



**DRAFT MINUTES**

**Meeting:** COUNCIL

**Date:** 5th September 2016

**Time:** 7.30PM

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

**PRESENT:**

**Councillors (13)** C Hawkins (Chairman), A Buckley, B Bartram, R Spearman, B Clegg, Mrs A Grigg, B Eldridge, G Mulliner, D Stallan, N Bedford, T Blanks, Mrs S Jackman MBE, Mrs E Godwin-Brown

**Officers in Attendance (2)**

Susan De Luca, Clerk  
Adriana Jones – Principal Finance Officer

**Members of the Public (0)**

**Members of the Press (1)**

**C16.051 APOLOGIES FOR ABSENCE (1)**

**NOTED** that apologies for absence had been received from Cllr Tyler. The Clerk informed Members that Cllr Tyler had requested a 3 month leave of absence. This was granted by Members.

**C16.052 OTHER ABSENCES (0)**

None.

**C16.053 MINUTES**

The Minutes of the Parish Council meeting held on 4th July 2016 were **AGREED** and duly signed as a correct record.

**C16.054 DECLARATIONS OF INTEREST**

The following declarations of interest were given:

- Cllr Spearman - Pecuniary interest in items referring to the Neighbourhood Plan and Local Plan.
- Cllr Eldridge - Non pecuniary interest in agenda item 16 - Hastingwood Village Hall
- Cllrs Bartram, Bedford, Hawkins, Godwin-Brown, Mulliner, Blanks and Buckley - Non pecuniary interest in agenda item 22 as members of the Royal British Legion.
- Cllr Bedford - Non pecuniary interest in agenda item 21 - Neighbourhood Plan.

**C16.055 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None.

**C16.056 CLLR DEBORAH ADAMS**

Members **NOTED** that due to Cllr Adams non attendance at Parish Council Meetings, or attendance at Parish Council functions for over 6 months, a Vacancy will now be declared and the relevant parties will be advised. The Clerk has undertaken the relevant formal matters and the relevant Notices will be placed on the Noticeboards once they have been received from Epping Forest District Council.

**C16.057 CLERKS UPDATE AND COMMUNICATIONS REPORT**

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

Date	Reported By or Action Initiated By	Regarding	Action Taken	Further Action Taken
AUG	CLERK	Personnel / HR Issues	Ongoing/Continuing	BUSINESS CONTINUITY PLAN – REASSESSMENT OF STAFFING PRIORITIES
AUG	Clerk/PFO	Neighbourhood Area Plan	Ongoing	Various Actions
AUG	CLERK/PFO	HASTING VILL HALL	Ongoing	Liaising with Representative on Hall Committee
AUG	PFO	EXTERNAL AUDIT	Ongoing	Liaising With External Auditor – 4 Queries
AUG	CLERK	VARIOUS CEMETERY MATTERS	ONGOING	Various Actions
AUG	ALL STAFF	FLOODING	ONGOING	ONGOING – various actions – Contact Clerk for details
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life, EALC, SLCC Notice of Annual Meeting, ICCM Journal, RCCE Oyster Magazine, Various Items				

Councillors **NOTED** that the Parish Hall in Thornwood will be holding a 1940s evening Friday 9th September at a cost of £15/per person. This was to raise much needed funds for the hall.

Councillors **NOTED** that the Clerk had received formal approval for the replacement of a bus shelter in Thornwood opposite Upland Road on a like for like basis, and that Cllr Clegg and the Clerk were liaising to establish which shelter would be the most appropriate, and whether or the Council may wish to contribute further funding to purchase a large more enclosed shelter. Cllr Eldridge asked if the culprit who crashed into the shelter was ever caught, to which the Clerk confirmed the Police did not attend.

**C16.057 MEMBERS REPORTS**

The following reports were **RECEIVED**:

- a) **Chairman’s Report** – The Chairman reported that things had been quite over the summer recess, and thanked the Clerk and the PFO for putting in extra effort during this time as the office was one staff member down.
- b) **Vice-Chairman’s Report** – No report
- c) **District Councillors Report** – Cllr Grigg reported that some of the developers of the land adjacent to North Weald continue to press their case for development with EFDC, and that they have also written directly to her as a District Councillor for this area. Cllr Spearman stated that he, as a land owner, had been invited to attend a meeting this Friday for all people who submitted land via the land call process.  
Cllr Stallan had nothing to report.

Cllr Bedford stated that the new Ongar Academy would be open for school applications this year, and confirmed that North Weald would fall within the catchment area.

- d) **County Councillor Report** - No report
- e) **Councillors Reports** – Cllr Bartram reported that the three Play in Park events run in the Parish this year were very successful, with 25 attendees at Thornwood and 36 at the Queens Hall, the use of Social Meddia had been
- f) **Environmental Issues** – Cllr Mulliner reported that there was concern about the lack of use of Hastingwood B Allotment Site, and that this issue was on the Environmental Committee Meeting for discussion.

#### **C16.058 FINANCIAL REPORTS**

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

The Clerk tabled a copy of the monthly accounts list, and Councillors **APPROVED** the payments made and income received and noted the bank balances for the period 1st July through to 31st August 2016.

#### **C16.059 THE FUTURE OF LIBRARY SERVICES IN ESSEX**

Members **NOTED** that the Clerk and Cllr Bedford had had a meeting with Essex County Councillor Cllr Anthony Jackson and Cllr Anne Brown in August regarding this matter, and that this was at the request of Essex County Council. Also in attendance were Lee Shelsher and Karen Prentice from Library Services. Cllr Jackson stated that in the past there had been discussion about the future of the library services & the building in North Weald, as well as many other properties owned by ECC, and that he was now responsible for looking at the ECC resources which included buildings. Cllr Bedford had spoken about the need for a community hub - a place where all community services could be under one roof - and that Cllr Jackson had felt this could be the way forward for this Parish and had spoken with the Leader and Chief Executive regarding this, especially as considerable number of houses were expected in North Weald, possibly around 1300. A number of examples were given of communities that had taken this approach (Stansted, Halsted) all of which are making inroads into such a joint partnership working. Cllr Jackson had stated at the meeting that he felt potentially EFDC may have some land that a joint partnership with the District Council was a possibility.

Members **NOTED** that the implication at this stage was that the Parish Council would take on more responsibility for such a hub, and that it would not receive any direct financial support from ECC. The Clerk had spoken with Cllr Jackson earlier today, who stated that there is only one parade of shops, a school which is over-subscribed and up to capacity, and an increase in new housing would mean a need for a new library, doctors surgery and parish council offices. He felt that this all needs to fit in to the Local Plan. He had been involved recently with meetings with the Public Sector Land Project to discuss this matter. He feels that EFDC does have land that could be made available, and is 'best placed'. He has also spoken to the school.

Cllr Stallan stated that assuming EFDC agree to give a piece for land for such a hub, (however he did not know whether or not this would indeed be the case, how would this be progressed, considering that same thing happened some years ago in terms of an offer for a medical centre however this offer was not taken up. The Draft Local Plan has not yet been published, and Cllr Stallan stated he was not surprised that ECC did not want to financially support such a hub and were expecting EFDC and the Parish Council to provide the land. Cllr Stallan stated that Cllr Jackson should have fed all his comments and suggestions into the Local Plan process, at a much earlier stage, not less than a month before the Draft Plan is released.

Cllr Bedford reminded members that some time ago that Parish Council considered the need for alternative premises, and put forward the suggestion of Leader Lodge - at that time the Parish Council requested the Clerk be vigilant in terms of any similar future opportunities. Cllr Jackson had approached the Parish Council for informal talks about this Parish Council taking over library services, and as such the Clerk was under an obligation to find out the facts and report back to Parish Council. Councillors **NOTED** that ECC are only obliged to have three libraries within Essex, and that potentially the Library in North Weald is at risk. ECC see the current library site in North Weald as an asset in terms of land, and are obliged to manage their assets in terms of finances. Cllr Bedford stated that the Parish Council must be thinking and working forward from now on, and consider all options. The 2.5 year break clause on the current Parish Council lease could be invoked in April next year.

Some Councillors expressed concern that a potential housing figure had been released prior to the release of the Draft Local Plan, and that there seemed little point in progressing such a discussion until such time as the exact figures are agreed, as those figures will be needed in order to establish exactly what facilities would be required for the growing Parish. Cllr Jackman agreed, stating that the release of the Draft Plan is exactly that - a Draft Plan - a members of the public are expected to input their thought, comments and ideas into a Draft Plan in order for the final Plan to be representative of the District.

The Clerk advised Members that this Parish Council should be in control of its own destiny, and that the Parish Council does need to consider the security of its future premises. She had spoken with Halstead regarding their partnership working, and had discovered that the land on which their hub was located was donated to the Parish Council and the cost of the build was being paid for by a private donor. In addition, Braintree District Council had given them a large grant. ECC will be a tenant in their building, and will be paying Haslsted to run the library services. The project is expected to cost around £2million, however the Parish Council already has concerns regarding the financial viability of the hub.

After discussion it was **AGREED** that the Clerk would complete some further investigations and report back to the October meeting. Cllr Jackman suggested the Limes Surgery should also form part of any discussions, to which Cllr Bedford reported that he had already spoken with the Limes who are about to complete a refurbishment of their site in North Weald, but may potentially be interested.

Cllr Clegg **PROPOSED** that this item is adjourned, and that further discussion takes place when the Draft Plan details are available. It was **AGREED** that an extraordinary meeting should take place after the release of the Draft Plan details, and that the items for the October Parish Council meeting should be limited to essential items only so that this issue can be discussed alongside the Draft Plan details.

#### **C16.060 EFDC LOCAL LIAISON MEETINGS**

Members of Parish & Town Councils have been asked to **CONSIDER** if they wish to decrease the number of meetings per year from three to two. Members considered this, and whether or not this would have a bearing on the impact that Parish & Town Council are deemed to have on the whole Local Government infrastructure, and it was **AGREED** that **THREE** meetings per year should continue.

#### **C16.061 EPPING FOREST DISTRICT COUNCIL LOCAL PLAN**

Members **NOTED** that details have now been received on how Communicating with the Public on this issue would take place:

- a) Exhibitions in North Weald
  - Public - North Weald Village Hall – 5<sup>th</sup> November 10am – 2pm
  - Static – In the Library – 31<sup>st</sup> October – 12<sup>th</sup> December
- b) Briefing for PC Staff & Small Number of Councillors
  - 22<sup>nd</sup> November – 9.45 at the EFDC Civic Offices.

#### **C16.062 EPPING FOREST DISTRICT COUNCIL – EMERGENCY PLANNING MEETINGS**

Members **NOTED** that an Emergency Planning Workshop is to be held on Friday 7 October 2016 from 10am – 12 noon at the North Weald Airfield. This event will be run by Peter Charman, Contingency Planner at Epping Forest District Council. The Invite is open for one Councillor and the Clerk. Cllr Bedford confirmed he would try and take a days holiday from work to attend this, as he is this Parish Councils Emergency Planning Officer.

#### **C16.063 ESSEX ASSOCIATION OF LOCAL COUNCILS AGM & ANNUAL CONFERENCE**

Members **NOTED** that the above events will be held on Thursday 22<sup>nd</sup> September starting at 12.30pm (Doors Open – 11.30am). Cllr Hawkins, Cllr Bartram and the Clerk would be attending.

#### **C16.064 FLAGPOLE**

Cllr Bedford had requested this item was placed on the agenda, as it needed to be clarified who had the responsibility of hoisting and lowering the flag, and on what occasions. Currently the only time the Parish Council changes the flag is on the 17<sup>th</sup> May – Norway Day – when the Norwegian Flag is hoisted. Cllr Bedford suggested that perhaps there needs to be two or three more individuals to have a key, and not just one person, stating that the flag has had to be dropped to half mast a few times recently due to current events. Cllr Bedford confirmed he would be happy to hold a key. Cllr Grigg stated that it is the Royal British Legions responsibility for raising and lowering the flag, other than the Norwegian Flag, and that although Peter Collins used to do this, he did so on behalf of the RBL, not the Parish Council. The

Chairman stated that the RBL do complete this, however there have been problems in the past by people disagreeing with the reasoning behind lowering the flag, and that it is always difficult to know when its right to do so.

Cllr Stallan stated this was an issue for the RBL and not the Parish Council. Cllr Bartram confirmed he would be happy to raise this at the next RBL meeting to establish if they would be willing to have more than one key holder for the flag pole.

#### **C16.065 HASTINGWOOD VILLAGE HALL**

The Clerk stated that the hall were lucky enough to received in excess of £17,000 via the ECC Community Initiatives Fund, and as such have been able to complete the first stage of the project. Cllr Bartram, the Chairman and the Clerk would be visited site on Saturday to view the completion. The hall would be looking to secure further funding for the second stage of works.

#### **C16.066 COMMUNITY AGENTS**

Councilors were reminded that June Bevan the Local Community Agent had been invited to attend prior to the October Parish Council Meeting and give a short 15 minute presentation of the work that Community Agents undertake in Essex to this Council.

#### **C16.067 ADVANCED COUNCILLOR TRAINING DAYS – 1 & 2**

Training for Councilors is offered by EALC on the following dates – Tuesday 15<sup>th</sup> November and Tuesday 6<sup>th</sup> December. Members are asked to contact the Clerk if they wish to attend.

#### **C16.068 REQUEST BY EFDC FOR STREET NAMING**

Members **NOTED** that the Clerk had received an email from EFDC regarding the naming of the road for the 34 properties to be built under Phase 3 of the Council's House building Programme which are to be provided on two sites in North Weald. Tenders are about to be invited from contractors to undertake the works, with the works expected to commence in early 2017. It is expected that the construction period will be for around a year. The District Council's House building Cabinet Committee, which is responsible for overseeing the Council's House building Programme, has agreed a policy to invite town/parish councils, where appropriate, to consider and propose a selection of potential names for buildings and/or new roads within Council house building developments that require a name.

The 16 properties to be built in North Weald under Phase 3 are as follows:

- (a) Queens Road     2 X 2 bed houses  
                                 10 X 3 bed houses
- (b) Bluemans End    4 X 2 bed houses

The Council House building Cabinet Committee invite the Parish Council to submit a list of up to three names for each development for the Cabinet Committee to consider, listed in the Parish Council's order of preference. Councillors noted that under Section 4(a)(13) of the Council's Street Numbering and Naming Policy the Parish Council's proposals for the names of these developments should have one of the following suffixes: Grove, Mews, Gardens, Close, Terrace, Court

The Cabinet Committee has agreed that the relevant District ward members, and the Council's Neighbourhoods Team who are responsible for street naming and numbering, will then be consulted on the list of names put forward by the Parish Council. Following this consultation process, the Cabinet Committee will then determine the names to be adopted for these developments, having regard to the list of names put forward by the Parish Council, the views of the District ward members and the comments / requirements of the Neighbourhoods Team. Whilst the Cabinet Committee has agreed to go through this consultation process with a view to agreeing names put forward by the Parish Council for the developments, it reserves the right to select different names - if the Cabinet Committee considers the names put forward are inappropriate or if the Cabinet Committee considers that alternative names would be more preferable. The deadline for responses is 23rd September.

After discussion, the following suggested road names were **AGREED**:

- **Queens Court** (for the 12 new houses off Queens Road)
- **Centenary Court** (for the 4 new homes off Bluemans End)

Cllr Bedford suggested that post codes should be placed on all new Street Names to ensure emergency services have clear guidance in case of an emergency.

#### **C16.069 PARISH COUNCIL CHRISTMAS EVENT – BURNS NIGHT**

Members **AGREED** that the Burns night would not be supported by the Parish Council for 2016, however individuals could attend individually if they so wished.

#### **C16.070 NEIGHBOURHOOD PLAN UPDATE**

Following a skills survey, the Neighbourhood Plan Steering Group has now been selected, and the inaugural meeting of the group will be Thursday 8<sup>th</sup> September at 7.45pm. The group consists of 10 individuals who have expressed an interest to be heavily involved in the Neighbourhood Plan process, and possess a specific skill set that would be useful as part of the project. The purpose of the first meeting is establishing the group, consider its Terms of Reference, and to set the scene as to how the group plans to progress. Councillors are asked to inform the Principal Finance Officer if they would like to be involved in the process. The Neighbourhood Plan will be a regular feature on the Parish Council agendas so Council are kept informed of progress.

#### **C16.071 REMEMBRANCE SUNDAY EVENTS**

Members **NOTED** that this year's Remembrance Sunday Events will be held on the 13<sup>th</sup> November. Members noted that organisation of Parish Council Events has started, and a meeting had been organised for 21st September immediately prior to the Environmental Committee meeting. Members noted that communications had been received from Essex Police that no Police presence will be at any events in the Epping Forest Area's other than for Members of Essex Police to lay wreaths. Cllr Bedford requested that another Councillor shadows him whilst he completes the set up and management of the sound system in case he is unable to attend one year.

Meeting closed 21.00

**MINUTES**

Date .....

Sign:.....