



**MINUTES**

**Meeting:** COUNCIL

**Date:** 2<sup>nd</sup> March 2020

**Time:** 7.30PM

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

**PRESENT:**

**Councillors (10)** N Bedford(Chairman), B Clegg, M Stroud, Mrs A Grigg, G Mulliner, Mrs S Hawkins, Ms D Wood, R Spearman, Mrs S Jackman MBE, A Tyler\*

\*Arrived at 7.33pm

**Officers in Attendance (2)**

Susan Deluca - Clerk

Joanna Tyler – Senior Administrative Officer

**Members of the Public (0)**

**Members of the Press (1)**

In the absence of both the Chairman and the Vice Chairman, Cllr Clegg **PROPOSED** that Cllr Bedford stand in as temporary Chairman, the proposal was **SECONDED** by Cllr Mrs Jackman, MBE. All Members **AGREED**.

**C19.167 APOLOGIES FOR ABSENCE (4)**

**NOTED** that apologies for absence had been received from Cllr Buckley, Cllr Eldridge, Cllr Blanks and Cllr Irvine.

**C19.168 OTHER ABSENCES (0)**

None.

**C19.169 MINUTES**

The Minutes of the Parish Council Meeting held on the 3<sup>rd</sup> February 2020 were **AGREED**. Members **NOTED** the Minutes of the Parish Hall at Thornwood Common Management Committee Meeting held on the 6<sup>th</sup> February 2020.

**C19.170 DECLARATIONS OF INTEREST**

Cllr Mulliner declared a non pecuniary interest regarding agenda item number 15. Cllr Spearman declared a disclosable pecuniary interest in any agenda item concerning the Local Plan. Cllr Bedford declared a non pecuniary interest in any agenda item concerning EFDC, by virtue of being a District Councillor.

**C19.171 DATES FOR YOUR DIARY**

The Chairman advised Members that he wished to bring agenda item number 19 forward to the first item to be discussed. The Chairman stated that he had received an urgent phone call from EFDC prior to the meeting. He had been advised that EFDC are awaiting the outcome from the Government's COBRA meeting and it is highly likely that meetings such as the Parish Council's may be suspended going forward. The Chairman gave an example of an award ceremony that he had been due to attend later in the week for recipients of grant and gift aid from EFDC and

stated that it was highly likely that the ceremony would be cancelled at short notice. The Chairman stated that he wanted to establish how Members would feel if an emergency motion is brought forward, that after the meeting, Standing Orders are suspended for Parish Council and Planning Meetings and any other urgent meetings that we have in the meantime, due to Coronavirus. The Chairman stated that he believes that there is now a confirmed case of Coronavirus in Princess Alexandra Hospital. The Chairman stated that, bearing in mind a high percentage of councillors sitting around the table are in the higher danger bracket (ie., over 60 years of age) he asked whether Members wished to consider suspending Standing Orders going forward after tonight's meeting.

The Clerk confirmed that Standing Orders could be suspended and advised that the Government has said that it will allow councils to look at the law of their own council. The Clerk advised that the decision to suspend Standing Orders would be entirely up to Members because she cannot decide this. The Clerk reminded Members that Parish Council Meetings are held on the 1<sup>st</sup> Monday of every month and Planning Meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday's. The Clerk advised that she has delegated power with the Chairman and Vice Chairman, or with one other councillor, with regard to Planning and other urgent decisions. This delegated power was given to the Clerk 10 years ago and she advised that she had only had to use it once in that time. The Clerk advised that the Parish Hall at Thornwood Common Management Committee Meeting is scheduled to take place on the 5<sup>th</sup> March, however there are only a small number of items to be discussed and these could be held over until the next Committee Meeting. The Clerk mentioned that the Annual Parish Assembly had to be held between the 1<sup>st</sup> March and the 30<sup>th</sup> June, therefore the date scheduled could be reviewed, dependant on advice from Government and to take note of what EFDC are doing with regard to their meetings. The Clerk reiterated that the decision was entirely up to Members.

Following lengthy discussion, Members **AGREED** to postpone Council meetings and the situation would be monitored and reviewed again prior to April.

#### C19.172 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

#### C19.173 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT

Councillors **NOTED** the Clerk's report:-

Date	Reported by or Action Initiated by	Regarding	Action Taken	Further Action Taken
FEB	PFO	NPSG		ONGOING
FEB	SENIOR ADMIN OFFICER	CITIZEN OF THE YEAR		
FEB	SENIOR ADMIN OFFICER/CLERK	PARISH HALL	Various Actions	Various Matters including matter outside of hall and on the allotment gardens
FEB	CLERK & PFO	EFDC LOCAL PLAN MATTERS	Various Actions	Masterplans & Harlow & Gilston

FEB	CLERK & SENIOR ADMIN OFFICER	CEMETERY MATTERS	Updating deeds and writing to plot holders ref. excessive ornaments	Various Actions
FEB	CLERK & SENIOR ADMIN OFFICER	CITIZEN OF THE YEAR & THE ANNUAL ASSEMBLY	Organisation of various events	
FEB	CLERK & SENIOR ADMIN OFFICER	VE DAY	Various Arrangements	
ITEMS RECEIVED WHICH MAY BE OF INTEREST Various EFDC Agendas, North Weald Village Life, Various Periodicals/RCCE Oyster, Village Halls Document				
<i>This is not a definitive list of actual work carried out by staff during the course of the month and is just a brief update of matters which have either been previously discussed at meetings or by individual Members and should be used by members as an update list for information to go with the monthly agenda.</i>				

The Clerk reported that the Principal Financial Officer was absent from the meeting due to attending the Harlow and Gilston Garden Town Master Plan meeting. Members **NOTED** that the Clerk, along with Adriana and Jo, had recently attending a Master Planning exercise at EFDC. The Clerk stated that she was not impressed with the work which is going on with regards to North Weald. Cllr Bedford agreed with the Clerk's comments. The Clerk stated that she believes that we need to fly the flag for North Weald at these exercises and will ensure that North Weald is represented at any future events of this type.

#### **C19.174 REPORTS AND MEMBERS REPORTS**

**a) Chairman's Report** – No formal report, however, the Clerk advised that the Chairman had made comments on a couple of agenda items which she would report when discussed later in the meeting.

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

**c) District Councillors Reports** – No report.

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

#### **e) Parish Councillors Reports**

Cllr Mrs Grigg gave an update regarding the issue with litter in York Road, as reported at the previous meeting. Cllr Mrs Grigg advised that she had received an email from the resident who originally reported the matter, confirming that the litter had been cleared. Cllr Mrs Grigg thanked EFDC.

Cllr Clegg reported that fly tipping in Rye Hill Road had been cleared and he would also like to thank EFDC for responding so quickly.

#### **f) Local Plan & Neighbourhood Plan**

Members **NOTED** the contents of a written report tabled at the meeting. A copy of the Harlow & Gilston Garden Town Transport Strategy was attached to the agenda.

#### **g) Queens Hall Report**

Cllr Ms Wood advised that things were still going well. A meeting to discuss hall

fees was held with a group of non users and it was agreed that fees would be raised just over the rate of inflation. They looked at regular users on an individual basis to continue to support non profit community groups. They have had another football club booked for a Saturday league, hiring two pitches and the pavilion. On the down side, they have had a resignation from their Booking Clerk which will be addressed at the AGM, scheduled to be held on the 1<sup>st</sup> of April. Finances continue to look good, with £12,000 being held in the account, which appears to remain steady. Cllr Ms Wood advised that the Clerk would be assisting her with making a grant application for a new boiler which is expected to cost around £3,000. Cllr Mrs Jackman MBE asked for a vote of thanks to be given to Cllr Ms Wood, stating that she is doing a marvellous job. Following further discussion, the Chairman asked that a vote of thanks be recorded.

### **C19.175 FINANCIAL REPORTS**

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

Members **APPROVED** the lists of payments (these were emailed to Councillors and also tabled at the meeting) which were made up to the 29<sup>th</sup> February 2020.

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

Members **NOTED** that the status on the filing is as per the last Parish Council Meeting.

### **C19.176 SOCIAL MEDIA & WEBSITE**

The Clerk reported that the Parish Council now had a new website called Voice, which is a free website. Members **NOTED** that Cllr Irvine had been instrumental in organising this with help from the Clerk and PFO. The Clerk advised that access to the website had not changed. The Chairman asked that a vote of thanks be recorded to Cllr Irvine.

### **C19.177 VE DAY**

The Clerk drew Members attention to the draft of the Parish Map to commemorate VE Day and advised that this had been put together by young person as a work experience project. The Clerk advised that the Timeline had been put together by a company for the Neighbourhood Plan Steering Group. A couple of dates needed to be added to this which Adriana would be looking at. Cllr Bedford suggested that the map could be made available in the same locations as North Weald Village Life Magazine is distributed. Members asked that their thanks be passed to the individual who had completed the map.

Members **AGREED** to the proposal for a small Static Exhibition to be placed in the Library close to the Parish Office. It was noted that the Exhibition would run from the 2<sup>nd</sup> to the 9<sup>th</sup> of May and permission had been agreed by ECC for it to be housed in the North Weald Library. Parish Council staff would try to source 'War Time' items to go on display at this exhibition, with a special emphasis on North Weald Bassett Parish, if possible. The Clerk advised that a request for any memorabilia had been sent out via Everything Epping Forest, following which she had been contacted by North Weald Museum and a couple of residents. Members **NOTED** that the Clerk had contacted District Councillor Nigel Bedford to see if there is any funding available from EFDC for either of these projects.

#### **C19.178 CCTV AT PARISH HALL AT THORNWOOD**

Members **NOTED** that the Chairman of the Council had been in contact with a second supplier for a quotation for CCTV to be installed at the Parish Hall at Thornwood. Members recalled from the previous meeting, they agreed that it would be left to the Clerk and the Chairman to decide which company to use.

#### **C19.179 CCTV AT CEMETERY**

Members **NOTED** that following the vandalism at the Cemetery, the Rapid Deployment Camera EFDC installed for the Parish Council on 1<sup>st</sup> October 2019 has now passed the 3 months maximum deployment period. During the deployed period, EFDC had not received any formal requests for recorded images to be retrieved. Therefore, EFDC have advised that the camera was removed on the 24<sup>th</sup> February. The Clerk reported that the Chairman of the Council had asked her to mention that the camera may have acted as a deterrent. Parish Council staff will be monitoring the situation. Cllr Ms Wood mentioned that she had seen a group of young persons in the lay-by next to the entrance. The Clerk stated that she was aware of this and confirmed that the item would be on the next Environmental Committee Meeting agenda for discussion. The Clerk had been liaising with ECC with regard to putting in a gate along the footpath which runs alongside the cemetery to prevent quad bikes and motorbikes from using it.

#### **C19.180 PARISH COUNCIL CITIZEN OF THE YEAR AWARDS**

Members **NOTED** that nominations for the Annual Citizen of the Year Awards were still required. Details of the awards had been advertised as usual. A small sub committee has been set up to discuss and pick the award winners and this will take place a week before the awards ceremony. In light of the earlier decision to suspend council meetings, this item was not discussed any further.

The Clerk asked Members if they would consider awarding a special Award this year for an Honorary Free person of the Parish, in recognition of a local resident, Mrs Doris Holden, who has reached a significant Milestone birthday and who has undertaken significant recognisable work in the Parish both during the war years and up to the present day. Cllr Mrs Grigg advised that Mrs Holden had served in the forces during the war, she had been secretary of the Royal British Legion for a number of years and had been part of the Davis Club which had been based at North Weald Village Hall and is still active with the Ploughman's today. Cllr Mrs Grigg stated that she believed Mrs Holden was really deserving of this recognition. The Clerk gave details of the Local Democracy, Economic Development and Construction Act 2009, Section 29 Honorary titles, that this could be carried out under. Following discussion, All Members **AGREED** unanimously that the Honorary Title – Freeman of the Parish - should be awarded.

#### **C19.181 HIGHWAYS MATTERS**

Members **NOTED** that following recent meetings with ECC local Highways Officer Sarah Alcock, a number of items and roads regarding highway matters have been discussed. The Clerk has chased these matters on three occasions, however a response is yet to be received. The Clerk reported that this matter was brought to the attention of the EFDC Pre Liaison Meeting where it was suggested that an email be

sent to ECC Councillor responsible for Highways, Cllr Kevin Bentley. Cllr Mrs Jackman MBE, suggested that Cllr Bentley be invited to attend a Parish Council Meeting. The Clerk confirmed the suggestion could be one option, however, as it had been reported via social media that faded road markings would be repainted it would make the Parish Council look ineffective if this work was not carried out. Therefore, the Clerk asked Members to formally agree that she had their permission to write to Cllr Bentley. All Members **AGREED** unanimously.

**C19.182 ROAD/PATHWAY ENTRANCE TO NORTH WEALD VILLAGE HALL**

Members **NOTED** that a number of concerns had been received by the Parish Council from residents in relation to the road surface between the High Road and the entrance to the North Weald Village Hall. The area in question had been investigated and the Land Registry shows that the land is not in any ownership, however, Peer Group have advised the Parish Council that Peer Group do have a right of way over that land and would be willing to pay 50% of any costs of re-surfacing that area. Cllr Mrs Grigg stated that she could recall when it was agreed that the land for the car parking spaces could be transferred, Peer Group also wanted to transfer responsibility for the road to the Parish Council. The Parish Council at that time refused to accept that responsibility. The Clerk confirmed that she would check the original documentation relating to this. The Clerk advised that the Chairman of the Council had suggested that maybe the Veterinary Surgery could be asked to contribute to the costs of the re-surfacing.

**C19.183 DEBT OF HONOUR**

Members **NOTED** that there had been no further updates from EFDC on this matter.

**C19.184 COUNCILLORS SURGERIES**

Members **NOTED** that Cllr Mrs Hawkins had met with County & District Councillor Chris Whitbread with regard to the possibility of holding Councillors Surgeries in Thornwood. Cllr Whitbread has agreed to this, as have the other Thornwood District Councillors. The dates which have been agreed, are as follows:-

- Friday, 27 March
- Friday, 24 April
- Friday, 19 June
- Friday, 31 July
- Friday, 11 September
- Friday, 23 October
- Friday, 4 December

Members **NOTED** that these surgeries will be held at the Parish Hall in Thornwood, between 11am and 1pm. Members were asked to consider if the Parish Council would cover the cost of these bookings, as they are bookings which would benefit the Community, the cost of which would be £10.00 per session. All Members **AGREED**.

Members were asked to consider reinstating Parish Council surgeries in North Weald. The Clerk advised that these used to be held in the Library on a Saturday, however, they could be held once a month on a normal Parish Council working day. It was suggested that a rota could be set up with one councillor in attendance. Following

discussion, Members **AGREED**, in principal, to the surgeries being reinstated once a month on either a Wednesday or a Friday in the Library and once every three months on a Saturday morning. The Chairman suggested that, once organised, the District Councillors for North Weald could be invited to attend.

**C19.185 STAFFING MATTER**

The Clerk reported that the temporary staff member would be leaving the Parish Council on the 11<sup>th</sup> March. Members **NOTED** that a re-evaluation of work had been undertaken, which will be reviewed in 3 months.

Meeting closed: 8.35pm

Signed .....

Date .....