



29<sup>th</sup> September 2020

**TO: ALL COUNCILLORS**

**You are summoned to attend a Meeting of the Parish Council which will be held on Monday 5<sup>th</sup> October 2020 at 7.30pm.**

**There will be no physical meeting in line with current government guidelines and therefore all communications will be conducted electronically via ZOOM. The link to the meeting can be accessed from the Parish Council Website [www.northweald-pc.gov.uk](http://www.northweald-pc.gov.uk) on the morning of the meeting after 10am.**

**Susan De Luca  
Clerk to the Council**

*Members of the public and press are invited to attend this meeting*

### AGENDA

#### **1. APOLOGIES FOR ABSENCE**

To **RECEIVE** any apologies for absence.

#### **2. OTHER ABSENCES**

To **NOTE** any absences for which no apology has been received.

#### **3. CONFIRMATION OF MINUTES** 🖐

📄 To **APPROVE** as a correct record the Minutes of the Meeting of the Parish Council held on 7<sup>th</sup> September 2020 as attached at *Appendix 1*.

#### **4. DECLARATIONS OF INTEREST** 🖐

To **RECEIVE** any Declarations of Interest by Members.

*A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice.*

#### **5. QUESTIONS FROM MEMBERS OF THE PUBLIC**


To **RECEIVE** questions from members of the public for a period determined by the Chairman of the Meeting. *Please NOTE the Clerk may have to Note Questions and respond to them after the Meeting.*

#### **6. REPORT OF THE CLERK**

*During Covid-19 Virus Outbreak Members are asked to NOTE that all staff have been working on all items within this Agenda. Should any Councillor require further information on any item please do not hesitate to contact the Clerk or a Member of the Parish Council Staff.*

*NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.*

## 7. REPORTS & MEMBERS REPORTS

 Members are reminded that in order to ensure smooth and prompt running of the meeting it would be prudent to provide the Clerk with a written copy of their report in order that this can be circulated to all Members with the Agenda.

To **RECEIVE** any reports from Members who wish to give a report and/or who are representatives on Committees, Working Groups, Outside Bodies and other meetings that Members or the Clerk have attended and which, **if available**, will be reproduced at **Appendix 2** if they have been submitted by Members for inclusion:

### a) Chairman's Report

### b) Vice Chairman's Report

c) **District Councillors Reports** - *District Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting*

### d) County Councillor Reports


### e) Parish Councillors Reports

- *Cllr Clegg to give an update on Speedwatch*

### f) Queens Hall Report

### g) Neighbourhood Plan Report – Neighbourhood Plan – Principal Financial Officer to Report

### h) EFDC Local Plan Report - Item set out below

 Members will recall that at the last meeting it was discussed that a small group be set up in relation to EFDC Local Plan and the ONS Figures and the fact that EFDC had yet to respond to the Planning Inspector. However a statement was issued by EFDC some days later in which they advised that they were replying to the Inspector. This response was not published until 29<sup>th</sup> September and was a joint response with other Authorities. The figures need detailed consideration and a letter, reproduced and attached at **Appendix 3**, has been sent to the Planning Inspector asking her if she would consult with the other interested parties, such as Parish and Town Councils, as she had alluded may be a possibility in her original letter to EFDC. Links to the relevant documents in this matter will be sent to Councillors to enable access to read them electronically as one is quite lengthy. Members will be asked to **CONSIDER** whether or not the Parish Council wish to issue a Press Release on this matter. Also, if the Inspector agrees that she does wish to hear from Parish & Town Councils, then it may be prudent to employ the Barrister who represented this Council at the enquiry to dispute the figures, especially as the District Councils response is statistically based. There is still funding in the account set aside for this.

### i) Highways Report

A number of the Highways issues that were requested to be completed from ECC Highway have now been carried out. These include some Re-Painting of White Lining & Roundabouts along North Weald High Road, Signage Replacement, Bollards at the bottom of the Cul de Sac at Church Lane, and a new Indicator Sign for Hastingwood Village Hall.

**Councillors are asked to also Note the following important Road Traffic Announcements**

## ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

Temporary Traffic Regulation Order

<https://one.network/?tm=118706946> The aforementioned link will provide full details of the intended closure of Woodside, between North Weald and Thornwood. This is due to commence on 5th October 2020 for 12 days. The closure is required for the safety of the public and workforce while Gigaclear Limited undertake various works.

### Also

**Notification for Highways England M11 junction 7 to 8: drainage renewal** of essential drainage renewal works at the above location, in both directions. Highways England plan to complete this work over **eleven weeks**, from **Monday 5 October** to **Friday 18 December**, working between the hours of **7.30am to 6pm**, subject to weather conditions. The work will be carried out under lane closures which will be in place 24 hours a day, alongside our weekend closures detailed below. There will be four weekend full closures on the M11 northbound between junctions 7 and 8 from **Friday 6 November** to **Monday 9 November**, **Friday 13 November** to **Monday 16 November**, **Friday 20 November** to **Monday 23 November**, and **Friday 4 December** to **Monday 7 December**, working between the hours of **Friday 10pm** to **Monday 5am**.

**Diversion routes** - Traffic will be diverted off the M11 at junction 7 to join the A414, along the A10 northbound and onto the A120 eastbound, to re-join the M11 at junction 8, and it is expected this will add approximately 35 minutes to your journey. Please be aware, there are also works taking place on behalf of Essex County Council on the M11 at junction 7a, this work will continue once works are completed on **Friday 18 December**. If you have any queries about this work, please contact Essex County Council directly.

## 8. FINANCIAL REPORTS

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

To **APPROVE** the lists of payments which have been made up to the 30<sup>th</sup> September 2020 and **NOTE** the account balances at the end of the month - *this list will be circulated prior to the Meeting*

## 9. 'GOING FORWARD' PARISH COUNCIL – STAFF AND COUNCILLOR TRAINING

The PFO will begin her CiLCA training by EALC leading to a qualified clerk qualification from the 5<sup>th</sup> October. The actual training is scheduled for 1 year. As the training is carried out remotely we have been advised that 1 day a week should be set aside for this training, however this may be less as this has not been undertaken remotely before.


New Councillor Training will shortly re-commence provided by EALC. It is expected that this will begin during October, and this will also be carried out remotely via either Microsoft Teams or Zoom. The training normally took two morning sessions but is now expected to take four sessions. Any new Councillor who wishes to undertake the training is asked to contact the Clerk as soon as possible so that a booking can be made. If there is any other councillor who feels that they missed this training and also wishes to undertake it please also contact the Clerk.

## 10 'GOING FORWARD' PARISH COUNCIL & PARISH HALL AT THORNWOOD

Following last month's decision to work out of the Parish Hall from 14<sup>th</sup> September 2020, the Prime Minister made a ministerial Statement as a result of the increase in Covid 19 cases in which employees were urged to 'work from home' if they could. As Members will be aware Government Guidance has been very 'up and down' since the beginning of September in relation to Community Halls and Work Places, and the Clerk in conjunction with Chairman took the decision to ask the office staff to once again work from home. However her main concern was that she did not want to

leave residents without a place to go to for Parish Enquiries and Cemetery Enquiries. It was agreed that the Face to Face Administration Centre should be opened solely on a Monday morning between 10am and 12 noon. The staffing of this would try to be kept between the Clerk and the PFO where possible as they are within the same 'social bubble', subject to annual leave and other unforeseen matters.

#### **11. 'GOING FORWARD' PARISH COUNCIL ELECTRONIC MANAGEMENT OF PC FUNCTIONS**

 Councillors will recall from the July meeting that it was agreed in principle that the administration of a number of Parish Council functions would move to electronic management, with further details being provided at either the September or October meeting. Further information has now been sourced, and a proposal as to how this would work and the cost to the Council is attached at **Appendix 4**. Councillors are asked to **CONSIDER** this proposal.

#### **12. 'GOING FORWARD' PARISH COUNCIL CCTV**

The Parish Council is looking at CCTV at Wheelers Farm Gardens Allotment, and also looking at changes in to the way it manages the surveillance of the Weald Common Play area. A verbal report will be given at the meeting. The additional Camera has now been installed at Thornwood and covers part of the field and Play area.

#### **13. 'GOING FORWARD' PARISH COUNCIL – VACATING OFFICE AND STOREROOM IN LIBRARY**

The Parish Council has given Notice to the Library Service that it would leave the Library premises by the 31<sup>st</sup> October. ECC has confirmed that the arrangement that the Parish Council had was an informal one as the SLA expired in 2018. The Clerk and PFO have moved the majority of boxes to the Queens Hall for storage. The furniture will also be moved there within the next 2 weeks.

#### **14. NORTH WEALD AIRFIELD – HMRC**

The Parish Council has been advised by EFDC that Explanation Leaflets and Letters are being sent out to 1500 Residents who may be affected by the extension of use of North Weald Airfield by HMRC in the case of a no deal Brexit. The Parish Council was advised that the letters and leaflets would be sent out by HMRC on 30<sup>th</sup> September, and that the Parish Council would receive a copy at the same time.

#### **15. 2020 REFLECTION GARDEN BRINGING TOGETHER RAINBOW STONES & REFLECTION BENCH**

Following on from previous meetings the Clerk has contacted EFDC Youth Council for assistance with this project and at the current time we are still awaiting an input from the Youth Council. The Clerk is also looking to try to obtain some grant funding if at all possible. A number of residents have suggested that stones with poppies painted on them could also be a feature of this Reflection Garden / Memorial. Members are asked to **CONSIDER** the addition of painted Poppy Stones to be placed in this Reflection Garden / Memorial.

#### **16. CEMETERY**

Since the last report at the September Meeting, the contractor has completed the maintenance of the benches. The works to replant the central Gardens in the Gardens of Remembrance should start in October with large shrubs.

## **17. GDPR FILING**

Due to undertaking the move from the library no GDPR filing has been undertaken this month.

## **18. AUDIT**

The Internal Auditor has advised that he will be carrying out the Internal Audit for 2020 -2021 remotely. This will mean that the documents will need to be sent to him remotely.

## **19. ALLOTMENTS**

### **a) General Report**

The majority of Allotments are now rented out. A waiting list has now been set up.

### **b) De Allotmentisation of Hastingwood B**

Work continues on this project. A report will be given at the meeting.

### **c) Community Allotment Garden at Thornwood on Charlies Garden**

Work to this has started, with a substantial amount of clearance works. Some funding has been received via a donation from the now defunct Thornwood Residents Association. This amounts to approximately £1600 which will benefit the project immensely. The person who has donated the funds, a former officer of the Residents Association, met with Cllr Hawkins and Elaine Davis and discussed the surplus funds, and between them agreed that these funds be specifically spent on this project as it seemed like a worthwhile project which would benefit all the residents in Thornwood

### **d) Community Allotment Garden Wheelers Farm Gardens**

EFDC Community Worker Victoria Robertson has advised that she hopes to begin the Community Allotment Garden for socially isolated residents who live in North Weald. This will be a great place to work together and develop a lovely educational space that can be enjoyed by the current people on our allotments and for a few more to join in. All would gain an increased working knowledge of plants, how they develop and different ways to grow them using innovative ways including organic and modern. Every step of the way EFDC Community Workers will work with our Allotment Wardens to make sure the Council and the existing allotment holders are all happy. There would be no more than 6 people on the Community Plot at any one time. The Clerk has approached County Cllr Anthony Jackson to see if grant funding could be obtained from the Locality Fund for this innovative project.

### **e) Works to Header Wall at Wheelers Farm Gardens Allotments**

Due to the creation of new homes on the Queens Road site adjacent to Wheelers Farm Gardens Allotments, strengthening works are required to the header wall located between the new development and the allotments. The Office Staff are liaising with EFDC, the allotment wardens and tenants regarding this matter, and have been advised that the works will be completed using hand tools with no disruption (other than noise) to the allotment tenants. Works are expected to begin mid October.

## **20. DEFIBRILLATOR**

It had been hoped to have a small event to officially 'dedicate' the Defibrillator at the end of September. As Members will recall it was agreed to place a dedication plaque close to the defibrillator. This has been ordered, and should be received by the time of the meeting. A new date will be scheduled for the dedication as soon as possible.

**21. DEBT OF HONOUR** 

Members are advised that the Clerk has received the following communication from EFDC in relation to the Debt of Honour. The Parish Council has been sending correspondence for a considerable time over at least the last 18 months. This has been copied direct from the last email from the EFDC Officer:


*“Firstly, I must apologise for the very lengthy delay in replying to your emails below. As you are no doubt aware, the district council offices are currently undergoing refurbishment and, ahead of this, I was heavily committed to organising the process of vacating the building, to be handed over to the contractor.*

*I have inspected the memorial again and have obtained a quotation to replace the somewhat uneven concrete slabs with natural stone chippings, including a concrete edging where the current paved area meets the grass. I am in a position to complete this work using my airfield maintenance budget for this year. If you are happy with this, I will proceed with the work.*

*It will then remain for the terms under which the parish council will take on the management of the memorial to be agreed. From discussions with colleagues, I understand that it is not the intention of EFDC to transfer ownership of the land but to put in place a service agreement detailing what maintenance or other liabilities will be taken on by the two councils. If you could let me have your thoughts on this then I will speak to our legal section about drafting an agreement for consideration by the parish council.”*

Members are asked to **CONSIDER** if they would wish to take on the Memorial under such terms as these, ie maintenance of a structure as opposed to open space, and any liabilities that would come as a result.

**22. REMEMBRANCE SUNDAY & DEBT OF HONOUR** 

 Members agreed at the last meeting that with much regret due to Covid-19 restrictions, they would not hold a formal Remembrance Day Event. However they would still lay a wreath at the Debt of Honour / Norwegian Memorial and would advise those organisations and people who normally lay a wreath that they were able to do so. Communications were sent out advising the same and Notices were placed on the Noticeboards, Website and Facebook. Within the communication it was advised that the Parish Council would be happy to lay wreaths on behalf of those who could not attend this year:

So far we have been advised of a number of organisations who would like the Parish Council to lay wreaths on their behalf, and also that others will lay wreaths on the day. This is attached at **Appendix 5**.

The Clerk sent a document to Councillors in relation to Remembrance Sunday a few weeks ago, within which it was suggested that all wreaths should be laid at 11am, and that a pre-recorded Last Post and Reveille should be played.

The Clerk had written a number of times to the Chairman of the RBL NW branch and had not received a response regarding their event, however she receive an email late on the 29<sup>th</sup> September h from the Chairman of the RBL North Weald Branch which states that he will now be instructing their Members to attend the Church and Parish War Memorial at 11am, email attached at **Appendix 6** for Members perusal.

Members are now asked to **CONSIDER** if they wish to change the time of the wreath laying at the Debt of Honour to 12.15 .(our usual time).

The Clerk also asks whether Members wish to **CONSIDER** whether we could publish a special glossy 2020 Remembrance Sunday Presentation Brochure that people could keep giving a short history of the Norwegian Memorial, Debt of Honour and list the Names of the Fallen, and explanation of why this years event has to be the way it is. As we could not hold the event, more details to be given at the meeting .

### 23. SOCIAL MEDIA

A meeting of the Social Media Task Force Group met on the 18<sup>th</sup> September. The Clerk presented a comprehensive dossier to the group. A lengthy discussion ensued and it was agreed that the dossier would be presented to PC Andy Cook, and that Cllr Andy Irvine would obtain additional legal advice. It was also agreed that Cllr Coop-Rodia would meet with the owner of North Weald Village Life to discuss various matters. David Jackman made various suggestions on how to make changes on the way to issue Press Releases in the future. It was agreed that a weekly meeting would take place going forward. The PFO also advised that the Parish Council would try to post a news story every day on their Facebook page.

### 24. FLAGPOLE – VILLAGE GREEN

Members are **ADVISED** that the flag to commemorate Merchant Navy Day was flown at the beginning of September. In addition, the Union Flag was lowered to half mast in recognition of the killing of Police Officer Matt Ratana in line with other authorities.

### 25. PLANNING WHITE PAPER: PLANNING FOR OUR FUTURE

Councillors will recall from the September meeting that it was agreed this Council would respond to the Planning White Paper. A copy of the draft response will be sent out to members prior to the meeting. Members will be asked to **CONSIDER** this response, and agree any changes.

### 26. VANDALISM ON THE WEALD COMMON PLAY AREA

The Clerk has been contacted by the Restorative Justice System and has been advised that the person responsible for the arson at Weald Common Play Area is now within the system and we will be advised accordingly of the relevant action. However Members are asked to **NOTE** that the Parish Council will not be able to recoup any financial funds that have been expended in this matter.

### 27. APPOINTMENT ONTO PLANNING COMMITTEE

Councillors are asked to **APPROVE** the appointment of Cllr Coop-Rodia onto the Parish Councils Planning Committee.

### 28. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, to **CONSIDER** the following motion to be proposed by the Chairman:

“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. However an item may be placed in the Confidential part of the meeting so long as it is accordance with the Statutory Guidance,

There are currently **NO** confidential item to be considered