors **NOTED** the ECC Highway Newsletter as attached to the agenda.
- e) **Parish Councillors Reports** - No reports.

f) **Queens Hall Report** - The Clerk advised that herself, the Senior Administrative Officer, and Cllr Blanks had spent a considerable amount of time working on the issues concerning the Queens Hall, which included the finances. Cllr Blanks advised he was in possession of three disks, which included copies of hall hire agreements and bills received, and that despite spending considerable time going through these disks he was still not in a position to explain the accounts or identify where the issues are.

The Clerk advised that the Queens Hall Charity held their AGM the prior Thursday, and as the Council was already aware the Parish Council had been appointed to get the administration and finances of the Queens Hall into a suitable condition so that they can be returned to the Queens Hall Charity to manage. At the AGM, new Trustees were appointed, which includes Barrister who lives locally who has confirmed he is happy to look at the current contracts in place. The Clerk advised she was concerned there didn't seem to be any income received from the Cricket Club for the hire of the field or facilities for the past 3 years. In addition, she had received an email requesting payment for the person who cuts the grass around the hall and play area, however was concerned as no grass cutting had taken place since May 2018.

Cllr Mulliner asked if the hall was making a profit, to which the Clerk advised that at present she couldn't say as there were no clear accounts from which this information could be gleaned.

The Clerk stated there had been concerns relating the Electrical certificate and the work that was completed, as some of the work still had not been done, however the hall had since been closed, essential work completed, an electrical certificate issued and a copy sent to the Insurance Company.

The Clerk advised that she had the Charity Commission log-on and password, and the Queens Hall details had now been updated. However, this wasn't so simple with the bank and she has had to write to the bank to advise of the current situation, however no response had been received. There were also concerns as to the lack of HMRC records in relation to the payments that had been made. Cllr Bartram asked if HMRC had been made, to which the Clerk confirmed they had however these were not done via cheque or via the bank account, and as such it was assumed they were cash payments.

Cllr Tyler expressed his concern stating that it seemed the hall was being run for the benefit of the businesses who used it and not necessarily as a community asset, stating that perhaps the fees will need to be looked at by the Trustees. The Clerk understood Cllr Tylers concerns, stating that the lack of paperwork and paper trails was making it extremely difficult to ascertain exactly what had been taking place at the hall and how the accounts had been managed.

The Clerk advised she was hoping that a set of accounts would be ready soon to enable grant applications to be made by the end of September. Cllr Mrs Jackman asked that thanks were formally recorded to the Office staff and Cllr Blanks for their work in trying to resolve the issues with the Queens Hall Charity.

The meeting Chairman brought the discussion to a close by stating that the office staff and Cllr Blanks were clearly working hard on this, and that at this time it should be left to these individuals, with an update provided at the next Parish Council meeting.

f) Neighbourhood Plan & Local Plan – Update

It was noted that the Neighbourhood Plan Steering Group would be meeting with all developers / land owners / site promoters who had expressed an interest in the Neighbourhood Plan over the coming months, the first meetings taking place on 22nd September. The second date had been set of 20th October.

A meeting had been arranged with EFDC and the Neighbourhood Plan Steering Group, the Clerk and the PFO on 19th September with regard to the Masterplanning work due to take place in North Weald over the coming months.

The Heritage and Character Assessment (HCA) document had been finalised, and the document was now on the Parish Council's website. Work was continuing with the Design Codes document. Both these documents set out what is important in the local area, and can be used to help shape the development coming to the Parish over the coming years. Cllr Mrs Jackman asked if every Councillor has had a copy of the HCA, to which the PFO advised that every councillor is able to have a copy should they so wish, and that a copy is on the Parish Council's website.

With regard to the recent Questionnaire and consultation, the results have now been input, and work will begin on analysing the data. The response to the consultation has been exceptional, and full details will be released in due course.

With regard to the Local Plan, it was **NOTED** that a request had been received from countryside Homes and Catesby Estates to meet with the Parish Council. Councillors noted that the issue of meeting with developers had been discussed at a previous meeting, and it had been agreed that members of the Parish Council would join the Steering Group when they met with developers, rather than too many different organisations meeting with the same people. Cllr Tyler stated that he felt the Parish Council should meet with developers, and that the council should support the Steering Group with this process rather than meeting with developers directly. Cllr Clegg stated that the Parish Councillors had met with developers previously, but stated that the Steering Group members were working extremely hard, giving up a lot of their own time with this project, and he wouldn't want to undermine the process or the Steering Group itself. After discussion, it was **AGREED** that the Steering Group should move this process forward, but that members of the Parish Council should be able to attend any meetings with developers. Cllr Mrs Jackman stated that Councillors should be made aware of the full details of any such meetings including time, date and location.

C18.083 FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

The Cheque list for July and August 2018 was **APPROVED**, and the bank balances **NOTED**. Cllr Crosby asked if the cheque lists could be sent out to Councillors at the same time as the agenda, to which it was stated this was not possible as the end of month often fell after the agenda's were sent out. However, it was **AGREED** the

Principal Finance Officer would sent out an electronic version one it was completed, however very often this may not be until the day of the meeting.

Cllr Spearman asked about the £50,000 Section 106 monies, asking if some of that was for Hastingwood Village Hall, to which the Clerk advised it was for community benefit throughout the Parish.

It was **NOTED** that the reason some payments were in blue was because they related to the Queens Hall Charity costs, and actual costs were not included because they were exempt from publication due to them being salary related

Councillors **NOTED** the Barclays accounts balances, with there being a negative balances, stating that the Office staff were currently in dispute with Barclays concerning the closure of the accounts.

b) Letter from Unity Bank

Councillors **NOTED** the letter received from Unity bank with regard to increasing their charges in terms of the amount to be paid per transaction or deposit with the bank, and a second letter confirming an increase in the interest rate received.

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

It was **NOTED** that due to staff resources and the Queens Hall Charity work, no further work had taken place regarding GDPR. However, training for Councillors would be taking place on 10th September 2018. The Clerk expressed the importance of Councillors attending this training.

C18.084 REQUEST FROM RESIDENT IN THORNWOOD FOR A MIRROR TO BE ATTACHED TO A LAMP COLUMN ALONG PATHWAY BY PARISH HALL

A request had been received from a local resident representing residents in maisonettes in Weald Hall Lane who wish to have two mirrors installed on a lamp column in the area of the Parish Hall at Thornwood to aid road safety. It was **NOTED** that the request was for permission to place the mirrors, and not for the cost to supply the mirrors which the local residents would pay for, as would be the cost of insuring the mirrors. The meeting Chairman advised that this was an extremely tricky road to enter from residential properties due to the excessive number of vehicles often parked along Weald Hall Lane. It was **AGREED** in the interest of health and safety that permission would be granted.

C18.085 LETTER FROM RESIDENT REGARDING WHEELERS FARM GARDEN ALLOTMENTS

Members **NOTED** the letter attached to the agenda received from a Resident in relation to the Allotments at Wheelers Farm Gardens. Members were reminded that the Parish Council has had lengthy correspondence from this resident over the years. Copies of the letter were given to the Chairman of the Parish Council and to the Chairman of the Environmental Committee as soon as they were received. The Clerk has taken legal advice, and has suggested to the correspondent that he also take his own legal advice. Members **NOTED** this correspondence.

C18.086 INVITATION TO ALL DISTRICT COUNCILLORS

Members were reminded that it had been agreed Councillors should submit questions they would like raised at this meeting, taking place at 6pm on 24th September, to the Clerk in order that these can be forwarded to the Councillors prior to the meeting so that they can undertake adequate research. Members are asked to keep their questions as succinct as possible, and were asked to submit these as soon as possible.

C18.087 BUSINESS CARDS FOR COUNCILLORS

The Clerk advised that this a request had been received for the supply of Business Cards for all Councillors. Cllr Crosby confirmed she had made this suggestion, stating that she was very active in the community and was at present giving her contact details to residents on a scrap piece of paper, stating she felt this was not a very professional approach and wondered how other Councillors felt. Cllr Blanks confirmed he had considered this himself and actually prints his own. Cllr Crosby stated that as a Councillor you shouldn't be expected to have to print your own business cards. The meeting Chairman stated that he felt it was a good idea however he didn't anticipate an occasion where he thought he would use them. The Clerk suggested a possibility would be to have some blank cards printed and Councillors could write their own names on. Cllr Tyler expressed his concern that there were elections in May and this could be a waste of money as there may be new Councillors elected. It was **AGREED** that the Parish Office would arrange for the printing of any Councillors business cards, and if Councillors wanted some they needed to advise the office.

C18.088 NOTICE OF EALC AGM & ANNUAL CONFERENCE

Members were reminded of the AGM and Annual Conference which will be held on Thursday 20th September at Foakes Hall Great Dunmow, starting at 11.00am. Councillors were asked to advise the Clerk if they wished to attend. Cllr Mrs Jackman advised that a representative of Essex County Council Highways would be in attendance, and recommended Councillors attend.

C18.089 ROYAL BRITISH LEGION ANNUAL POPPY COLLECTION IN THORNWOOD

Councillors noted that the Local Poppy Organiser had contacted the Parish Council and advised that she was looking for assistance in delivering 'Poppy Collection Tins' to Road Collectors in Thornwood, and she also needs a Collector in Woodside. This will be during November. Any Councillor who may be interested in assisting were asked to contact the Clerk who will put them in contact with the local organiser.

C18.090 CORRESPONDENCE FROM FATHER RODLEY – REGARDING HIS POSITION AT ST ANDREWS CHURCH

Members **NOTED** the email attached to the agenda from Fr. James Rodley. This will have an effect on both of the Services on Remembrance Sunday - the one organised by the Royal British Legion at St Andrews Church and the one at the Debt of Honour in North Weald. The Clerk has sent a request to Edwyn Gilmour regarding the service at the Debt of Honour, and it is understood that Cllr George Mulliner has also made a request to the Methodist Church regarding the same. Derek Tringham, the President of the Royal British Legion (North Weald Branch) has been advised of this problem.

C18.091 REMEMBRANCE SUNDAY EVENTS

Members **NOTED** that 'Save the Date's had already been sent out to all usual attendees and a number of responses had already been received. Organisation of events are already well under way, and there is a Remembrance Sunday Meeting which is to be held on Wednesday 26th September at 9.30am, where further information will be given. Concern was expressed at the possibility that there may not be a vicar to officiate at either of these events, suggesting that perhaps the timings for one or other of the events may need to be changed. The Clerk reminded members that the event at St Andrews was run by the RBL and not the Parish Council, and that it would not be possible to alter the timings of the event at the Debt of Honour. In addition, she had already raised this with the Chairman of the RBL. Cllr Bartram advised that it was not clear at present if there would be a vicar for the service at St Andrews, to which the meeting Chairman suggested the Chelmsford Diocese should be contacted and asked to provide Vicar for the service. Cllr Mulliner suggested that the Methodist Church may be able to provide an individual. Mr Moreton (public gallery) requested the Parish Council writes to the Bishop to press the matter, however the Clerk again reiterated that the St Andrews event is the responsibility of RBL.

The Clerk advised that full discussion would take place at the Remembrance Sunday meeting on 26th September.

C18.092 ANNUAL BATTLE OF BRITAIN COMMEMORATION SERVICE

Members were reminded that this Annual Service of Commemoration would be held on Sunday 16th September at 11.00am. Any person wishing to attend this Wreath Laying Service is asked to gather at the Cross of Sacrifice in the Grounds of St Andrews Church at 10.30am. The official invitation was attached to the agenda. It was noted there would be an open afternoon at the Squadron which everybody was welcome to attend.

C18.093 CHRISTMAS AND NEW YEAR CLOSURE

Members **NOTED** that the Staff will be taking Annual Leave over the Christmas & New Year period. Therefore the Parish Council Office and the Library (on the Days that the Council operates it) will close at 1.15pm on Wednesday 19th December and re-open at 9.15am on Wednesday 2nd January 2019. There will, of course be Emergency Cover for the Cemetery & Funerals during this period and the Clerks Mobile Phone Number and details will be left on the Office answerphone and on a Notice on the Library Door.

Cllr Crosby asked if the Council held any sort of Christmas event. A discussion was held regarding previous events, and it was **AGREED** this would be placed on the next agenda for formal discussion.

C18.093 EXCLUSION OF THE PUBLIC AND PRESS

Due to the agenda containing Exempt (pink) pages, the Chairman proposed a motion that 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. This was **AGREED**.

C18.094 REGISTRATION OF LAND

Councillors *NOTED* that the Clerk had met with the Solicitors and further information was required with regard to the Parish Hall, Common and allotments from 1974 onwards, as well as historical records within the minutes. This would involve time spent in the archives at the Parish Hall in Thornwood.

Meeting closed

Signed

Date