



**MINUTES**

**Meeting:** PARISH COUNCIL

**Date:** 6<sup>th</sup> July 2020

**Time:** 7.30PM

**Venue:** IN LINE WITH CURRENT GOVERNMENT GUIDELINES, THE MEETING WAS CONDUCTED ELECTRONICALLY VIA VIDEO CONFERENCING

**PRESENT:**

**Councillors (12)** A Buckley (Chairman), Mrs A Grigg (Vice Chairman), T Blanks, B Clegg, G Mulliner, Mrs S Hawkins, A Irvine, Mrs S Jackman MBE, R Spearman, M Stroud, A Tyler, Ms D Wood

**Officers in Attendance (3)**

Susan Deluca - Clerk

Adriana Jones – Principal Financial Officer

Joanna Tyler – Senior Administrative Officer

**Also Present (1)**

District Councillor L Burrows (Thornwood Ward)

**Members of the Public (4)**

**Members of the Press (1)**

The Chairman read out a statement regarding The Law and new regulations which had come into force on 4 April 2020 which allow councils to hold virtual meetings at which members attend remotely via video conferencing. The regulations, in response to the Coronavirus crisis and the need for social distancing and isolation, ended the previous requirement for voting members to attend meetings in person. These regulations are in place for a period of one year.

A full copy of the statement is attached to the minutes.

**C20.039 APOLOGIES FOR ABSENCE (1)**

Apologies received from Cllr N Bedford.

**C20.040 OTHER ABSENCES (0)**

None.

**C20.041 MINUTES**

The Minutes of the Parish Council Meeting held on the 1<sup>st</sup> June 2020 were **APPROVED**.

**C20.042 DECLARATIONS OF INTEREST**

Cllr Spearman declared a disclosable pecuniary interest in any agenda item concerning the Local Plan. Cllr Stroud declared a non pecuniary interest in any item concerning the Scouts Association. Cllr Mulliner declared a non pecuniary interest in agenda item 12(b) and item 19 as a member of the Royal British Legion. Cllr Mrs Grigg, Cllr Blanks and the Chairman declared a non pecuniary interest in agenda item 19 as members of the Royal British Legion.

**C20.043 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were 4 members of the public present.

The Chairman reminded those present that the members of the public had 2 minutes each to speak.

A member of the public asked a question in relation to agenda item 24 'Golf Course at the Rear of the Cemetery'. The member of the public stated that for a considerable amount of time, documentation had gone backwards and forwards with regard to the illegal use of bikes on the golf course. The member of the public stated that she had two questions: What time frame are we expecting the agreed gate to be put onto the footpath at Church Lane? What is being done to protect the rest of the golf course and public bridleway and footpath where the bikers are constantly using this as a thoroughfare illegally? The Clerk stated that another member of the public also wished to speak under the same item and requested that they also ask their question in order to respond as one answer. The second member of the public stated that she agreed with everything the previous member of the public had said and advised that she constantly phones the police on 101 to report the bikers. The member of the public invited a councillor to walk over the course in order to show the 'absolute state it is in'. The member of the public stated that the matter had gone one for three years, residents are at their wits end and need some support.

The Clerk advised that PC Cook had recently met with the Parish Council's Open Spaces contractor at the golf course. PC Cook had been liaising with the Clerk regarding the bikers for the past few weeks. The Clerk advised that she had also been liaising with the Essex County Council's Public Rights of Way Officer for the past two years asking for confirmation as to what they would accept (with regard to a gate) on the bridleway, as it has to be kept open for horses and walkers. The PRoW Officer had confirmed that a gate could be put there and whilst it could be lockable, the lock would have to be a Fire Brigade lock. The Clerk stated that she believed that this would not stop people from using the gate as anybody can purchase a Fire Brigade key. The Clerk advised that PC Cook believed that the problem was coming from the far end of the golf course where the new apartments are being built and from the Fishing Club. The Clerk advised that following PC Cook's meeting with the Parish Council's contractor, she had sent a map of the area, together with pictures, to the Chairman of the Council. PC Cook had suggested that 25 metres of HERAS fencing is needed by the landowner to fence in the area where the vans are stopping to let the motorbikes and 4x4's onto the golf course. The Clerk had sent the information to the owner of the golf course, who had advised that he had already approached the Fishing Club, asking them put up fencing over a year ago. The landowner confirmed that he would approach the Fishing Club again. The Clerk stated that she is aware that this would not be the answer that everybody wanted, however, it was something that needed to be addressed.

The Clerk stated that she did not know how Councillors would feel with regard to the Parish Council putting in a gate with a Fire Brigade lock on it at the Church Lane end of the bridleway, as stated previously, the Clerk did not believe that would be the answer as anyone can purchase a Fire Brigade key. The Clerk asked Councillors to bear that in mind when discussing the item later in the meeting. The Clerk stated that the PRoW Officer had advised that a hurdle could be put in (and explained that a hurdle is a beam which is around four inches high). A hurdle would still allow a

horse to jump over it, however, someone could also lift a motorcycle or a quad bike over it. Therefore a hurdle may not solve the problem. *A third member of the public was given the opportunity to address the Council regarding this matter, however, the member of the public was unable to speak via the microphone.*

The Clerk asked the Chairman if he wished to allow the members of the public to address the Council again. The Chairman agreed. The first member of the public thanked the Clerk for her update and advised that the bridleway is also part of the Millennium Walk and is an official footpath. The Clerk agreed with this, however advised that as it is also a bridleway it takes precedent over a footpath. The member of the public thanked the Clerk for clarifying that matter. The member of the public advised that she had lived in the locality since 1984 and ridden horses along the bridleway. She advised that there was originally a gate at the Church Lane end and said that the gate posts are still there hidden underneath the brambles. It was a pushbar gate which fell to pieces and was never replaced. The member of the public stated that she believed a gate would be a deterrent. The second member of the public also agreed and stated that if the gate posts were put in firmly and a gate was there, the quad bikes would not be able to fit through it. A horse would be able to go through the gate. The member of the public suggested that if proper signage was put up, that would also act as a deterrent. The Clerk stated that the PRoW Officer had advised that the Council would not be able to put the type of gate suggested by the member of the public on the bridleway. The member of the public suggested that a normal gate could be put there. The Clerk confirmed that the Council had the funding agreed for a normal gate.

The Clerk stated that when the item is discussed later in the meeting, she would refer to the recommendation from the Finance and General Purposes Committee Meeting, which was to put a normal gate at the Church Lane entrance with a Fire Brigade lock on it. The member of the public stated that she did not think that a lock would be needed and said that it would be enough that the width of the gate would definitely stop the quad bikes and hopefully deter the motorbikes. The member of the public stated that it needed to be a sprung gate. The Clerk stated that she would need to check with the PRoW Officer that a sprung gate would be suitable as the regulations have changed from what they were originally. The member of the public asked if there could also be proper signage attached as she believed that would help. The member of the public advised that she had to replace the signs that the police have put up on a daily basis. The Chairman thanked the members of the public and said that the matter would be discussed again later in the meeting. Cllr Irvine stated that he would wait to see what the PRoW Officer recommended with regard to the types of gates that can be used on a bridleway, as they are quite limited and the rules have changed. Cllr Irvine stated that he believed that although a gate may solve some of the problem, his observation has been that many of the vehicles enter the golf course via the Shooters entrance and he had seen a queue of vehicles there on a Sunday afternoon. He said that the gate may discourage the vehicles from using the bridleway, however it would not solve the problem entirely.

The Chairman advised that there was also another member of the public present who wished to address the Council regarding agenda item 9 'Rainbow Stones'.

The member of the public advised that she had seen a post on the North Weald Village Life Facebook page regarding a memorial in a village in Wales. Local children had been invited to give any stones that they had painted during the Covid-19 crisis to be set into cement as a permanent memorial for villagers to enjoy. The member of the public stated that a number of people had thought that it would be a lovely idea for children and families in the village to do something similar. The member of the public stated that the Clerk had been very good and unbeknown to her had investigated the matter further, adding it as an item to the agenda for this evening. The Chairman thanked the member of the public and advised that the suggestion would be discussed later in the meeting.

#### **C20.044 REPORT OF THE CLERK**

Councillors **NOTED** that the Clerk and Staff had all been working on the items within the Agenda.

#### **C20.045 REPORTS AND MEMBERS REPORTS**

**a) Chairman's Report** – The Chairman referred to the 'Thank You' banners displayed around the Parish and asked if Members thought it would be appropriate for them to be taken down at the end of July. All Members **AGREED**.

The Chairman reported that Norway House staff are still under lockdown, therefore the Sunflower Competition has had to be cancelled for this year. The Chairman thanked Cllr Tyler for growing the Sunflowers. The Chairman advised that the raised beds project would be going ahead and these would be ready for next year's growing season.

The Chairman referred to the sponsorship of the garden at the parade of shops and advised that a discount had been offered to the sponsors. New plaques have been ordered and invoices sent out. The Chairman would be putting a 'Thank You' in North Weald Village Life magazine.

The Chairman reported that EFDC had delivered Social Distancing roundels for the local shops which the Clerk had distributed. A further supply had been requested.

**b) Vice Chairman's Report** – No report

**c) District Councillors Reports** – Cllr Burrows advised that he had nothing specific to report, however was interested to catch up on anything to do with Thornwood.

**d) County Councillor Reports** – No reports.

**e) Parish Councillors Reports** – Cllr Tyler advised that he was still volunteering his services to deliver prescriptions to vulnerable and shielding residents on behalf of North Weald Chemists.

Cllr Clegg reported that a Speed Watch session had been undertaken in Upland Road recently. Between 9am and 10am, which is a quiet period, there were 70 vehicles and 27% of them exceeded the speed limit by a substantial amount (substantial being 36mph or more, the highest was 46mph). Cllr Clegg advised that an Upland

Road resident had written to various authorities requesting an increase in police presence.

Cllr Irvine reported that he had been trying to add more Speed Watch points to the system for roads in Hastingwood for approval by the police. An application for Hastingwood Road has been submitted. Cllr Irvine reported that he is still continuing with the project to improve Broadband in Hastingwood. He has been in discussion with BT and advised that there are several grants that can be awarded. Despite lockdown Cllr Irvine has managed to sign up 121 residents so far and this is now with BT Openreach.

Cllr Clegg reported that during the recent Speed Watch session, a couple of gentlemen had stopped to ask when Speed Watch would be carried out in North Weald High Road. Cllr Clegg advised Members that he had not been contacted by the North Weald co-ordinator to borrow the equipment. It was suggested that Cllr Clegg contact the co-ordinator for North Weald direct, with regard to this matter.

**f) Queens Hall Report** – Cllr Ms Wood reported that there had been a couple of issues with certain user groups asking to go back into the hall when it is still closed. Cllr Ms Wood reported that the previous evening she had received a phone call at 8.30pm and was advised that the garages were being broken into by a group of youths. Cllr Ms Wood, along with the Chairman of the Queens Hall Charity and representatives of the Cricket Club, visited the garages where they met three young boys and asked what they were doing. They were told that there were another group of boys who were in the garages. Cllr Ms Wood called the police. The police attended. Some damage had been caused. Cllr Ms Wood held on to one of the boys bikes to stop him from running away. A contractor has visited the garages to quote for the repairs which will be just over £200. The parent of the boy whose bike Cllr Ms Wood held onto has said it is damaged. Cllr Ms Wood advised that the police are aware and she is waiting for a call back from them. Apart from that issue, Cllr Ms Wood stated that everything is running as normal.

**g) Neighbourhood Plan** – The Principal Financial Officer reminded Councillors that the Neighbourhood Plan had effectively been on hold since the Covid-19 outbreak, however, they might now wish to think about starting it up again now that we were coming out of lockdown. The PFO reported that she had been contacted by James Rogers who had asked about maybe doing ZOOM meetings and Masterplanning via ZOOM, however the Steering Group are slightly uncomfortable about that, as it is not ideal to have those conversations with quite a lot of people there when normally the meetings are face to face around a table. Cllr Blanks stated that as we are coming out of lockdown there are one or two interesting developments, namely the representative of Harlow Council suggesting a rapid transit system that goes through North Weald. He stated that the councillor should have spoken to the Parish Council before announcing it on Youtube. Cllr Blanks stated that he was curious as to the reason why James Rogers had tried to instigate a meeting as EFDC had not been very enthusiastic about the Neighbourhood Plan. The PFO advised that James Rogers is the Masterplanning Facilitator and it is his job to move it forward. The PFO stated that this had not been the case historically and she was surprised to receive the email and phone call. With regard to the

Youtube video and social media posts, the Clerk has contacted the Harlow councillor direct, as well as the Leader of Harlow Council, as both the Clerk and the PFO were very unhappy. Dean Walton of Epping Ongar Railway has also been contacted for a statement. Both the PFO and the Clerk advised that nobody had put their hand up to say that they knew about this. District Cllr Burrows advised that he did not know anything about it either. The PFO thanked Cllr Burrows for his comment. The PFO stated that even if this is a possible, feasible idea it will have such an impact on the residents of North Weald and said that for them and the people who represent them not to have been told is totally unacceptable.

**h) EFDC Local Plan Report** – The Principal Financial Officer reported that the Local Plan was still progressing despite lockdown. EFDC are hoping to have their main modifications out by October's Cabinet Meeting. The PFO referred to the Green Infrastructure Strategy and reminded Councillors that they had received a copy of this document. The PFO stated that it was important that Councillors took time to read the document due to the impact that it will have on not only the district but also North Weald, Thornwood and Hastingwood.

The PFO gave a brief insight into the document. She advised that it was part of the Local Plan process and stated that the consultation period ends on the 16<sup>th</sup> July at 5pm. It was noted that there are two main elements to the document, the first element is to look at green space and the blue infrastructure, ie., wetlands and ponds. EFDC want to know how residents use green and blue infrastructure in the district and how it can be improved. The second element is about providing SANG (Suitable Alternative Natural Green Space). The PFO explained that the reason the Parish will hear a lot about SANG is because we have a large amount of the development proposed in the Epping Forest District, part in North Weald and part in Latton Priory. It is a requirement that the impact of that new development does not have a detrimental effect on the Forest. The Forest is classed as a SAC (Special Area of Conservation) therefore developers are required to provide an alternative. The PFO stated that the interesting thing for the Parish is that with regard to the SANG provision, the starting position is that it will be around 48 acres of open space. She stated that although this is a large area, it can be made up of existing open space. The strategy looks at Weald Common and how it might be improved. The PFO advised that the strategy also looks at changing the Memorial Playing Field and turning it into an Urban Park, to reinvigorate it and make it into a central focal point for the village of North Weald.

The PFO advised that one of the interesting things for the Parish is that the strategy looks at tree planting and land could be put forward for planting a small forest, which is classed as trees for the future. The PFO stated that part of Weald Common had been put forward for this and sad that this was something that the Neighbourhood Plan Steering Group had talked about and were likely to support. The PFO urged Councillors to read the document and let residents know about it.

The Clerk stated that she wanted to remind Members, with regard to Weald Common, that even though the Parish Council was given an area on Weald Common for perpetuity, that is only for 80 years. The area was given to the Council in 1999 / 2000, which means that it only has that area for another 60 years and the Clerk urged

Members to remember that when looking at SANGs. The Chairman asked the PFO what the response time was. The PFO advised that Councillors could respond individually by the 16<sup>th</sup> July, however the Clerk had asked her to draft a response on behalf of the Council and any comments would be required by 13<sup>th</sup> July.

Cllr Mrs Jackman MBE asked if there were any financial implications for the Council. The PFO confirmed that there would be. She said that the strategy talked about Stewardship and looking at the best way to manage the areas. One of the options is for a Town or Parish Council to manage the green space on behalf of the community. The PFO stated that if the Parish Council were asked to manage it, Section 106 monies would be available, however, this is something that would be agreed between Council and the developers in the future. Cllr Mrs Jackman MBE, said that she thought it would be very important to have the details of that before Council entered into any agreement. The PFO confirmed that would definitely happen. The PFO advised Members that the big area of SANG which is being looked at is between the Airfield development site and the North Weald residential site, following the route of Church Lane.

**i) Highways Report** – The Clerk advised that a copy of the report had been circulated to all Councillors via email prior to the meeting. The Clerk suggested that Members take time to look at the report and email any comments they may wish to make. The Clerk advised that a County and District Councillor Surgery is to be held at the Parish Hall on Thursday, 21 August. EFDC and ECC Cllr Whitbread will be hosting the surgery. The Chairman advised that, together with the Clerk, Cllr Irvine and the late Vice Chairman, he had met with Sarah Alcock from ECC Highways regarding highways matters around the Parish and said that although a number of items now had agreement, he did not know how long it would take for the works to be completed. The Chairman stated that he was sure there will be other items to add on to the list and asked Members to advise the Clerk accordingly.

## **C20.046 FINANCIAL REPORTS**

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

Members **APPROVED** the lists of payments (these were emailed to Councillors prior to the meeting) which were made up to the 30<sup>th</sup> June 2020. Members **NOTED** the account balances at the end of the month.

## **C20.047 RAINBOW STONES**

With reference to the item raised under Questions from Members of the Public, the Chairman referred to the appendix attached to the Agenda, which gave an example of what a Rainbow Stones memorial could look like. The Chairman suggested that rather than leave the stones exposed to the open air, they could be imbedded in a concrete base with a wooden frame around it and covered with perspex to preserve them. Cllr Mrs Jackman MBE, suggested that the stones could be varnished. Cllr Clegg suggested that a square metre raised bed, with a collage or mosaic of stones, could be erected in the garden outside the parade of shops. Alternatively it could be located near to one of the village signs or the flagpole. Cllr Clegg suggested it could be a project for the primary school when they return in September. Cllr Clegg stated that he thought it was a great idea and said that the memorial would need to be prominent and located in the centre of the village to represent the whole

of the Parish.

Cllr Ms Wood mentioned that she had previously painted stones with St Andrew's School and gave an example of a parishioner who still had a stone which was painted over 20 years ago. Cllr Ms Wood stated that she thought it was a very good idea and suggested that there could be several locations for the memorial. She said that with regard to covering the stones with a perspex cover, this could cause a problem as the perspex will weather quicker than the stones and then it would be difficult to see them. Cllr Ms Wood said that she was sure the Queens Hall would be happy to have something like the memorial suggested. Cllr Stroud said that he agreed with what had been said and suggested that St Andrew's School should be involved with the project. Cllr Stroud also suggested that yacht varnish could be applied to the stones to preserve them.

Cllr Tyler mentioned that over a number of years people had been painting and swapping stones, leaving them for others to find, in various locations. He said that he thought that the idea of having a memorial was great, but also suggested that it could be trialled leaving painted stones in the area covered by the CCTV to see how that went, adding that if there were any problems, the stones could quickly be removed. Cllr Ms Wood stated that she was also aware of stone sharing, giving an example of what took place on Mersea Island. Cllr Ms Wood said that people would paint stones and hide them, then leave clues on social media as to where people could find them. The stones would then either be collected or put in other places for others to find. She said that the project generated a little bit of happiness. Cllr Ms Wood expressed concern that if the stones were just placed in the flower beds outside the parade of shops, the flowers could get trampled on and said that the suggestion would need further thought.

The Clerk suggested that she could contact EFDC's Youth Councillor, District Cllr Jamie McGivov, to see if Epping St John's would wish to take the project on and help with it. The Clerk stated that Council would need to move quickly with the project, whilst people were still interested. The Clerk suggested that the Council's Press Officer issue a Press Release. Cllr Clegg suggested that the project could be open to adults as well. The Chairman stated that he agreed with the Clerk's suggestion to generate interest from the youth scheme and see if the project can be co-ordinated between the schools and the Scouts, etc. The Chairman said that he was sure there were plenty of locations to put the memorials, depending on how large they will be. The Clerk stated that everyone, young and old had been affected by Covid-19. It was **AGREED** that the Clerk ask the Press Officer to issue a Press Release asking people to donate any stones that they had painted. The Clerk stated that the only decision that would then still need to be made is how best to display the stones and where that permanent display would go. The Chairman stated that he believed Councillors were in agreement as to the size of the memorial, of no more than 1 square metre.

#### **C20.048 a) 'GOING FORWARD' PARISH COUNCIL**

Councillors **NOTED** that following last month's decision to work out of the Parish Hall from September 2020, subject to Government Guidance and where social distancing can easily be maintained, together with adequate cleaning and sanitising



schedules being adhered to, the hall is currently being set up with some frontline services to ensure that we are able to open to the public. Initially we will open twice a week on a Monday and Friday between 9.15am and 12.30pm. This would be increased to include a Wednesday once we have reached Step 2 and with the appropriate R level being in place, as per the Government's Document 'OUR PLAN TO REBUILD, the UK Government's Covid-19 Recovery Strategy'. It was suggested that Councillors may wish to look at including a Councillors Surgery once a month. Councillors **NOTED** that appropriate PPE and a Sanitising Station had been ordered. Arrangements have been made to move the photocopier, fireproof safe and other such matters.

Councillors **NOTED** that it was understood that Essex County Councillors had been given some funding to use specifically for Coronavirus implications and problems within their communities. In view of this, the Clerk has written to those Councillors to ask if they would be willing to provide some funding to help set up this face to face service for residents. An extract of the copy of the request was attached to the Agenda. Councillors **NOTED** that a date for when the Parish Council will be operational for this face to face service for residents is still being worked on, however it is hoped to be the week commencing 14<sup>th</sup> September. The Government and HSE has reissued the 39 Steps for Offices/Contact Centres to reopen and these are currently being worked on by the Clerk and PFO to ensure that a face to face service can be offered safely.

The Clerk advised that she had been working on Risk Assessments for the Parish Hall, and had also been in contact with Cllr Ms Wood and Cllr Mulliner with regard to this. The Clerk stated that she did not think that any of the Regular Hall Hirers would start back until September. Members **NOTED** that the hall would not be able to accommodate more than 30 people. It was noted that the hall would not be able to open for any sport, dancing or fitness at the current time, according to Government Guidance.

**b) 'GOING FORWARD' PARISH COUNCIL  
ELECTRONIC MANAGEMENT OF PC FUNCTIONS**

Councillors **NOTED** that the Parish Council office staff currently employ a range of measures to manage some of the different functions of the Council, as follows:-

- Parish Council Accounts – Rialtas Omega Software
- Parish Hall Bookings – Volunteer Booking Secretary, with manual records and reports.
- Assets – Excel Spreadsheet and Word
- Allotments – Excel Spreadsheet
- Cemetery – Hard copy Cemetery Books, hard copy files and Excel Spreadsheet

Councillors **NOTED** that it had become apparent, during lockdown, that in order to improve both efficiency and record keeping, the office staff have had to look at the different software packages available to facilitate 'one stop' electronic records, along with how these could be managed and backed up. In addition, it was noted that concerns had been raised by the internal auditor for the past few audits, of the inadequacy of the current system for Parish Hall Bookings. Rialtas is already used to manage the Council's accounts and the office staff have received a demonstration

on the bespoke Rialtas software packages. Whilst some further investigation is needed to establish the best method of software hosting, the Clerk's recommendation is to purchase tailored software to manage the Cemetery, Allotments and the Parish Hall Bookings. Members **NOTED** that the office staff did not believe that the purchase of the Asset management software would add any particular value to the method currently used. It was noted that there would be a one off cost of £2,470 for the initial purchase of all three software packages. There would also be some additional training costs and an annual support fee (dependant on what user licence is needed).

The Clerk stated that following the installation of CCTV at the Parish Hall, it had 'opened her eyes' and she believed that moving to electronic records was definitely the way forward. The PFO gave an example of how the records for the Cemetery currently work, with details recorded manually in the four Cemetery Books, each plot has a separate file and details are also recorded on a spreadsheet. By using the electronic system it would make the running of these more efficient. Cllr Mrs Grigg asked if agreement was being sought at the meeting or if it was for the precept. The Clerk stated that she was looking for an 'in principal' agreement. Cllr Mrs Grigg stated that she would be happy to propose this. Cllr Mrs Hawkins stated that she would second the proposal. The Chairman asked the Clerk what timescale she was looking at for the installation. The Clerk advised that it would probably be September / October, as the office staff are looking to work from the Parish Hall from the second week of September. The Clerk said dependant on how long it would take to get a new office / community building, the temporary move to Thornwood could potentially be for at least three years, therefore it would be good to have these processes in place for that time. The Chairman asked if all Members were in agreement. All Members **AGREED**.

#### c) 'GOING FORWARD' PARISH HALL AT THORNWOOD

Members **NOTED** that as of 4<sup>th</sup> July, the Government Guidance is that Halls may be able to reopen subject to the 'R' Rate being at an appropriate level. This Council is also guided by RCCE / EALC who have been sharing their interpretation of Government Guidance. Members **NOTED** that the Clerk had contacted all of the Hall users and it seemed highly unlikely that any of the usual groups would be returning before September. The Clerk would be sending further emails asking for updates. It was noted that the Caretaker continues to check the Hall on a regular basis and is to undertake additional jobs to ensure that the Hall is ready to open safely.

Councillors **NOTED** that staff are continuing to review the Cleaning Schedules called 'Restart For Hall & Caretaker' and 'Draft Cleaning Schedule'. It was noted that amendments may be necessary, dependant on Government Guidance before any opening and changes to any Social Distancing). These documents are the current ones that the staff will continue to work from in the absence of any others. Members **NOTED** that a further set of paperwork would be circulated prior to the Hall opening, once it is confirmed that these are known to be the ones that we will be 'Up and Ready to Run With'.

The Clerk reported that since the CCTV had been installed, she had received

numerous phone calls from concerned residents regarding anti-social activity in the car park. The Clerk briefly listed the types of activity that had been caught on CCTV and confirmed that an incident log was being kept. Cllr Mrs Hawkins stated that the types of incidents recorded had been taking place over the past 4 or 5 years. The Clerk stated that an additional camera was required to cover the play area and the playing field. The Chairman confirmed that he would be meeting with the contractors on site to discuss this further.

With regard to the opening of the Parish Hall, the Clerk advised that Cllr Mrs Hawkins would be having a trial run on Thursday with a small group of 6 people meeting outside, however they would have access to the hall facilities, if required.

**d) 'GOING FORWARD' REPORTING OF ENVIRONMENTAL, HIGHWAY OR FLY-TIPPING ISSUES**

Councillors *NOTED* that over the last few months the reporting of these issues had become increasingly more difficult, especially those reported to Essex County Council, where the issue may not be resolved for a considerable time. It was suggested that Councillors may wish to encourage residents to submit a photograph when reporting issues, as it would appear matters are dealt with much quicker if there is photographic evidence.

**C20.049 OPEN SPACES SIGNAGE**

Councillors recalled that after an in-depth review of the Government Guidance – Coronavirus (COVID-19): Safer Public Spaces, Urban Centres and Green Spaces Covid-19 (together with various updates), Social Distancing signs were placed at the entrances to the Open Spaces that the Parish Council is liable and has responsibility for. It was noted that, unfortunately, some of these signs have either been removed or vandalised and have had to be replaced at additional cost to this Council. It was recommended that, due to the notification of Social Distancing changing from 2 metres to 1 metre on 4<sup>th</sup> July, no more signs should be ordered and the existing signs should be amended if possible. Councillors *NOTED* that EFDC had provided roundels for shops in North Weald and these had been distributed by the Clerk the day following delivery. EFDC had been thanked for these signs. Cllr Mulliner referred to the Open Spaces signs and asked if the signs have been removed, would the Council be covered if they were not replaced. The Clerk confirmed that photographs had been taken of the signs when they had been put up.

**C20.050 PARISH COUNCIL STATEMENT ON THE £50,000 HMRC RECEIPT**

**a) Statement & Comments on Social Media**

Councillors *NOTED* that following a number of comments on Social Media (North Weald Village Life Facebook Page) which had been posted originally by one North Weald Resident, the Resident had made some comments in relation to enquiries that he advised he had undertaken with the Brentwood & Ongar MP, whose constituency North Weald falls under. The MP had responded to the enquiry, however the response that the MP had given included some information from another MP which was incorrect. It was noted that this may not have been the fault of the MPs concerned. The Clerk has been unable to ascertain what the actual questions were and has not been provided with a copy of the original letter to the MP. Councillors

**NOTED** that, unfortunately, comments from the Resident continued on Social Media, which forced the Parish Council's hand in having to issue a Statement to advise Residents regarding the allocation of the £50,000 received from EFDC, together with all aspects relating to it. Councillors **NOTED** that the Clerk had already sent copies of documentation to all Members and had placed a copy of the Statement on the Website, issued a Press Release and placed copies on the Noticeboards. The Clerk had also asked Village Life to place a copy of the Statement on their Social Media Platform.

**b) £50k Suggestion List**

A copy of the Suggestion List was attached to the agenda for Members perusal. Councillors **NOTED** that it is a 'fluid' document and were asked if they wished to review any of the items on the list for consideration or to add or delete any items. Cllr Mrs Jackman MBE stated she believed any discussion regarding the £50k should be deferred at the current time. Cllr Mrs Jackman MBE referred to the Statement issued by the Clerk and said that she thought it was excellent.

**C20.051 CEMETERY**

Councillors **NOTED** that since the last report given at the Parish Council Meeting in June, there had been one further Burial and one further Interment of Ashes. The seat which had been requested had now been installed. It was noted that work to repair the fences to the Memorial Garden would be commencing shortly. A quote to undertake maintenance of the benches had been received from the Cemetery Grounds Maintenance Contractor and would be discussed further at the Environmental Committee Meeting.

**C20.052 'GOING FORWARD' PARISH COUNCIL CCTV**

**a) Parish Hall in Thornwood**

Councillors **NOTED** the inordinate amount of work undertaken by the Chairman in getting the CCTV installed at the Parish Hall. The purpose of the CCTV being to improve security on site and adjacent sites and to act as a deterrent to crime. It was noted that on the 23<sup>rd</sup> June, the Clerk and PFO had received training on how to use the CCTV. It was noted that, as a Local Authority, the Parish Council is bound by very specific rules concerning the use and management of any CCTV in line with its obligations under the Data Protection Act and associated legislation. Councillors were asked to note the contents of a report prepared by the PFO which was attached to the agenda. The purpose of this report is to ensure that the Parish Council complies with its obligations, specifically with regard to the 12 guiding principles of the Surveillance Camera Code of Practice.

The Chairman advised Members that he is looking to install a further camera that will cover the play area. He advised that he would be attending a meeting with Essential and the Parish Council's contractor the following day to establish the best place to site the camera and what work will be required to install the CCTV. The Chairman advised that since the CCTV had been installed it had revealed all kinds of incidents taking place in the Car Park. The Clerk informed Members that she had received a report from Cllr Clegg who had been alerted to a person using a metal detector on the playing field. The Clerk contacted the Parish Council's contractor and asked him to check the field. A total of 36 holes had been dug in the field on

Saturday afternoon. The Clerk advised that the Parish Council's contractor asked the person to leave, but the person refused and was in the field for two hours. Cllr Mrs Hawkins also visited the field. Cllr Mrs Hawkins had suggested that if there had been a noticeboard on the field with a sign on it stating that metal detecting is not allowed, she could have pointed the notice out to the person. The Clerk advised that there used to be a noticeboard on the field but that was replaced with one at the hall instead. The Clerk suggested that money could be taken out of the Brent House Farm Fund, which is to be used for community benefit, to purchase a noticeboard. Cllr Mrs Hawkins stated that there are a lot of notices in the field at the moment and she thought it would be a good idea if they were all put in one place on a noticeboard. The Clerk said that, moving on, Council will need to look, at sometime in the future, to installing some kind of barrier to prevent the Car Park from being used. The Clerk stated that if Members were in agreement, she would put the matter onto a Supplementary Agenda for the Environmental Committee Meeting which is to be held the following week, for Members to agree. The Chairman asked the Clerk if she could provide costings for that meeting. All Members **AGREED**.

Councillor Tyler referred to the incidents that have been recorded and suggested that there should be a sign alerting people to the fact that they are under CCTV surveillance to prevent indecent acts from being carried out. The Clerk stated that she had sent a message to EFDC, Safer Communities, to advise that the hall now had CCTV and that some incidents had been recorded which they may wish to look at.

Councillor Blanks mentioned that he had recently called at the Parish Hall and had noted that despite a number of cars being parked there, only 3 had notices to say that they were entitled to be there. One of the notices had expired in 2016. Cllr Blanks suggested that if cars are permitted to park in the car park, they should display the requisite permission in the windscreen. The Chairman stated that the Clerk is collating a list and this suggestion would be added to it. The Clerk advised that Cllr Mrs Hawkins had also been visiting the car park over the past two weeks and had been noting number plates of cars which should not be parked there.

Councillor Spearman asked if he was correct in thinking that although the play area could be filmed, only the police could watch the film back. The PFO stated that, generally, it is a requirement when you have CCTV that you only look at the images when you need to look at them. The PFO commented that Thornwood seemed to be a place of many 'eyes and ears' and said that the Clerk is notified regularly of incidents that are occurring. The PFO confirmed that Cllr Spearman was correct in what he had said. The PFO referred back to the obligations that the Parish Council has as a Local Authority and advised that a policy had been created as to how the CCTV will be managed and operated and said that the policy will be going online on to the Parish Council's website. Anyone wishing to access images will have to request the DATA from the Parish Council. The PFO stated that there are very strict rules, therefore only the Parish office staff will have the ability to access the CCTV. Members noted that the Parish Council is also required to consult with any neighbouring properties, which the PFO is currently in the process of doing. The Chairman asked Councillors to **NOTE** the contents of a report prepared by the PFO as attached to the agenda. The purpose of the report is to ensure that the Parish

Council complies with its obligations, specifically with regard to the 12 guiding principles of the Surveillance Camera Code of Practice.

**b) CCTV at Weald Common Play Area**

The Chairman referred Members to the copies of email correspondence attached to the Agenda. Members **NOTED** that the CCTV at Weald Common SLA was due for renewal in January 2020. Following the training by Essential Group, the Clerk contacted EFDC as she had not received any notification of any renewal of a new SLA. The Clerk has asked Essential Group to look to see if the system could either be renewed or adapted to go on to their system, which would then be under the control of the Parish Council. The Chairman advised Members that there had recently been some damage to the play area, a waste bin had been burnt. The PFO advised that the damage was likely to cost the Parish Council over £1,000.

**c) Consideration of CCTV in Additional Areas**

The Chairman said that he would like Members to think about any additional areas in the Parish which could benefit from having CCTV, they could then be precepted for in the budget. The Clerk suggested that this could be a standing item to be considered at the Precept Meeting. All Members **AGREED**.

**C20.053 GDPR FILING**

Councillors **NOTED** that good progress continued with regard to the filing from the Storage Container by the Clerk and the filing from the Store Room in the Library by the Senior Administrative Officer. It was noted that the Clerk has had two large boxes of the former Vice Chairman's paperwork delivered to her which would need to be carefully sorted.

**C20.054 GOLF COURSE AT THE REAR OF THE CEMETERY  
ITEM BROUGHT FORWARD**

The Chairman referred back to the earlier discussion in the meeting. The Clerk confirmed that she would contact the ECC PRow Officer following the meeting to check that the suggestion of a sprung gate would be acceptable. As discussed, the gate would be placed at the Church Lane end of the bridleway. The Chairman stated that he would hope that the owner of the golf course, together with the police, would make sure that there is some kind of defence mechanism put in place to prevent people from accessing the area near Shooters football area. The Clerk confirmed that she would advise both the landowner and PC Cook of what the Parish Council would be doing.

The member of the public asked to speak and stated that she agreed that the main problem is people accessing the area via the car park and the new flats and stated that if the owner of the golf club could put gates there it would be a wonderful answer. However she said that she was aware that the fishing club would be asked to finance it. Cllr Clegg referred back to the suggestion of a sprung gate and asked that the Council ensure that the technical specifications are correct. The Clerk stated that this was the reason she would have to check with the PRow Officer to confirm that a sprung gate would be appropriate to have on a bridleway. Cllr Blanks asked if there was any regularity in the bikers using the golf course, ie., same time and same day. Cllr Blanks commented that he would like to see it for himself, as

when he had visited in the past it had been very quiet. The member of the public stated that the bikers could be there for anything up to 5 hours at a time and offered to visit the site with Cllr Blanks. Cllr Irvine stated that he was very sympathetic and advised that he had recently visited the site and taken photos of number plates. He was approached by one of the bikers and he asked him what he was doing. Cllr Irvine said that he asked the person if he would mind picking up the litter. There were six bikers present and they picked it up. Cllr Irvine said that the response had surprised him as there could have been an alternative scenario. Cllr Mrs Hawkins stated that she had visited the cemetery earlier in the afternoon and she had heard bikes revving along the bridleway. Three brightly coloured bikes turned onto the road and headed in the direction of North Weald village. The Chairman reiterated the action that would be taken. The member of the public thanked the Chairman and said that it was very much appreciated.

#### **C20.055 AUDIT**

A copy of the Internal Audit Report had been attached to the agenda. Councillors **NOTED** the comments made by the Auditor. Cllr Mrs Jackman MBE thanked the staff for a very good audit. Cllr Blanks seconded the comment and said well done to the PFO.

#### **C20.056 ALLOTMENTS**

##### **a) General Report**

Councillors **NOTED** (as reported at the previous meeting) that there had been a large uptake of Allotments on the Wheelers Farm Gardens site and a new temporary warden appointed. It was noted that the access hours through the main gate to the Wheelers Farm Gardens site had reverted back to the normal hours of 'from Dawn to Dusk'. Plot Holders had been advised to remember to adhere to Government Guidelines and to ensure that they sanitise their hands.

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

Councillors recalled that further to agreement at an earlier Parish Council and Environmental Committee Meeting, it had been agreed that this Council would look to de-allotmentise Hastingwood B once there had been no tenants on the site for at least a year. Councillors **NOTED** that steps had been taken to start the required paperwork with regard to this and that Members would be advised accordingly on any further updates.

##### **c) Community Allotment Garden Thornwood, on Charlie's Garden**

Councillors were **ADVISED** that this project was considered at the last meeting of the Environmental Committee. Those Members present thought that it was an extremely good idea. A proposal for funding the project was attached to the Agenda for Members perusal. It was noted that some funds would need to be committed from the Allotments and Handyman Funding which had been received via EALC. Members **NOTED** that a total of £4,000 would be needed to complete the project. Cllr Mrs Hawkins is hoping to get some funding from Cllr Whitbread. Following discussion, all Members **AGREED**.

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

Councillors were **ADVISED** that an EFDC Community Worker had been in contact

to discuss the possibility of creating a Community Allotment Garden for Socially Isolated residents who live in North Weald. It would be a place to work together and develop an education space that could be enjoyed by the current allotment tenants and for a few more to join in. Those involved would gain an increased knowledge of plants, which would include how they develop and different ways to grow them, using innovative ways, including organic and modern. EFDC Community Workers would work with the Allotment Wardens to ensure that the Council and the existing allotment holders are all happy. It was noted that there would be no more than 6 people on the Community Plot at any one time. Members **NOTED** that access to the allotment site would be via the Queens Road access. The Clerk advised that £1,000 to £1,500 maximum would be required to clear one overgrown plot ready for use and this funding would be taken from the Allotments and Handyman Funding received via EALC. The rest of the work would be undertaken by the EFDC Community Workers. All Members **AGREED** to the project.

#### **C20.057 DEFIBRILLATOR**

Councillors **NOTED** that a request had been made for a Defibrillator to be installed at a suitable location in Hastingwood. The request had come via a resident to Cllr Andy Irvine. Members were reminded that the Parish has two Defibrillators, one located in North Weald at the Methodist Hall and one located in Thornwood at the Parish Hall. Both Defibrillators had been used for emergency purposes. Members **NOTED** that the Clerk had contacted the Hastingwood Village Hall Committee to establish if there would be any objection to a Defibrillator being situated on the wall of the Hastingwood Village Hall if one could be purchased. The cost to purchase a Defibrillator would be £2,330 plus an additional £175.00 to train 5 volunteers, if required. It was noted that the purchase could be funded from the Brent House Farm Fund – S106 Monies totalling £36,850. It was agreed that this would be an excellent use of the money, as the use of this equipment is proven to save lives. Cllr Clegg **PROPOSED** that a Defibrillator be purchased for Hastingwood. The proposal was **SECONDED** by Cllr Mrs Jackman MBE. All Members **AGREED**.

#### **C20.058 REMEMBRANCE SUNDAY & DEBT OF HONOUR**

The Chairman referred Members to the report included with the Agenda. Members **NOTED** that due to the present circumstances it is anticipated that arrangements for Remembrance Sunday 2020 would be very different to previous years. Two options had been put forward for the Wreath Laying Service. With regard to Wreath Orders it was noted that it may not be possible to offer the service this year. The Chairman stated that it was highly unlikely that the Community Luncheon would be held at North Weald Village Hall this year. It was noted that due to Covid-19 the Royal British Legion would need to be responsible for its own Risk Assessments as the responsibility for their services would ultimately fall on them. The Chairman stated that the Parish Council would be happy to undertake the printing of service sheets, if required, as in previous years. The Chairman stated that he did not believe the matter needed to be discussed in too much depth as the situation could change on a week by week basis. The Chairman advised that in the event that social distancing measures are lifted in time for Remembrance Sunday and provided there is a minimum of four weeks notice, organisation of the wreath laying event could possibly take place as normal. The Chairman **PROPOSED** that the matter be discussed in more detail in due course. All Members **AGREED**.



**C20.059 VANDALISM & GRAFFITI**

Councillors **NOTED** that there had been a number of incidences of vandalism and graffiti within the Parish. The Parish Council's Maintenance Contractor had removed the offensive graffiti within 48 hours.

**C20.060 PLAY AREAS**

Councillors **NOTED** that after following Government Guidance, all three play areas re-opened on Saturday, 4<sup>th</sup> July. Prior to opening, all three play areas were cleaned and sanitised on Friday, 3<sup>rd</sup> July. The Clerk confirmed that a certificate advising of this, together with notices advising on the appropriate Social Distancing measures, were affixed to the gates at each play areas.

**C20.061 ASSETS**

Councillors **NOTED** that a full survey had been carried out on the Parish Council Assets. These have been photographed and a new computerised system has been Set up with photographic records.

**C20.062 NOISE COMPLAINTS ON NORTH WEALD AIRFIELD**

Councillors **NOTED** that the Chairman had been copied into a number of email complaints in relation to Helicopter Noise emanating from North Weald Airfield. The Chairman wished to advise Members that after carefully considering the content of these emails, together with who they had been addressed to, they are being dealt with by the correct people and he has therefore noted these.

The Chairman gave a brief report regarding the content of the emails. Cllr Clegg asked the Chairman if he knew whether or not the Airfield was being used as a training centre for Police Helicopter Pilots from other parts of the country. The Chairman advised that he had not seen anything in the explanatory email from the Sargent who looks after the Police on the Airfield with regard to this. He said that he had been made aware that the Police had been struggling to find areas where they could train the new recruits and other Police Helicopter Pilots had been coming to North Weald to do night-time flying. The Chairman said that he not seen anything mentioned with regard to the Airfield being a centre for training for the UK. Cllr Clegg asked if the Chairman knew whether this would happen on an ad hoc basis, whereby pilots from other areas would come to North Weald to intensify their flying hours rather than just being Essex, Herts and Kent? The Chairman said that he was sure that EFDC would know. Cllr Clegg said that he sympathised with the complainant and said that he believed residents did not realise how much noise intrusion there would be when the helicopters moved from Lippits Hill to North Weald. The Chairman said he thinks that the Police are trying to rush the training through to familiarise recruits with the type of aircraft they are flying and hopefully it should be finished sooner rather than later.

Cllr Blanks stated that as far as noise on the Airfield was concerned, everyone will need to get used to a lot more of it as the Squadron had been taken over by a company called Aero Legends, who anticipate flying Spitfires and other vintage aeroplanes. Cllr Tyler mentioned that there had also been a large amount of flights by the Air Ambulance, which is understandable at the present time.

### C20.063 SOCIAL MEDIA

Councillors **NOTED** that due to concerns that this Parish Council has had with regard to the ‘chatter’ on local Social Media and the posting of incorrect and inflammatory posts on chat platforms, which led to the issuing of the Statement. Two Members of this Council, Cllr Nigel Bedford and Cllr Andy Irvine would be willing to form a ‘Task Force’ which would operate in conjunction with the Clerk and Principal Financial Officer, to rebut this incorrect information and post the correct answers.

The Chairman asked Members if they were in agreement. Councillor Mrs Jackman MBE stated that she believed it would be appropriate for the Parish Council’s Press Officer to be a member of the ‘Task Force’. The Chairman stated that he would be happy for that and said that communication would be via email, meetings would not take place as speed was of the essence. Cllr Clegg stated that he was supportive of the Press Officer joining the ‘Task Force’, however expressed concern that it would not totally be under the umbrella of the Parish Council as the Press Officer is not a Councillor. Cllr Clegg asked the Chairman if he could advise what the protocol would be with regard to an outside person joining the ‘Task Force’. The Clerk advised that the ‘Task Force’ would not be a committee, therefore an outside person could be a member as no decisions would be made. The ‘Task Force’ would be looking at responses, which would be looked at by the Clerk and the PFO.

Cllr Irvine referred to the initial meeting he had been part of with regard to setting up a ‘Task Force’ and said that they had discussed being responsive to some of the comments that were ill-informed and very politely stating the truth. Cllr Irvine said that they also discussed what the Parish Council is not doing with regard to putting things on Social Media. He said that there are a lot of good news stories from this meeting today and that could lend itself to the Press Officer being involved with the ‘Task Force’. He suggested, as a compromise, the Press Officer could be an adviser to the group. The Press Officer stated that every Press Release he issues is posted onto the Parish Council’s Facebook Page and the PFO retweets it. The Clerk advised that the Press Officer often alerts her to items posted on Facebook Pages that she has been blocked from. Cllr Irvine stated that the Press Officer can be an adviser, however, he believed that it was the responsibility of the Parish Council to answer any comments posted and state the truth, as the Press Officer could be slightly compromised if he answered questions from parishioners. He stated that if the Press Officer was an adviser he could help create the good news stories. The Clerk stated that nobody had agreed that the responses would be sent from individuals. The Press Officer would not respond on behalf of the Parish Council as he is not a Parish Councillor and the Clerk did not think that he would want to respond on behalf of the Parish Council. The Clerk stated that she did not think there would be any problem with the Press Officer being part of the ‘Task Force’. Cllr Irvine said that he agreed that it would be a very good thing.

Cllr Clegg said that he did not want to be obstructive and he was 100% in support of the Press Officer joining the ‘Task Force’. He just wanted to protect the Parish Council and Councillors from the type of people who are obstructive to everything that the Parish Council wants to do. The Chairman confirmed that the responses sent out would be under the Parish Council banner. The Clerk stated that both herself and the PFO agreed that they know that the Press Officer would never do

anything that goes against the Parish Council. The Press Officer asked the Chairman if he could be permitted to speak. The Press Officer referred to the Statement and the £50k and suggested that the Council should have another word with the administrator of the Village Life Facebook page and said that if she moderated her page properly with regard to comments that she must know are not truthful, then none of this would be necessary. The Chairman stated that he believed that proposal had been put to the administrator more than once and the Council has not seen any significant changes in that respect. Cllr Tyler asked if the Council should still be supporting the administrator by advertising in the Village Life magazine. The Chairman stated that he believed this was a discussion for a different time. The Clerk agreed and said that there are issues, however this meeting is not the place for it. The Chairman asked Members if they agreed to the setting up of a 'Task Force'. All Members **AGREED**.

#### **C20.064 FLAGPOLE – VILLAGE GREEN**

Councillors **NOTED** that the flag to commemorate Armed Forces Day was flown on Saturday, 27<sup>th</sup> June.

#### **C20.065 COUNTY & DISTRICT COUNCILLOR SURGERY**

Councillors **NOTED** that County Councillor Chris Whitbread would be holding a County and District Councillors Surgery on Friday, 21<sup>st</sup> August at the Parish Hall, Thornwood Common. Social Distancing of 1 metre + will be in place. Details have been advertised on the Parish Council Website and Notices will be placed on the Noticeboards and posted on Social Media. Cllr Mrs Hawkins confirmed that three Councillors will be in attendance. Cllr Blanks requested that the following question be asked: "When do we get our infrastructure?" The Clerk confirmed that she would ask that question.

#### **C20.066 REQUEST FROM EPPING FOREST DISTRICT COUNCIL**

Councillors **NOTED** that EFDC were seeking views from Parish & Town Councils regarding the re-opening of shops and businesses and how they thought they could see themselves helping. EFDC were also encouraging Councillors and Residents to submit views online under the message 'Getting our High Streets back on their feet'. Further information regarding EFDC's engagement platform called Commonplace had been detailed in the Agenda. The Clerk asked Members if they would like to make any comment. Cllr Mulliner asked if it could be recommended that EFDC encourage supermarkets and chemists to keep the allocated shopping times for vulnerable people. Cllr Blanks asked if there could be sufficient car parking for when people want to visit the shops, both now and in the future.

#### **C20.067 EXTERNAL AUDIT**

Councillors **NOTED** the amended regulations regarding External Audit. Each year the Councils Accounts and Practices (known as the Annual Governance and Accountability Return - AGAR) are reviewed by an external auditor appointed by the Smaller Authorities' Audit Appointments Ltd. Due to COVID-19, the MHCLG has made amended Regulations which extend the statutory audit deadlines for 2019-20, which includes the following:

- The requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, smaller authorities must commence the public inspection period on or before 1 September 2020
- The AGAR must be approved and published by 31 August 2020 at the latest or may be approved earlier, wherever possible.

This year the Parish Council is subject to a Limited Assurance Review. Attached to the agenda was a copy of the relevant pages of the AGAR. The Parish Council completed the following:

- a) Considered the ongoing review of the effectiveness of the system of internal control, and considered the findings of this review, the findings being they were satisfied with the system of Internal Control.
- b) Prepared the Annual Governance Statement (Section 1)
- c) Approved the Annual Governance Statement by way of **RESOLUTION, PROPOSED** by Cllr Mrs Jackman, **SECONDED** by Cllr Blanks.
- d) Considered the Accounting Statements (Section 2)
- e) Approved the Accounting Statements by way of **RESOLUTION, PROPOSED** by Cllr Blanks, **SECONDED** by Cllr Mrs Hawkins.
- f) Both the Annual Governance Statement and Accounting Statements was subsequently signed and dated by the Chairman during the meeting.

Councillors **NOTED** the period of public rights and publication of the unaudited annual return will be between 13<sup>th</sup> July and 21<sup>st</sup> August, and that the relevant notices will be erected onto the notice boards and Parish Council website on 10<sup>th</sup> July 2020.

#### **C20.068 CHANGES TO THE ENVIRONMENTAL & GREEN POLICY**

Councillors **NOTED** that temporary changes to the Parish Council's Environmental & Green Policy, which were required due to the impact of Covid-19. A copy of the policy had been attached to the Agenda. All Members **AGREED** to the temporary changes.

Meeting closed: 10.01pm

Signed .....

Date .....